



“Let’s build the future together”



ACADEMIC CATALOG 2013 - 2014

1st EDITION

President's Welcome Message

Welcome to Virginia International University. It is my privilege to welcome our new and returning students to the 2013-2014 academic year at VIU and extend our appreciation to you for choosing to study here. Since 1998, our mission has been to educate students from all over the world and graduate scholars of moral, intellectual and professional excellence who will lead the way to a better world for everyone. You are now an integral part of that mission, and I am happy that you are here for our 2013-2014 academic year. At VIU, our goal is to expand the skills of our graduates beyond the classroom. My hope is that you will feel at home here and take advantage of the rich history and culture that the Washington, DC metropolitan area offers. You will double your learning by embracing experiences both in and out of the classroom.

Colin Powell once said, “a dream doesn’t become reality through magic; it takes sweat, determination and hard work.” Your education is much like that dream. To reach your educational goals, you will have to work hard and make sacrifices. Strive to achieve greatness and your sacrifices will be worth it. Do not be afraid to work hard and enjoy every minute of your education.

Best wishes for a great academic year.

Isa Sarac, PhD
President, VIU

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Abbreviation table

ACICS	Accrediting Council for Independent Colleges and Schools
BBA	Bachelor of Science in Business Administration
BCS	Bachelor of Science in Computer Science
CHEA	Council for Higher Education Accreditation
CPT	Curricular Practical Training
ESL	English as a Second Language
ETS	Educational Testing Service
GEC	General Education Courses
GMAT	Graduate Management Admission Test
GPA	Grade Point Average
GRE	Graduate Record Exam
iBT	Internet Based TOEFL
ID	Identity Document
IELTS	International English Language Testing System
ISS	International Student Service
ITEP	International Test of English Proficiency
MBA	Master of Business Administration
MCS	Master of Science in Computer Science
M.Ed.	Master of Education
MELAB	Michigan English Language Assessment Battery
MIR	Master of Science in International Relations
MIS	Master of Science in Information Systems
MISM	Master of Science in Information Systems Management
MIT	Master of Science in Information Technology
MPA	Master of Public Administration
MSE	Master of Science in Software Engineering
OPT	Optional Practical Training
pBT	Paper Based TOEFL
PTE	Pearson Test of English
SAT	Scholastic Aptitude Test
SCHEV	State Council of Higher Education for Virginia
SCIS	School of Computer Information Systems
SELS	School of English Language Studies
SCE	School of Continuing Education
TESOL	Teaching English to Speakers of Other Languages
TOEFL	Test of English as a Foreign Language
USCIS	United States Citizenship and Immigration Services

GENERAL INFORMATION

Introduction

Virginia International University (VIU) was established in 1998 as a private, non-profit institution of higher education providing a quality affordable education that prepares students to meet the ever-evolving needs and opportunities of the 21st century workforce. Located in Fairfax, Virginia, just minutes from Washington, DC, VIU offers degree programs at the undergraduate and graduate levels in Business Administration, Computer Science and English as well as certificates in a variety of professional and technical fields. This includes language programs such as ESL and TOEFL. VIU also offers most of its programs through online education, providing another avenue for students to access affordable learning.

VIU Mission Statement and Philosophy

Mission Statement

Virginia International University's mission is to educate students from all over the world through a highly qualified, equally diverse faculty and staff while striving to provide academic programs that engender the intellectual curiosity, critical thinking, and creativity urgently needed in the global community with a commitment to providing students with the knowledge to achieve excellence in research, scholarship, and creative endeavors.

Philosophy

As a community of students, staff, and faculty drawn from diverse national, cultural, and social backgrounds, VIU aims to improve the environment in which freedom of thought and diverse interpretations of human experiences are cherished. It is our hope and expectation that each member of the university will develop a greater awareness of, and responsiveness to fellow members as well as to those beyond our campus who are less privileged. In the fulfillment of this mission, the university shall seek an efficient use of all available resources to ensure the highest quality of service to its students, faculty and staff. The ultimate goal of VIU is no less than to graduate scholars of moral, intellectual, and professional excellence who will not only make a better life for themselves and their families but who, more importantly, will lead the way to a better world for everyone.

At VIU, we believe that learning is not confined to the formal instruction of the traditional classroom. We offer a number of extracurricular clubs and activities where experts in a variety of subjects are brought in to discuss topics of interest to students. In order to further the Mission and Philosophy of the university, VIU is committed to the following objectives:

- to recruit and retain outstanding and diverse faculty and staff and to support teaching, research, and the service mission of the university.
- to elevate the university's learning environment to attract and retain excellent students from all over the world as well as from the USA.
- to offer learning experiences beyond the classroom that enhance traditional instruction and prepare students for the global workforce.
- to offer an up to date curriculum that is relevant which ensures each student has the following competencies: to think critically; to reason analytically; to solve problems realistically; and to communicate clearly.
- to endeavor to provide successful employment placement options for students.

Accreditation and Certifications

1. VIU is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, diplomas, bachelor's degrees, and master's degrees. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.



ACICS
750 First Street NE,
Suite 980
Washington, DC 20002
www.acics.org

2. VIU's accreditation through ACICS has automatically entitled VIU to be recognized by the US Department of Education.



Department of Education Building
400 Maryland Ave, SW
Washington, DC 20202
www.ed.gov

3. VIU's accreditation through ACICS has automatically entitled VIU to be recognized the Council for Higher Education Accreditation (CHEA).



One Dupont Circle NW,
Suite 510
Washington DC 20036
www.chea.org

4. VIU is certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV) and approved by SCHEV to grant degrees, diplomas, and certificates at the Bachelor's and master's levels of academic study.



101 North Fourteenth Street,
James Monroe Building,
Richmond, VA 23219
Tel: (804) 225-2600
Fax: (804) 225-2604
www.schev.edu

5. VIU is authorized by the United States Immigration and Customs Enforcement (ICE) to enroll non-immigrant students.



500 12th St., SW
Washington, D.C. 20536
www.ice.gov

6. VIU has been approved for the training and education of veterans by the Virginia Department of Veterans Services.



Office of the Commissioner
900 East Main Street
Richmond VA 23219
www.dvs.virginia.gov

7. VIU is member of the American Council on Education (ACE).



One Dupont Circle NW
Washington, DC 20036-1193
www.acenet.edu

8. VIU is a member of the Northern Virginia Technology Council.



2214 Rock Hill Road, Suite 300
Herndon, VA 20170
www.nvtc.org

9. VIU is a member of the Vienna Tyson's Regional Chamber of Commerce.



513 Maple Avenue, West
Second Floor
Vienna, VA
22180 www.vtrcc.org

10. VIU is a member of the EMC Academic Alliance; a collaboration with colleges and universities worldwide.



176 South Street,
Hopkinton, MA 01748
<http://education.emc.com/academicalliance>

11. VIU is a member of the IBM Academic Initiative, a global program that facilitates the collaboration between IBM and educators.



1 New Orchard Road
Armonk, NY 10504
www.ibm.com/developerworks/university/academicinitiative/

VIU Schools of Academic Study

All of the programs listed within this catalog have been approved by the State Council of Higher Education for Virginia (SCHEV) and by the Accrediting Council for Independent Colleges and Schools (ACICS).

VIU has established the following schools of academic study, with the list of programs they offer.

School of Business (SB)

Master of Business Administration (MBA); offered with concentrations in:

- Accounting
- Global Logistics
- Health Care Management
- Human Resource Management
- International Business
- International Finance
- Marketing Management
- Hospitality and Tourism Management

Bachelor of Science in Business Administration (BBA); offered with concentrations in: Finance

- International Business
- Marketing

Certificate Programs in:

- International Business
- Small Business Management
- Medical Administrative Assistant

School of Computer Information Systems (SCIS)

Master of Science in Computer Science (MCS)

Master of Science in Information Systems (MIS)

Master of Science in Information Systems Management (MISM)

Master of Science in Information Technology (MIT)

Master of Science in Software Engineering (MSE)

Graduate Certificate in Business Intelligence

Graduate Certificate in Information Systems

Graduate Certificate in Information Systems Management

Graduate Certificate in Information Technology Audit & Compliance

Bachelor of Science in Computer Science (BCS)

School of Education (SED)

Master of Arts in TESOL (MATESOL)

Master of Education (M.Ed.)

Graduate Certification in TESOL

Graduate Certificate of Education

School of Public and International Affairs (SPIA)

Masters of Public Administration (MPA)

Master of Science in International Relations (MIR)

School of English Language Studies (SELS)

English as a Second Language (ESL) Program

School of Continuing Education (SCE)

In addition to these schools, the School of Continuing Education provides “just-in-time” training for career professionals within the real world. The School of Continuing Education builds and provides tailored continuing education programs upon requests that meet the needs of the prospective participants.

Governance

VIU is a private non-profit university governed by its Board of Trustees. The main function of the Board of Trustees, as mandated in the by-laws, is two-fold: to develop policies for the advancement of VIU and to support the president of the University with the implementation of those policies. In addition, VIU’s Board of Trustees provides guidance, monitoring, and assistance to the President of the University in fundraising, public affairs, and building key alliances to assist in and support the growth of the University.

VIU’s current Board of Trustees includes:

Ms. Jennifer Watts.....	Chair
Mr. Yusuf Cetinkaya.....	Member
Ms. Hatice Murphy.....	Member
Mr. Amine Rounak.....	Member
Dr. Isa Sarac.....	VIU President

Article II, Section 1, of the bylaws provides general powers to the Board of Trustees. It states, “*All Corporate Powers shall be exercised by or under the authority of, and the business and affairs of the corporation shall be managed under the direction of, its Board of Trustees, in accordance with the purposes and subject to any limitations set forth in the articles of incorporation.*”

Administrative Directors

Staff Name	Title	Degree
Isa Sarac	President	Ph.D.
Sue Ann Myers	Vice President of Business Affairs	BSW
Badamsukh Yadamsuren	Vice President of Academic Affairs	MBA
John L. Bennett	Associate Vice President of Learning Services	MLS
Michael C. Ross	Dean, School of Business	Ph.D.
Johnson Kinyua	Dean, School of Computer Information Systems	Ph.D.

Kevin J. Martin	Director, School of Education	MS
Connie J. Lee	Director, School of English Language Studies	MS Ed.

Full-Time Faculty

Name	Degrees Earned	Specialty
Bennett, John L.	M.L.S., McGill University, Montreal, Canada B.A. in English, Windham College, Putney, VT CELTA, International House, Krakow, Poland	English as a Second Language (ESL), Academic and Business Writing, and English Composition
Bilgin, Klara A.	Ph.D. in Political Science, The Johns Hopkins University, California, MD M.A. in Political Science and International Relations, University of Delaware, Newark, DE	Political Science, International Relations, Comparative Government
Gimble, Claire	BA, University of Ottawa, Ottawa, Ontario, Canada Certificate as a Teacher of English as a Second Language (CTESL), Carleton University, Ontario, Canada	English as a Second Language
Kinyua, Johnson	Ph.D. in Computer Science, University of Cambridge, United Kingdom M.S. in Electronics (Digital Communications), University of Kent at Canterbury, United Kingdom B.S.C in Electronics Engineering, University College London, United Kingdom	Information Technology & Computer Science
Lee, Connie J.	M.S. Ed. in TESOL, University of Pennsylvania, Philadelphia, PA B.S. in Psychology, Virginia Tech, Blacksburg, VA	English as a Second Language (ESL)
Martin, Kevin J.	M.S. in Theoretical Linguistics, Georgetown University, Washington, DC B.S. in Biology, The University of Dayton, Dayton, OH B.A. in French, The University of Dayton, Dayton, OH	Theoretical Linguistics, Syntax, Language Acquisition and English as a Second Language (ESL), Academic and Business Writing, English Composition

Onu, Stephen	DBA, University of Phoenix, Phoenix, AZ MBA in Global Management, University of Phoenix, Phoenix, AZ BBA in Insurance, Howard University, Washington, DC	Business Administration & Global Management
Pollard, Lauren	MA in Teaching English to Speakers of Other Languages/Linguistics, Indiana State University, Terre Haute, Indiana BA in Languages, University of New Mexico, Albuquerque, New Mexico Certificate in TESL, The Trinity Institute, Pontevedera, Spain	English as a Second Language
Robinson, Mark	PhD in Marketing, International School of Management, New York, NY MBA in Marketing, Marymount University, Arlington, VA BBA, St. Mary's College of Maryland, St. Mary's City, MD	Marketing/ International Marketing Branding
Ross, Michael C.	Ph.D., Doctor of Philosophy, The University of Alabama M.Ed., Master of Education, Alabama State University Master of Arts In Public and Private Management (MPPM) Certificate in Executive Management, Birmingham Southern College BA, Bachelor of Arts, The University of Alabama at Birmingham	Project Management, Health Care Administration, Educational Leadership, Curriculum Instruction, and Secondary Education
Sachs, Rebecca	PhD in Linguistics, Georgetown University, Washington, DC MA in TESOL, Michigan State University, East Lansing, MI BA in Foreign Languages and Communication Disorders, Boston University, Boston, MA	SLA (Second Language Acquisition), Applied Linguistics, Research Methods
Yao, S. Andy	Ph.D. in Computer Science, Kennedy Western University M.S. in Computer Science, Old Dominion University B.S. in Computer Science, Old Dominion University	Information Technology & Computer Science

Academic Calendar Fall 2013 – Summer 2014

VIU operates on a traditional semester calendar where the academic year is divided into two main semesters, Fall and Spring. The Fall and Spring semesters span over 15 weeks each. Additionally, courses are also offered during the summer in two optional concentrated 8-week sessions.

Starting with Spring semester, ESL programs will be offered in 7-week sessions.

The tables below outline the major time periods and events in the 2013 – 2014 academic year. See [page 145](#) for online course academic calendar.

FALL 2013 Aug 26 - Dec 14 (15-week)	Academic & ESL Programs
Registration for the semester opens	Jul 1
Registration closes	Aug 19
New Student Orientation	Aug 21
First Day of Classes	Aug 26
Labor Day, VIU is closed	Sep 2
Last day to add/drop course(s)	Sep 3
Last day to apply for Fall 2013 graduation	Oct 1
Last day to withdraw with a grade of "W"	Nov 1
Make-up classes for Labor Day	Nov 25
No classes (Reserved for make-up sessions)	Nov 26-27
Thanksgiving break, VIU is closed	Nov 28-30
Last Day of Class (including the final exams)	Dec 14
Final Exam period for on-ground classes	Dec 9-14
Grades available on Student Portal	Dec 16
Winter break	Dec 24 - Jan 1
Incomplete grade changes due to Registrar	Feb 21

SPRING 2014 Jan 13 - Apr 26 (15-week)	Academic	ESL Spring (7-week)	ESL Spring II (7-week)
Registration for semester opens	Nov 15	Nov 15	Nov 15
Registration closes	Jan 3	Jan 10	Mar 7
New Student Orientation	Jan 8	Jan 8	Mar 5
First Day of Classes	Jan 13	Jan 13	Mar 10
Last day to add/drop course(s)	Jan 20	Jan 20	Mar 17
Last day to apply for Spring 2014 graduation	Feb 1	N/A	N/A
Last day to withdraw with a grade of "W"	Mar 21	Feb 7	Apr 4
Last Day of Class (including	Apr 26	Mar 1	Apr 26

the final exams)			
Grades available on Student Portal	Apr 28	Mar 3	Apr 28
Commencement Ceremony	May 3	May 3	May 3
Incomplete grade changes due to Registrar	Jun 13	Apr 18	Jun 13

SUMMER Session I 2014 May 5-Jun 28	Academic (8-week)	ESL (7-week)
Registration for the session opens	Apr 1	Apr 1
Registration closes	Apr 28	Apr 28
New Student Orientation	-	Apr 30
First Day of Classes	May 5	May 5
Last day to add/drop course(s)	May 12	May 12
Memorial Day, VIU is closed	May 26	May 26
Last day to apply for Summer I 2014 graduation	Jun 2	N/A
Last day to withdraw with a grade of "W"	Jun 6	May 30
Last Day of Class (including the final exams)	Jun 28	Jun 21
Grades available on Student Portal	Jun 30	Jun 23
Incomplete grade changes due to Registrar	Aug 8	Aug 8

SUMMER Session II 2014 Jun 30-Aug 23	Academic (8-week)	ESL (7-week)
Registration for the session opens	Apr 1	Apr 1
Registration closes	Jun 23	Jun 23
New Student Orientation	-	Jun 25
First Day of Classes	Jun 30	Jun 30
Independence Day, VIU is closed	Jul 4	Jul 4
Last day to add/drop course(s)	Jul 7	Jul 7
Last day to apply for Summer II 2014 graduation	Aug 1	N/A
Last day to withdraw with a grade of "W"	Aug 1	Jul 25
Last Day of Class (including the final exams)	Aug 23	Aug 16
Grades available on Student Portal	Aug 25	Aug 18
Incomplete grade changes due to Registrar	Oct 10	Oct 10

NOTE: The Academic Calendar is subject to change without prior notice. The latest version of the calendar is available on the VIU website.

Holidays

For the 2013 – 2014 Academic Year, Virginia International University will observe the following holidays, in which there will be no classes and our administrative offices will be closed on the following days:

- Labor Day: September 2, 2013
- Thanksgiving Day: November 28, 2013
- The day after Thanksgiving: November 29, 2013
- Memorial Day: May 26, 2014
- Independence Day: July 4, 2014

Religious Holiday Policy

VIU seeks to extend hospitality to all persons regardless of race, ethnicity, and sexual orientation, economic or social background. Diversity is valued at VIU, and the University is committed to assuring that all persons who enter this community are welcomed and respected. VIU, a secular institution of higher education, stands at the same distance to all world religions and does not observe religious holidays. VIU does not observe religious holidays of any type other than what the state and federal governments observe officially in the United States. Therefore, all scheduled educational activities and University-sponsored events will take place as scheduled and publicized by our Academic Calendar.

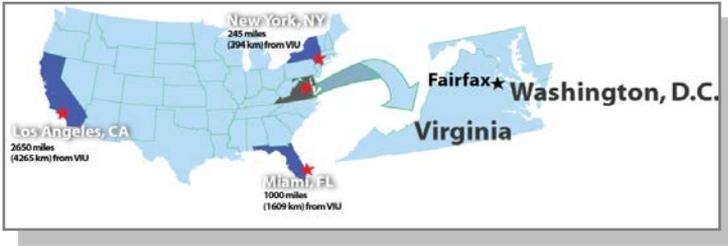
Inclement Weather Policy

Day and Evening Classes: If inclement weather forces the cancellation of daytime classes or requires a delay in the opening of the University, announcements will be made on all major local television networks and on the University's website. An email will also be sent to all students, staff and faculty via their VIU email address. A make-up class will be scheduled by the instructor.

Midday Closing: A decision to close the University during the day will be made when conditions include a forecast that would make travel to and from campus unreasonably dangerous. Classes underway at the time that a closing announcement is made will be dismissed. If students are engaged in important test-taking or other time-sensitive activities, a class may continue until its scheduled end, per the judgment of the instructor. A make-up class will be scheduled by the instructor.

VIU's Location & Transportation

Virginia International University is located in Fairfax, Virginia, in the heart of Fairfax County in Northern Virginia, only 18 miles away from the United States capital, Washington, DC.



VIU's Campus

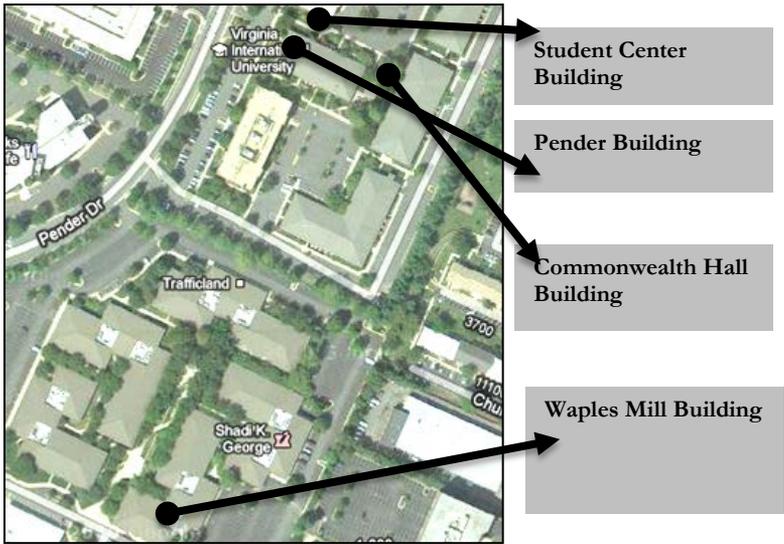
VIU's campus consists of the following four buildings which house our offices and facilities, all within a short walking distance of each other:

Waples Mill Building (11200 Waples Mill Road, Suite # 360, Fairfax, VA 22030) The Office of the President of VIU is located in the Waples Mill Campus, as are most of the University's administrative offices, including the Admissions, Registrar, International Student Services, HR, and Accounting Offices. The Waples Mill Campus also houses the University Conference Center and the Test Center.

Pender Building (3957 Pender Drive, Suite #100, Fairfax, VA 22030) Within the Pender Campus you will find classrooms, computer labs, the VIU Library, and the offices of the academic schools and staff.

Student Center Building (3949 Pender Drive, Suite #105, Fairfax, VA 22030) In the Student Center there is a Bookstore & Café, Career Center, Prayer Room, Study Room, Student Lounge, and offices for Housing, Student Activities, Student Organizations, and Health Insurance.

Commonwealth Hall Building (3953 Pender Drive, Suite #105, Fairfax, VA 22030) This building contains classrooms, a computer lab, and other academic and administrative offices within the university.



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Classroom Facilities

All of VIU’s classrooms are equipped with computers and projection and sound systems. The computers have high-speed internet connections and can accommodate CDs and DVDs. The University also provides three computer labs for student use. These labs are equipped with up-to-date hardware and software.

Transportation

VIU is conveniently located near two international airports: Dulles International Airport (IAD) in Virginia and Baltimore-Washington International Airport (BWI) in Maryland. Domestic air travel, which includes connecting flights from other international airports in the United States, is also available through the Reagan National Airport (DCA). All three airports have major road and rail links with Fairfax, Virginia.

From IAD (Dulles) Airport: By car, take Route 28 south to I-66 east, take exit 57A to Route 50 Fairfax, then make a left at the first light on Waples Mill Road. Take the first right into the Fair Oaks Corporate Center. Building 11200 is at the end of the road on the left.

By metro/bus: Refer to the Vienna/Fairfax-GMU Metro Station instructions and visit www.wmata.com.

From BWI (Baltimore-Washington International) Airport: By car, take I-95 south to I-495 west, merge onto I-66 west, take exit 57A to Route 50 Fairfax, then make a left at the first light on Waples Mill Road.

Take the first right into the Fair Oaks Corporate Center. Building 11200 is at the end of the road on the left.

By metro/bus: Refer to the Vienna/Fairfax-GMU Metro Station instructions and visit www.wmata.com.

From DCA (Ronald Reagan National) Airport: By car, take I-66 west, take exit 57A to Route 50 Fairfax, then make a left at the first light on Waples Mill Road. Take the first right into the Fair Oaks Corporate Center. Building 11200 is at the end of the road on the left.

By metro/bus: Refer to the Vienna/Fairfax-GMU Metro Station instructions and visit www.wmata.com.

From Vienna/Fairfax-GMU Metro Station:

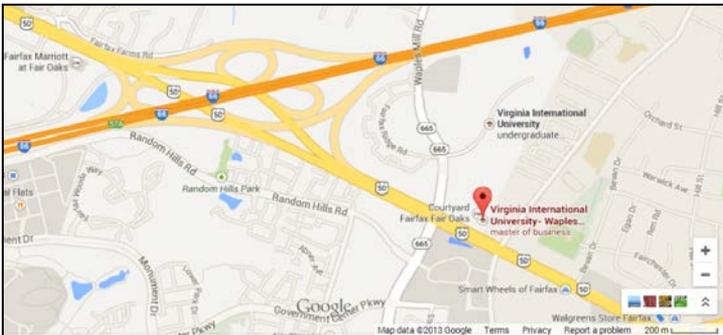
VIU is located less than five miles away from the Vienna/Fairfax-GMU Metro Rail Station at the end of the Orange line. The Metrobus system serving the areas around VIU is called the “CUE”. Metrobus 2B or the CUE Bus Gold 2 operate between the Vienna/Fairfax-GMU Metrorail Station and VIU. The VIU administrative offices can be reached by getting off at the bus stop at the intersection of MAIN STREET and JERMANTOWN ROAD, turning right onto Main Street, and then turning right onto Waples Mill Road.

Airport Pick-Up Assistance

VIU’s Student Affairs posts on the Orientation webpage, and sends out an email to all incoming students on how to reach VIU from the airport. Airport pick-up is not normally provided by VIU but in emergency situations students can call 703 835 0334 for assistance. Please refer to the Airport Pick-Up Assistance section below in the explanation of Student Services.

Parking

VIU currently has ample free parking for students at all four campuses.



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STUDENT SERVICES

New Student Orientation

VIU seeks to integrate students into the university community and to support and compliment student learning inside and outside of the classroom. To support the needs of our new students, a mandatory New Student Orientation program is held prior to the beginning of classes each semester at VIU. During this program, students are introduced to university policies and procedures, including academic advising, course loads, and standards of academic progress. Because the majority of the VIU student body is composed of international students, it is essential that the students are supported during their transition into American culture. The program and staff encourage students' self-growth, learning, and understanding of their own relationship to the intellectual, social, and cultural climate of VIU. During this orientation, new students have an opportunity to meet fellow VIU students, tour the campus, meet local businesses that provide services to our students, make housing arrangements, and meet with admissions officers and their academic departments. Students also will take photos for their VIU Student ID cards, which are distributed during the first few weeks of each semester. For more information, students may contact admissions@viu.edu or call (703)591-7042.

Career Center

The goal of VIU Career Center is to assist VIU students in their professional pursuits, and to extend this assistance after graduation to VIU Alumni. Along with providing professional resources, the Career Center helps students understand, develop, and utilize their diverse skills in gaining productive experience.

All VIU students (including ESL students) are encouraged to visit Career Center in their very first semester at VIU!

One-on-one counseling is available for every student and alumni. Professional experts in specific fields are introduced to students during campus events.

Software including Career Center Management (CSM) and Interview Stream are available for VIU students and alumni. These provide a platform to create professional profile, become visible to employers, check out professional opportunities available in network for university students, and practice interview skills.

Other services include reviewing resume and writing samples, mock interviews with experts for practice, assistance in deciding academic concentrations based on job market demand, and sharing of networking and professional opportunities for professional development.

Alumni contacts and mentoring are available through on-campus Alumni Workshops, and social Media: LinkedIn account –‘VIU Alumni Virginia International University’.

The VIU Career Center also organizes various professional development events, job search preparation workshops, and employer information sessions for students and alumni.

Contact information:

Website: www.viu.edu/students/services/career-planning.html

Email: career@viu.edu

Phone: 703-591-2760 Ext 340

Facebook: VIU Career Center

LinkedIn: Career Center VIU

Career Center is open from Monday to Friday, during regular hours of operation.

Airport Pick-up Assistance

VIU recommends that students arriving in the United States use the Super Shuttle services that are available at local airports in the Washington, DC/Metro area. The office of Student Affairs provides students with a detailed explanation of how to arrange pick-up from the following airports: Dulles International Airport (IAD), Baltimore-Washington International Airport (BWI), and Reagan National Airport (DCA). Students may contact orientation@campus.viu.edu or call (703) 591 2760 x310 at least two (2) weeks prior to arrival for information and assistance. Students are responsible for all fees charged by the service providers.

Accommodation Assistance

VIU’s Office of Student Affairs provides students with resources and useful information to make the process of finding accommodation easier. Although VIU does not currently offer an on-campus housing option, the Office of Student Affairs happily assists students with locating reasonable and affordable home stays, apartments, room rentals, shared housing, and hotels in the surrounding communities.

Students requiring assistance in finding housing should submit an Accommodation Assistance Request Form prior to the beginning of the semester. This form can be found on the university website and should be emailed to housing@campus.viu.edu upon completion.

Student Activities

Student Activities at VIU are designed to give students a chance to broaden their interests, share new experiences, and meet new people. Students are encouraged to participate in these social, recreational, educational, and cultural activities as a means to gain a well-rounded education at VIU. Activities for students include those offered both on and off campus. On-Campus activities include seminars that feature local and national business leaders, embassy officials and local community businesses. In addition, student centered events such as culture shows and the Annual Thanksgiving Luncheon may be offered throughout each semester. Off-Campus Student Activities may include day-trips to popular site-seeing or educational destinations in Washington, DC, as well as longer excursions to destinations such as New York City. In addition to all of these events, VIU students are encouraged to join and participate in the many student clubs hosted at the university. Through these activities and clubs, students supplement their classroom learning experiences and gain a well-rounded educational experience at the university. The list of current activities and events available for students are posted on VIU's website. For information regarding our student activities, students are encouraged to contact activities@campus.viu.edu or call (703)591-2760.

Student Health Insurance

Health insurance is mandatory for all international students enrolled at Virginia International University residential programs. Due to the necessary coverage options, it is required that students purchase health insurance offered through VIU. We offer two travel health insurance plans;

1. **Plan A:** basic travel insurance plan costing \$2/day with no preventive services
2. **Plan B:** more comprehensive travel insurance plan costing around \$4/day (depends on the age of the individual) covering more services e.g. preventive services, maternity coverage, etc.

Plan A can be purchased at VIU Accounts department. To enroll in Plan B, please send an email to healthinsurance@campus.viu.edu for details and instructions on how to apply.

Student Health Insurance is renewed semi-annually. The renewal dates are for the Fall semester (September 1st – December 31st) and for the Spring/Summer semesters combined (January 1st – August 31st). The deadline for students to renew their health insurance through VIU is scheduled during the month prior to the start date of each renewal.

2013 - 2014 Student Health Insurance Renewal Schedule

- Fall 2013 Semester: September 1 – December 31, 2013
 - Deadline for renewal & payment: Friday, August 16, 2013
 - Renewal amount: \$240.00
- Spring 2014 Semester: January 1 – August 31, 2014
 - Deadline for renewal & payment: Tuesday, December 10, 2013
 - Renewal amount: \$490.00

VIU Library and Information Services

The purpose of the VIU Library is to provide students with access to the wide range of information, reference, and research materials they will need to supplement classroom instruction and assigned textbooks, to complete homework, and to undertake research projects. The Library maintains a sizable in-house collection of books, periodicals, and audio-visual materials. Additionally, VIU Library staff can assist students in accessing a variety of online resources including two online research databases that provide access to thousands of full-text books and millions of periodical articles.

Hours of Operation: The VIU Library is open and staffed by the Librarian and/or trained Library Assistants from 8:30 a.m. to 6:30 p.m., Monday through Friday.

Website and Catalog: The Library maintains a website that includes a Catalog of library holdings, links to two online research databases, as well as to a variety of other online resources that can be used by students for study, reference, research. The website also provides advice on how to conduct research and avoid plagiarism. Using the Library's electronic Catalog, students can search for books and other materials by title, author, keyword, and ISBN (International Standard Book Number).

Collection: The VIU Library currently has approximately 6,700 volumes, the majority of which are relevant to the University's areas of concentration: Business, Computer and Information Science, TESOL, Public Administration, International Relations, Education, and English as a Second Language. The Library maintains a reference collection with a variety of standard and specialized reference works and a reserve collection consisting of textbooks and supplementary material for current courses. We subscribe to approximately 50 periodicals, primarily in the areas of business and computer and information science. Students at VIU can also use the resources of a number of nearby academic and public libraries to support their studies.

Online Resources: VIU subscribes to two online research databases: LIRN and e.brery. Both of these can be accessed from the Library's website. The online libraries give students and faculty access to a wide range of information, reference, and research resources. LIRN focuses on providing access to articles from thousands of periodicals, many of them peer-reviewed journals, while e.brery focuses on providing access to the full-text of current academic books. E.brery currently provides access to over 80,000 books. The Librarian and Library Assistants are available to assist students in the use of LIRN and e.brery. In addition to LIRN and e.brery, the VIU Library webpage has links to over 200 other websites in the areas of business, computer and information science, ESL, general reference, biology, comparative religion, English language and literature, history, mathematics, philosophy, psychology, and sociology. The links provide valuable resources for student study and research.

Circulation Policy: Reference materials and periodicals must be used inside the library. Books in the course reserve collection must also remain in the library so that they are available to all students during the reserve period. All other materials in the collection may be checked out for four (4) weeks at a time. The VIU Student ID card that is issued during the New Student Orientation serves as your VIU Library card. When checking out materials or requesting reference assistance or other library services, students will be asked to show their VIU Student ID card. Borrowed material may be renewed in-person, online, or by phone, if there is no request for the material from other students or faculty. Library materials should be returned to the VIU Library Circulation Desk.

Reference Services: Members of the VIU Library staff are available to assist students with their research needs. Additionally, they are available to help students use VIU's online resources. Library staff can be contacted for assistance at the Library Reference Desk or by e-mail at any time during library hours.

Computer and Internet Access: The library has wireless Internet access, so students and faculty can access the Internet from the Library using their own wireless-enabled laptop. Desktop computers with Internet connection and a printer are also available for use in the Library.

VIU Campus E-mail Account

Students will receive a VIU campus e-mail account. Students are expected to use this e-mail for all communications within the university, including correspondence with their instructors. Students who would prefer only to have to check their primary email account may set their VIU campus e-mail account to forward to that other address.

APPLICATION FOR ADMISSION

For the 2013-2014 academic year, all VIU applicants must provide the necessary documentation, as described in detail below:

An application will not be considered complete, and thus, will not be reviewed, until all application documents and fees have been received. Once the completed application and fees are received, the application is carefully reviewed for admission. Applicants meeting our admission criteria are evaluated with respect to other qualified applicants, and are selected accordingly.

Admission Requirements

All applicants are required to submit a completed application package, as outlined below, with a non-refundable \$150.00 application fee.

#	Admission Materials	Programs				
		Graduate	Under-graduate	Graduate Certificate	Undergrad Certificate	ESL
1	Application Form	✓	✓	✓	✓	✓
2	Application Fee	✓	✓	✓	✓	✓
3	Previous Degree	Bachelor's	High School	Bachelor's	High School	--
4	Official Transcript & min GPA	✓ GPA: 2.5 Recommended	✓ GPA: 2.0 Recommended	✓ GPA: 2.5 Recommended	--	--
5	English Proficiency ¹	✓	✓	✓	✓	--
6	GRE/ GMAT	Recommended	--	--	--	--
7	Financial Documents ²	✓	✓	✓	✓	✓

¹ For non-native English speakers only. See *Explanation of Admission Materials* below for more details.

² For F-1 Visa applicants only. An official bank statement of the sponsor and a *Statement of Financial Support* must be submitted.

³ In continuance with the above mentioned Admissions Requirements, students that are applying to programs in **School of Education** will need to submit the following:

- Official Recommendation Letters
- Academic Statement Of Purpose
- Resume/ Curriculum Vitae

Explanation of Admission Materials

All application materials not in English must be accompanied by a certified English translation of the original document. Copies of original documents must be notarized or attested by an embassy, consulate or

notary. Please note that not all consulates provide this service. If you are submitting an original document, please let us know.

Original documents or attested copies may be sent in the following ways:

1. Scanned as a PDF file and sent to:
documents@campus.viu.edu
2. Sent by Mail to:
Virginia International University
Attn: Admissions Office
11200 Waples Mill Road #360
Fairfax, VA 22030 USA

VIU has the right to request original documentation. The submission of fabricated or false documents will result in the banning of admission to the university.

Application Form: All applicants must submit a fully completed online application form. Incomplete applications will not be considered for admission until all necessary information has been received by the Admissions Office.

Application Fee: Each applicant is required to pay a non-refundable \$150.00 application fee. No application will be considered without payment of this fee. For information regarding methods of payment, please visit our website at www.viu.edu/accounting/payment-information.html.

Previous Degree: Applicants already holding a degree from a foreign or domestic college or university must submit an original, notarized or attested copy of their college or university diploma and transcript, accompanied by a certified translation if the original is not in English.

1. For graduate degree programs and graduate-level certificate programs, a Bachelor's degree diploma and transcripts, or the equivalency is required.
2. For undergraduate degree programs and undergraduate-level certificate programs, a minimum of a high school diploma or high school equivalency is required.

For International Students applying for a Graduate Program: Bachelor's degrees from foreign universities should be equivalent to the completion of a four-year program of study at a US college or university with a minimum of 120 semester credits. Those who have obtained a Bachelor's degree from abroad with less than 120 semester credits will be considered for conditional acceptance into a graduate program and are required to make up the credit difference.

Official Transcripts: All applicants must submit original official transcripts, or notarized or attested copies of transcripts, from all colleges or universities previously attended (whether or not a degree was earned

from an institution). If transcripts are issued in the student's Native language, as well as in the English Language; from the Institution, students will only be required to submit the English version. A minimum of a 2.5 GPA (on a 4.0 scale) is recommended for graduate admission, and a minimum of a 2.0 GPA (on a 4.0 scale) is recommended for undergraduate admission.

Evidence of Sufficient English Language Proficiency: All applicants, whether enrolling in residential or online courses, must submit proof of sufficient English Language proficiency to VIU prior to enrollment. VIU English language proficiency requirements can be fulfilled through any of the following options:

1. Submitting a valid score from one of the standardized tests listed below:

#	Test	Minimum Score
1	Test of English as a Foreign Language (TOEFL)	Internet-based (iBT): 79; Computer-based (cBT): 213; Paper-based (pBT): 550*
2	International English Language Testing System (IELTS)	Academic: Overall band score 6
3	Pearson Test of English (PTE)	Academic: 54
4	International Test of English Proficiency (iTEP)	Academic Plus: 5, with no individual scores lower than 4
5	Michigan English Language Assessment Battery (MELAB)	With Speaking: 77

*School of Education students must also complete a placement interview.

2. Providing an official transcript indicating completion of a minimum of 12 credits from an accredited United States post-secondary institution at which the language of instruction was English, including at least one course in English composition, academic writing, or a similar subject. The GPA for the 12 credits must be no lower than C. The grade for the writing course must be no lower than C.
3. Submitting official degree and transcript(s) from an institution where English was a primary language of instruction, and for which verification is available through the International Handbook of Universities, published and edited by IAU/UNESCO. Additional information may be requested from

the applicant's university registrar's office to verify that the instruction was conducted in English.

4. Students who do not meet any of the conditions listed above are required to take Virginia International University's placement test prior to enrollment. The placement test is currently only available on-site, at the university campus. Based on the results of this test, students may be required to attend our ESL program for one or more semesters before taking academic classes. Successful completion of the on-ground college prep ESL level and the exit test serves as evidence of sufficient English proficiency for admission to our academic programs. Please note that prospective students applying for School of Education programs must obtain academic-level scores on all components of the placement and exit test while applicants to other programs must score at the academic level on two out of three components; the third score must be no lower than the college prep level.

Virginia International University reserves the right to require a student to take its placement test when there are reasonable doubts in the authenticity of the submitted standardized test scores or in the degree of English proficiency evidenced by other documentation.

Virginia International University also offers online ESL courses to improve English proficiency. To find more information about application requirements and process, please contact Virginia International University Admissions Department via e-mail admission@viu.edu or call (703) 591-7042.

GRE/GMAT: There are two types of widely accepted graduate examination scores used by US universities for graduate admissions. The GRE (Graduate Record Exam) is for admission to non-business graduate programs. The GMAT (Graduate Management Admission Test) is for admission to business graduate programs. For more information about the GRE or GMAT please visit www.gre.org or www.gmat.org. It is recommended that all graduate program applicants coming from either national or international institutions of higher education submit either GRE or GMAT scores. However, VIU does not require a GRE or GMAT score for its graduate program applicants at this time.

Financial Documents (F-1 Visa Applicants Only): All international (F-1 visa) applicants must submit a Statement of Financial Support Form and a Bank Statement.

Statement of Financial Support Form: All international (F-1 visa) applicants must submit a Statement of Financial Support detailing the

source(s) of funding for their program of study. Please visit our web site (www.viu.edu) to download VIU's Statement of Financial Support Form.

Bank Statement: All international (F-1 visa) applicants must submit a recent statement or letter from their sponsor's bank **dated within the last six months** providing the following data:

1. Whether the account is a Savings or Checking Account
2. The account holders legal name, and
3. The current account balance
4. The currency of the account

Note: If a student's sponsor resides in the United States and is an American citizen or permanent resident, the sponsor must provide VIU with an I-134 Form in lieu of the Statement of Financial Support Form. This form can be downloaded from www.uscis.gov.

TUITION AND FEES

Tuition and Other Related Fees

This tuition and fee structure is effective with the Fall 2013 academic semester. The tuition does not include the cost of textbooks and other course-related materials. For fully online program tuition, please see Online Program Tuition on D2 page 147.

Graduate Level Degree Programs:

- Master of Business Administration (MBA)
- Master of Science in Computer Science (MCS)
- Master of Science in Information Systems (MIS)
- Master of Science in Information Systems Management (MISM)
- Master of Science in Information Technology (MIT)
- Master of Science in Software Engineering (MSE)
- Master of Education (M.Ed.)
- Master of Public Administration (MPA)
- Master of Science in International Relations (MIR)

Tuition: \$678 per credit
\$2,034 per course
\$6,102 per semester (full-time, 9 credits)

- Master of Art in TESOL
Tuition: \$510 per credit
\$1,530 per course
\$4,590 per semester (full-time, 9 credits)

Tuition for Program Prerequisites: Graduate Students who need to take program prerequisite courses will pay the Undergraduate tuition rate for the courses required.

Undergraduate Level Degree Programs:

- Bachelor of Science in Business Administration (BBA)
- Bachelor of Computer Science (BCS)

Tuition: \$376 per credit
\$1,128 per course
\$4,512 per semester (full-time, 12 credits)

Graduate Level Certificate Programs:

- TESOL Certificate
Tuition: \$510 per credit
\$1,530 per course
\$4,590 per semester (full-time, 9 credits)
- Graduate Certificate of Education

- Business Intelligence Certificate
- Information Systems Certificate
- Information Systems Management Certificate
- Information Technology Audit and Compliance Certificate

Tuition: \$678 per credit
 \$2,034 per course
 \$6,102 per semester (full-time, 9 credits)

Undergraduate Level Certificate Programs:

- International Business Certificate
- Small Business Management Certificate
- Medical Administrative Assistant Certificate

Tuition: \$376 per credit
 \$1,128 per course
 \$4,512 per semester (full-time, 12 credits)

Non-Credit Certificate program - ESL Program:

Tuition: \$8.83 per hour
 \$2,650 per semester (300 hours)

Continuing Education Programs:

- Adult ESL Classes
Tuition: \$230 per session
- Evening TOEFL Preparation Classes
Tuition: \$450 per session
- One-on-One ESL Classes
Tuition: \$40 per hour
- Professional Seminars
Tuition depends on the type of seminar and group size. Please contact us to receive a quote.

Continuing Education Programs do not provide enough credits to maintain F-1 visa status. F-1 visa students can take them as a supplement to regular academic classes.

Course Auditing (“AU”): Audited courses are subjected to all regular tuition and fees as stated above. VIU offers a special tuition rate for course auditing that applies only to VIU Alumni and senior citizens (age 65 and up). This special tuition rate applies to all program levels.

Tuition: \$175 per course

Tuition and Fees are subject to change without notice. Funds for personal expenses (e.g., food, health, insurance, books, supplies, etc.) are not included.

NOTE: The only fee an education agent is authorized to collect on behalf of VIU is the \$150 application fee. Tuition and other fees are to be paid directly to VIU.

Related Fees: Some fees are mandatory and due at the time of application or enrollment. Below is a list of service fees charged at VIU, which are applied as required as a student progresses through their program of study. All fees are **non-refundable**.

Services Provided	Explanation	Fee	
Application Fee	Degree, Certificate, and ESL Programs	\$150	
	Continuing Education Programs	\$20	
Deferral Postal Fee	International	\$65	
	Domestic	\$25	
Student Services Fee	Special lectures and seminar series, sports and festivals, registration process, new student orientation, initial student ID, VIU clubs, student association, computer lab usage, VIU student e-mail, student events, movies and other activities.	\$75	
Health Insurance	Spring & Summer semesters combined	\$490	
	Fall semester	\$240	
English Placement Test	Those who need to take the test only.	\$30	
Late Registration Fee	After the last day of registration, before the end of the add/drop period.	\$50	
Returned Check Fee	If the check issued by the student is not honored by their bank.	\$30	
Student ID Card & Annual Renewal	Student ID cards must be renewed every year. Fee also applies in the event that a Student ID card is lost or a replacement is needed.	\$10	
Transcript Processing Fee	Upon request by the student. It will take three business days to process transcript requests.	\$10	
Graduation Application / Diploma Processing Fee	Fee required of all students graduating when submitting the Graduation Application Form.	Degree	\$100
		Diploma & Certificate	\$50
Cap & Gown	Fee required of all degree program students that participate in the Commencement Ceremony.	Graduate	\$55
		Undergraduate	\$30
Change of Program	If the student has already been granted an initial I-20 and has requested a Change of Program	\$20	

Living and other expenses: Students should calculate and budget extra funds for these expenses based upon individual projected need. Below is rough estimation only as guidance. Actual expense could vary depending on individuals need.

Expenses	Explanation	Amount
Living expenses	The approximate cost for an individual student living in the Washington, D.C. metropolitan area	\$9,000 per academic year (9 months)
Textbook expenses	Textbook expenses are not included in the tuition. All students must obtain their books before the course add/drop period ends.	Academic program students may spend \$100 per class
		ESL students may spend \$200 per semester

Payment Information

Payment Deadline: One week before the first day of classes, the student's tuition and fees are due in full for that semester. For an up-to-date payment schedule, please refer to the VIU website. Payments received by the Accounting Office by 6:00 p.m., Monday through Friday, will be considered as received on that business day. Allow ample time for processing of payments. Payments received are applied to the oldest outstanding balance first.

Payments can be made using the following methods:

Cash: Cash is only received in person at the Accounting Office located at the Waples Mill Campus. Cash payments should not be sent through the mail. VIU is not responsible for cash payments that are lost or stolen prior to arriving at the VIU Accounting Office.

Check: All checks should be made payable to **Virginia International University**, with the VIU Student ID number written on the front. Checks that are already endorsed are not accepted. Checks must be payable in US dollars with an intermediary bank in the US.

Credit and/or Debit Card: Credit and/or Debit card payments are accepted at the Accounting Office. Credit and/or Debit card payments can also be submitted by fax using the Credit Card Authorization Form. The form is available on VIU's website and the fax number is (703) 591-7048 or scanned as a PDF file and send to accounting@viu.edu. Online payment with credit cards can be made through the Student Portal.

Wire Transfer: The VIU bank account information for wire transfers can be obtained by contacting accounting@viu.edu. When requesting this information, new students should provide their full name and application number and current students should provide their full name and VIU Student ID number.

Payment Plans

An Installment Payment Plan is available for VIU on-ground students who cannot complete full tuition payments by the deadline and wish to finance their tuition through monthly installments. Payments for other fees cannot be deferred. The Payment Plan Agreement Form is available at the Accounting Office. This agreement must be signed and submitted before the first installment. The installment fee is \$25 per installment and this fee is non-refundable.

Any changes to the payment plan must be made before the due date. Failure to pay the outstanding balance will result in an academic and financial hold, a late fee of 1.4% of the balance due per week (up to \$500 for a semester), and normal university collection activity. The payment plan (if there is one) will be automatically changed to the next payment plan if the student fails to pay an installment and the late fee for more than one month after the initial due date. For example, VIU will charge an additional installment fee along with the appropriate late fee. Failure to pay by the end of the semester will prevent students from being eligible to apply for a payment plan in future semesters.

Cancellation and Refund Policy

If a student elects to drop one or more courses, withdraw from the university, or request a leave of absence the following refund schedule will be used to determine any outstanding financial obligations for which the student may be responsible:

Time of withdrawal notice	Tuition refund amount*
Up to the last day of add/drop period	100% of the semester tuition
After the add/drop and through 25% of the semester	50% of the semester tuition
Through 50% of the semester	25% of the semester tuition
After 50% of the semester	No refund will be issued

**Excludes all fee*

A student applicant will be considered a student as of the first day of classes. If an international student accepts an I-20 from VIU they are financially responsible according to the above schedule.

Prior written notice must be submitted to officially withdraw from Virginia International University. **The official withdrawal date, for the purpose of a refund calculation, will be taken from the date the written notice is received by VIU.**

No refund will be honored without written notice. Students may download the **Institutional Withdrawal Form** from our website or obtain a hard copy from the Registrar's Office or the Office of International Student Services. Applicants must submit the **Refund Request & Application Cancellation Form** within 12 months of the initial application date.

VIU will issue refunds to individuals who have terminated their status as students within 45 days after receipt of a written request. If no payment was made, the University will bill the student for the due amount according to the schedule above. If a student is participating in a payment plan and the installment payment is not sufficient to cover the student's obligation according to the schedule above, then the university will send the student a bill for the difference.

If a student's financial obligation is not fulfilled, VIU is authorized to take the following actions until the funds owed are paid in full:

- a) Withhold the release of the student's academic records or any information based upon the records.
- b) Withhold the issue of the student's transcripts.
- c) If the student's account remains delinquent, VIU reserves the right to terminate enrollment and cancel F-1 visas of international students. Late tuition payments are subject to financial penalties.

Financial Penalties

Late fee: Failure to make any payment on or before the due date results in 1.4% of unpaid balances added per week. The late fee percentage will apply only to the tuition and installment fees. Other fees (for example; the student services fee, health insurance fee, etc.) will be deducted first before applying payment for tuition.

Return Check Fee: A \$30 fee will be charged for each unpaid check returned by the bank. Moreover, VIU will recalculate the late fee weekly until the balance is cleared.

Special Cases: In the case of *documentable* events of prolonged illness, accident, or death in the immediate family (parents, siblings, children, or spouse) or other special circumstances that makes it impractical to complete the program; VIU will work toward a settlement that is reasonable and fair to both parties.

Family Discount Policy

Virginia International University offers a 5% tuition discount per semester for immediate family members studying concurrently and on a full-time basis at VIU. The discount is valid as long as the immediate family

members (which are defined as parents, children, brothers, sisters, and spouses) are enrolled and paying tuition. The discount is applied to the tuition fees of both students. This discount only applied to students enrolled in a residential program at VIU.

When and how to apply:

The deadline to apply for the family discount is the last day of the add/drop period in each semester. Applications after this deadline will only be considered for the next semester.

To be considered for the family discount, a student needs to complete the Application for Family Discount and submit it to the Accounting Office for approval, along with proof of the relationship as immediate family. The VIU Student ID number of the relative is required for this application.

Family Discount Procedures

The discount is applied to the student's tuition only. Any scholarships awarded will be deducted first. The discount will be applied to the remaining amount. If a student qualifies for more than one discount, only one will be applied.

The students must be enrolled on a full-time basis to be eligible for this discount. A student is considered to be full-time when they are enrolled in the applicable semester as follows: 20 hours in the ESL program, 12 credit hours in an undergraduate degree or certificate program, 9 credit hours in a graduate degree or certificate program, or a combination of these considered full-time by the VIU Registrar's Office. This discount will also apply to the tuition fees charged for additional enrolled courses in the same semester.

DC Metropolitan Residency Discount Policy

Virginia International University offers a 30% tuition discount per semester for permanent residents of the Commonwealth of Virginia (VA), Maryland (MD) or District of Columbia (DC). This discount only applied to students enrolled in a residential (campus-based) program at VIU.

To be considered for the Residency Discount, the student must be enrolled in an academic or ESL program on a full-time or part-time basis and meet one of the following criteria:

- a) A US citizen or US permanent resident (green card holder) who has paid income taxes for the prior twelve (12) months in the Commonwealth of Virginia; Maryland and District of Columbia; or

- b) An H1-B or similar visa holder that has paid income taxes for the prior twelve (12) months in the Commonwealth of Virginia, Maryland and District of Columbia. Any holder of student visa and their dependents are not eligible for residency discount.

To be considered for the Residency Discount, a student must submit the following supporting documents:

- a) The most recently filed state tax return form.
- b) Driver's license or State ID.
- c) Proof of US permanent residence or citizenship.
- d) Proof of current visa holder status.
- e) Proof of relationship may be requested.

To be considered for the Residency Discount, the student must fill out an application for the Residency Discount. A new application and supporting documents must be submitted each semester. The deadline to apply for this discount is designated each semester.

The deadlines for the 2013 – 2014 academic year are as follows:

- Fall 2013 Semester Due Date: Friday, August 16, 2013
- Spring 2014 Semester Due Date: Friday December 20, 2013
- Summer I 2014 Semester Due Date: Friday, April 18, 2014
- Summer II 2014 Semester Due Date: Friday, June 20, 2014

Applications after these deadlines will only be considered for the next semester. The Residency Discount is subject to approval.

A parent, or legal Guardian, can apply on behalf of students under the age of 24. Spouses may also apply on behalf of their partner, provided the student in question is listed as a dependent on the state income tax filing for the most recent year

The discount is applied to the student's tuition only. Any scholarships awarded will be deducted first. The discount will be applied to the remaining amount. If a student qualifies for more than one discount, only one will be applied. The discount applies only to on-ground students

SCHOLARSHIPS

NOTE: Scholarship programs available for Online Education can be found on [page 148](#).

Program Description

VIU affords individuals with unlimited potential the opportunity to acquire their education at a lower cost. By offering our students access to scholarships, we are able to attract individuals who will take their unparalleled VIU experiences into their own cultures, sharing their knowledge with future generations and launching successful careers as world leaders. There are several different types of scholarships available: exemplary academic achievement, extracurricular participation, and residency. Full-time undergraduate and graduate VIU students are eligible to apply for a scholarship if the scholarship requirements are met. Every scholarship has unique criteria; review the application carefully to see if you meet the requirements.

Scholarship Funding Sources

The VIU Tuition Scholarship Program funding is derived from a number of sources and is supported by generous contributions from individuals and organizations. The VIU Board of Trustees approves the allocation of resources for the scholarship program from the annual operating budget during its annual meeting prior to the start of the calendar year.

Application Instructions

Scholarship applications must be submitted prior to the semester in which the applicant plans to enroll.

To apply for a scholarship, follow these easy steps:

Step 1: [Apply online](#).

Step 2: Submit supporting documentation. All applicants must submit the complete documents in one package (hardcopy) and the package must be submitted in person or by mail to:

Virginia International University
Attn: Scholarship Committee
11200 Waples Mill Rd. Suite 360
Fairfax VA 22030

NOTE: All supporting documents must be original, notarized or attested copies.

Once an application and the supporting documents are received, applicants will receive a confirmation from the VIU Scholarship Committee Chair. An application will not be considered complete until all supporting documents are received. All documents must be received

by the application deadline. Incomplete applications will automatically be denied. Scholarship results will be announced by email and post mail prior to the start of classes for the semester in which the award is to be made.

Application Deadlines

Applications and supporting materials must be received by the Scholarship Committee on or before the application deadline. Incomplete applications will be automatically denied.

Residential Scholarship Application Deadline	
Semester	Deadline
Fall 2013	July 1, 2013
Spring 2014	November 1, 2013

Applicants will receive an email from the Scholarship Committee verifying that their application is complete.

Eligibility

To be eligible for a scholarship, all scholarship requirements must be met. Additionally, students must be enrolled full time in one of VIU's residential degree programs. Eligibility and fulfillment of the scholarship criteria does not guarantee the award of a scholarship.

Selection

The scholarship selection process begins immediately after the scholarship deadline. All applications are initially screened for completeness. Once the application is deemed complete, the application and all related materials are forwarded to the Scholarship Committee members. Each application is reviewed and assessed on an individual basis.

Interviews are required for all scholarship applicants. Each applicant will be contacted by email to schedule their interview. This interview will be with one or more of the Scholarship Committee members. The interview will last approximately 30 minutes.

Scholarship awards will be determined by the Scholarship Committee prior to the first day of classes for the semester in which the student applied. Awardees will be notified by email as well as by post mail.

Rules and Regulations

1. Scholarships are awarded as credit toward tuition only. The award amount will be deducted from the total tuition charged for the academic year the scholarship is awarded.
2. Scholarships are offered during the spring and fall semesters.

3. A scholarship is an annual award that expires on its anniversary. Students who are awarded a scholarship must reapply each year if they want to be considered for the scholarship. There is no guarantee that the scholarship will be awarded on an annual basis.
4. Scholarships cannot be awarded to applicants who receive other types of outside scholarship funding (Example: Government Scholarships).
5. Cumulative GPA's will not be rounded for eligibility requirements.
6. Students can only receive one scholarship per semester.
7. If a student is awarded a VIU scholarship, they can also receive one additional discount provided by the university.
8. There is no guarantee that an award will be made solely because the applicant is qualified.
9. Official English test scores are required for all applicants whose first language is not English. If English is the applicant's native language, the English test score is not required. The Scholarship Committee has the right to make this determination.
10. Academic merit holds the highest weight in the review of most scholarship applications. In the case of a tie, the committee will rely on this hierarchy to make their award decision

Types of Scholarships Offered

The Scholarship Department has scholarship programs for prospective and current students. Every scholarship has unique criteria; review the application carefully to see if you meet the requirements.

1. Prospective Student Scholarships

A prospective student is any student who has received an acceptance letter from the VIU Admissions Office before the scholarship application deadline for the desired semester of enrollment.

Special Achievement Scholarship

The purpose of the Special Achievement Scholarship is to provide tuition assistance to students with exceptional talents or achievements.

Eligibility:

To be eligible to apply for this scholarship, applicants must meet the following criteria:

- Current or Prospective Student

- Must be able to show significant excellence in and experience related to a demonstrated talent, achievement and/or career field

Application:

Completed applications must include all of the following:

- [Scholarship application form](#) (filled out online)
- Most recent official transcript from all high schools, colleges, or universities attended (this can be obtained from the registrar's office at these schools)
- Personal statement of at least 500 words detailing talent and achievements in an essay format. The talent and experiences must be measurable achievements and not just recreational in nature.
- Official proof of awards, certificates of achievement, licenses, etc. must be provided. Without this proof, the application cannot be considered.

Fresh Start Scholarship

The Fresh Start Scholarship is awarded to students who are transferring to Virginia International University for the first time from another college or university in the United States. This scholarship assists students who are looking for a fresh start at our university and to those committed to educational success throughout their lifetime. This scholarship is awarded to first time, first-semester transfer students only.

Eligibility

To be eligible to apply for this scholarship, applicants must meet the following criteria:

- Applicants must have been enrolled and studied as a full-time student at an accredited university in the United States for at least one semester
- Applicants must be in good academic standing with a minimum 3.50 cumulative GPA.
- Applicants must complete the application process at VIU and receive an acceptance letter before the scholarship application deadline

Application

Completed applications must include all of the following:

- [Scholarship application form](#) (filled out online)
- Most recent official transcript from all high schools, colleges, or universities attended (this can be obtained from the registrar's office at these schools)
- Personal statement of at least 500 words describing your background, future goals, education, influential experiences and

career objectives. This should be in the form of an essay, not a list of facts.

- One letter of recommendation from a faculty member at your current college or university
- Official English language test score report: TOEFL score of at least 89 (iBT) or 577 (pBT) OR an IELTS score of at least 7.0 OR a PTE Academic score of at least 68 (A test score is only required for applicants whose first language is not English)

New Horizon Scholarship

The purpose of the New Horizon Scholarship at Virginia International University is to provide tuition assistance to students who are living in areas of the world where there have been recent natural disasters or civil unrest. Virginia International University believes that all students deserve the opportunity to pursue their educational goals, regardless of the constraints that such a situation would put on realizing these goals.

Eligibility

To be eligible to apply for this scholarship, applicants must meet the following criteria:

- Prospective and current students
- Applicants must be living in areas where there has been either a recent natural disaster or civil unrest (contact scholarship@viu.edu if you have any question regarding your country's eligibility)

Application

Completed applications must include the following:

- [Scholarship application form](#) (filled out online)
- Most recent official transcript from high schools, colleges, or universities attended (this can be obtained from the registrar's office at these schools)
- Personal statement of success of at least 500 words describing your background, future goals, education, influential experiences, need, and career objectives. This should be in the form of an essay, not a list of facts.

2. Current Student Scholarships

A current student is any student who has been enrolled at Virginia International University as a full-time student for at least one full semester.

Special Achievement Scholarship

- See description on page 40.

New Horizon Scholarship

- See description on page 42.

Student Activity Scholarship

The Student Activity Scholarship recognizes a select number of students for their leadership in student activities at Virginia International University. These students come from diverse national, cultural and social backgrounds. Candidates have contributed to the betterment of both their fellow classmates and the university and have ensured a brighter future for those with whom they have interacted.

Eligibility

To be eligible to apply for this scholarship, applicants must meet the following criteria:

- Current student at VIU who has been enrolled for at least one semester.
- Applicant must have been an active member in at least one student club at VIU. Participation must have been for at least one full semester.
- Applicant must be in good academic standing with a minimum 3.50 cumulative GPA.

Application

Completed applications must include all of the following:

- [Scholarship application form](#) (filled out online)
- Most recent official transcripts from all high schools, colleges, or universities attended (these can be obtained from the registrar's office at these schools)
- Personal statement of at least 500 words, detailing student activities, leadership, and community service experience. This must be in essay format, not a list.
- One letter of recommendation from your VIU Student Club Advisor

Presidential Academic Scholarship

The Presidential Academic Scholarship is the most prestigious merit-based scholarship offered by Virginia International University. The selection is based upon exceptional academic achievement, as well as the

potential for continued success, both at the university and in the outside community.

Eligibility:

To be eligible to apply for this scholarship, applicants must meet the following criteria:

- Current student at VIU who has been enrolled for at least one full semester.
- Student must be in good academic standing with a minimum 3.90 cumulative GPA.

Application:

Completed applications must include all of the following:

- [Scholarship application form](#) (filled out online)
- VIU transcript (this can be obtained from the VIU Registrar's office)
- Personal statement of at least 500 words describing your background, future goals, education, influential experiences, and career objectives. This should be in the form of an essay, not a list of facts.
- Two letters of recommendation from faculty members at VIU
- One letter of recommendation from a VIU staff member
- Official English language test score report: TOEFL score of at least 105 (iBT) or 620 (pBT) OR an IELTS score of at least 8.0 OR a PTE Academic score of at least 79 (A test score is only required for applicants whose first language is not English)

Dean's Academic Scholarship

The Dean's Scholarship is awarded to students who have demonstrated educational excellence inside the classroom at Virginia International University. The selection is based upon academic achievement as well as potential for continued success both at the university and in the outside community.

Eligibility

To be eligible to apply for this scholarship, applicants must meet the following criteria:

- Current student at VIU who has been enrolled for at least one full semester.
- Student must be in good academic standing with a minimum 3.70 cumulative GPA.

Application

Completed applications must include all of the following:

- [Scholarship application form](#) (filled out online)
- VIU transcript (this can be obtained from the VIU Registrar's office)
- Personal statement of at least 500 words describing your background, future goals, education, influential experiences and career objectives. This should be in the form of an essay, not a list of facts.
- Two letters of recommendation from faculty members at VIU
- Official English language test score report: TOEFL score of at least 95 (iBT) or 592 (pBT) OR an IELTS score of at least 7.5 OR a PTE Academic score of least 76 (A test score is only required for applicants whose first language is not English)

Campus Employment Scholarship

Students who have successfully applied for and obtained employment at Virginia International University are eligible for this scholarship.

Eligibility:

- Students must have been studying as a full time student and working on-campus an average of 16 hours or more a week at VIU for at least one full semester.
- Students must be in good academic standing and meet a minimum 3.00 cumulative GPA requirement.
- Students must be in good standing with the accounting office.
- Students are eligible for either the Campus Employment Scholarship or an Academic Scholarship, not both.
- In order to receive the Campus Employment Scholarship, the Student must sign a waiver to allow VIU to use their image in marketing materials.

Application:

There is no application for this scholarship

ACADEMIC REGULATIONS

Enrollment

Full-time Students: For Fall and Spring semesters, a full-time course is 9 semester credit hours for graduate level programs and 12 semester credit hours for undergraduate level program. ESL students must study for 20 hours per week to be considered a full-time student, which applies for all semesters. For Summer sessions, graduate students registered for 3 or more credit hours per session and, undergraduate students registered for 6 or more credit hours per session are considered full-time students. Certification by the Registrar's Office of any student as full-time requires that the student be engaged in full-time academic study. Certification will not be warranted merely by payment of full-time tuition. Students not attending classes full-time will not be certified as such.

Part-Time Students: All students who do not meet the criteria as a full-time student (e.g. students who enroll for less than the minimum number of credit hours per semester/session as prescribed above) are considered part-time students.

Student Overloads: Ordinarily, a student who is willing to register for an overload beyond the full-time course load must have a satisfactory GPA, as required by the degree preceding the overload. For undergraduate study a minimum GPA of 2.0 is required, and for graduate study a minimum GPA of 3.0 is required to be eligible for a course overload. Students who wish to register for more than 15 credit hours for undergraduate degree programs or more than 9 credit hours for graduate degree programs in a semester must submit a Course Overload Form. The student must obtain an approval signature from the Academic Advisor as well as Dean of the School, and return this form to the Registrar's Office prior to the end of the add/drop period. The student must be in a good academic standing to request a course overload. The School Dean has the authority to approve or deny any request for course overload.

Continuous Enrollment

All students in degree-seeking programs (whether full-time or part-time) are required to maintain enrollment in consecutive semesters of consecutive academic years until completion of the academic program. Summer breaks and the authorized leave of absence are the only acceptable exceptions to this rule. If a student fails to enroll by the add/drop deadline of a given semester, their status as a student at Virginia International University will be terminated.

Non-Degree Enrollment

All Non-Degree seeking applicants must meet VIU's admission requirements and submit the following items to the Admissions Office:

- Online Application
- Application Fee
- Transcripts from all previously attended schools and all diplomas received (see the Application for Admission page)
- Evidence of sufficient English Language Proficiency (for non-native English speakers only)

Non-Degree applicants who wish to take graduate level courses may be required to submit additional materials. Please refer to our graduate admission requirements.

Registration is permitted on a space-available basis. Students must understand that they cannot graduate from any program or receive any degree in non-degree status. Non-Degree students must understand that they must follow the same academic standards as degree-seeking students. Courses that non-degree students enroll in are subject to all regular tuition and fees. The university does not issue I-20s for non-degree study.

If a non-degree seeking student wishes to change status to degree-seeking, the student must reapply to the university through the regular admission process with the Admissions Office. A maximum of 12 credits from non-degree study can be transferred to a graduate level program, and 18 credits to an undergraduate level program at the university.

Academic Advising

Academic advising includes, but is not limited to, assisting students in choosing a concentration, planning course selection and registration, tracking academic progress, developing an academic plan, advising on how to improve GPA, and providing guidance on career planning. General academic advising procedures are to be followed by all VIU students. With their advisor's help, students design and maintain an academic program that will fulfill general and specific degree or certificate requirements. It is the student's responsibility to understand and satisfy all academic requirements. Since individual programs may establish their own advising processes, students should check with their School Dean or Director for any additional procedures.

Results of all advising sessions, including any recommendations or approved modifications, are entered into the student's program of study.

Upon admission to a VIU program of study, but before the beginning of classes, students are encouraged to meet with their academic advisor. This initial advising session includes the following:

1. A review of the requirements for the student's intended program of study.
2. A review of the student's record-to-date to determine whether academic deficiencies exist that must be remedied.
3. A recommendation as to course selection for the upcoming semester/academic year.
4. A discussion of the career and/or graduate study options open to the student.
5. Further evaluation of the student's suitability to major in the chosen discipline.

Students returning for study at VIU must schedule a meeting with their advisors to take place no later than one week before the start of classes. The meeting should accomplish at least 1, 2, and 3 above (4 and 5 as needed).

Semester and Credit System

VIU operates on a calendar where the academic year is divided into two main semesters: Fall and Spring. Courses are also offered during the two shorter Summer sessions. The Fall and Spring semesters span over 15 weeks each. The Summer semester consists of two concentrated sessions; each 8-weeks for academic courses. All online courses are offered in an 8-week format during the first and the second halves of the Fall, Spring and Summer semesters. Starting with Spring 2014 semester, ESL program will be offered in 7-week sessions.

Credit Hours

Federal regulation (§600.2 of the Department of Education Federal Code) defines a credit hour as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

For VIU students to complete any program, they must complete a specified number of credit hours as required by their respective programs of study. One credit hour can be earned by successful completion of 15 contact hours of learning. One contact hour of learning is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate break(s). For example, for three graduate credit hours, a

student must receive 45 contact hours of classroom instruction or a combination of lab and class work. Two hours of lab is equal to one hour of classroom teaching. Additionally, three hours of internship or externship is equal to one hour of classroom teaching. The coursework in online courses is equivalent to the amount of coursework in the on-ground version of the same courses.

Grading System and Grade Point Average

Explanation of Grades

The grades of A, A-, B+, B, B-, C+, and C are passing grades, and C-, D+, D, D- and F are failing grades for graduate level courses. The grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and D- passing grades, and F is failing grade for undergraduate level courses. The grade of S is passing grade and U is failing grade for ESL courses. The grade of “P” (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required coursework by the end of the semester. The quality of performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows:

Percentage	Letter Grade	Grade Points	CGPA	Academic Standing
100-95	A	4.0	4.0	
94-90	A-	3.7		
89-85	B+	3.3		
84-80	B	3.0	3.0	<i>Satisfactory grade for graduate level programs</i>
79-75	B-	2.7		
74-70	C+	2.3		
69-65	C	2.0	2.0	<i>Lowest passing grade for graduate level course, and satisfactory grade for undergraduate level programs</i>
64-60	C-	1.7		
59-55	D+	1.3		
54-50	D	1.0		
49-45	D-	0.7	0.7	<i>Lowest passing grade for undergraduate level programs</i>
44 ≤	F	0	0.0	Failure
--	S	--	--	Satisfactory (non-credit)
--	U	--	--	Unsatisfactory (non-credit)
--	W	--	--	Withdrawn
--	I	--	--	Incomplete
--	TC	0	0.0	Transfer Credit
--	AU	0	0.0	Audit

Symbols: The following symbols may appear next to a grade or in the grade column:

R: Repeat Course **TC:** Transfer-in Credits
W: Withdrawn **AU:** Audited Course

Grade Point Average (GPA) is total grade points (PTS) divided by credit hours (HRS).

Cumulative GPA (CGPA) is the overall GPA attained so far in an ongoing education period.

The GPA is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. The GPA is carried out to three digits past the decimal point (example 1.000). No rounding up or down shall be done to arrive at the GPA. When a course is repeated, only the highest grade earned is counted in the computation of the GPA and the CGPA for graduation.

Course Codes and Levels:

- **ESL 100-499:** English as a Second Language courses (ESL is a non-credit program)
- **GEC 100-199:** General Education courses
- **100-499:** Undergraduate level courses, with increasing levels of difficulty as the number increases.
- **500-799:** Graduate level courses, with increasing levels of difficulty as the number increases.

President’s and Dean’s List

The President’s and Dean’s List are compiled at the end of the Fall and Spring semesters to recognize VIU’s high academic achieving students in the degree programs. The list consists of names of students who meet the criteria for that semester as outlined below.

President’s List

#	Requirements	Undergraduate degree program students	Graduate degree program students
1	GPA (minimum)	4.00	4.00
2	Minimum credit hours attempted and earned	12	9
3	Minimum grade	C+	B+
4	Other requirements	<ul style="list-style-type: none"> • No I, U or F • Grades are for the courses required for the intended program only. 	

Dean's List

#	Requirements	Undergraduate degree program students	Graduate degree program students
1	GPA (minimum)	3.75	3.90
2	Minimum credit hours attempted and earned	12	9
3	Minimum grade	C+	B+
4	Other requirements	<ul style="list-style-type: none"> • No I, U or F • Grades are for the courses required for the intended program only. 	

A letter from each office (the Office of the President or the Dean's Offices) is sent to students noting their accomplishments and placement on the list. Each semester the lists are published on VIU's website.

Latin Honors

Latin honors are given to graduate and undergraduate degree recipients who have achieved a high cumulative grade point average (GPA) in their programs. The notation will appear on their diplomas as well as on their transcripts. Transfer credits are not considered for the Latin honors as those courses do not carry grades and have no effect on GPA calculations.

The requirements for graduation with honors are as follows:

Graduate Degree Program	Degree GPA
Summa Cum Laude	3.950 or higher
Magna Cum Laude	3.900 - 3.949
Cum Laude	3.800 - 3.899

Undergraduate Degree Program	Degree GPA
Summa Cum Laude	3.800 or higher
Magna Cum Laude	3.700 - 3.799
Cum Laude	3.600 - 3.699

Graduation Requirements

It is a student's responsibility to notify the Registrar's Office of intent to graduate. To be considered for graduation, a student must submit an "Application for Graduation Form" and a complete Degree Audit Form."

Degree Requirements:

Students should meet the following minimum requirements to qualify for a degree:

	Graduate Degree	Undergrad. Degree	Graduate Certificate	Undergrad. Certificate
Minimum Passing Grade Per Course	C	D-	C	D-
CGPA	3.00	2.00	3.00	2.00
Total Required Credit Hours	36	120	18	24

Fee:

The fee for graduation is \$100 for both undergraduate and graduate students if paid by the deadline, and \$150 after the deadline. The fee for graduation is \$50 for certificate students if paid by the deadline, and \$75 after the deadline. The graduation fee is non-refundable.

Records:

Records are sealed at graduation. No changes may be made to the academic record (transcript) after a degree has been awarded.

Cancellation of Degree Application:

Students, who cancel their application for graduation or are cancelled by the Office of the Registrar, must reapply for graduation in order to be considered for a subsequent semester.

Grade Change Policy

Faculty members (instructors) are responsible for, and have the authority to assign grades due to their position to evaluate the student's academic work and performance in a course. It is the responsibility of the instructor to initiate any grade change. Grade changes from an incomplete grade must be submitted to the Registrar's Office within the first six weeks of the following semester/session as stated in the Academic Calendar. Other grade changes must be submitted to the Registrar's Office no later than the end of the following semester. Any grade change submitted after the deadline will not be accepted by the Registrar's Office.

Incomplete Grade ("I")

The grade of "I" (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required coursework by the end of the semester. An "I" grade is not to be given for reasons including late submission of

work. A grade of “I” must be evaluated and changed within six weeks of the following semester/session. At this time, all work from the previous semester/session must be completed and submitted to the instructor. If a grade is not submitted by the end of the sixth week, the grade will be changed from “I” to “F” with the assumption that the student has not fulfilled his/her requirements for the course.

Students must understand the impact of “I” grade on their satisfactory academic progress as follows:

- A grade of “I” is not included in the calculation of the CGPA, but will count as credit hours attempted for the purposes of calculating the successful course completion percentage.
- Courses that remain as an “I” at the end of the six-week period will automatically become an “F” and will be calculated in the CGPA.
- “I” grades are also counted in the calculation of the successful course completion percentage if the student was charged for any portion of the course.
- Incomplete and Withdrawal grades may have an adverse effect on the successful course completion percentage of a student if he/she has been charged tuition for any part of the course.
- The “I” grade is only issued for verifiable, unavoidable reasons. Since the “I” grade extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation and documented on the student’s transcript.

Prior to a submission of grade change from an Incomplete to an actual letter grade, an instructor must send a request for grade re-submission to the Registrar by email. Upon receiving the request, the Registrar enables the grade book to allow a grade to be amended by the instructor. Then, the instructor will make changes to the grade book on the Faculty Portal and re-submit the grade to the Registrar via the Faculty Portal.

Grade Change

The following are examples of appropriate reasons for grade appeals:

- Arithmetical, typo or incorrect calculation in the grade book
- Coursework submitted was excluded in grade calculation
- Grade appears to be based on impermissible factors such as discrimination, bias, or retaliation

The following are examples of denial reasons for grade appeals:

- To enable a student to graduate

- To allow a student to award Scholarship, President's/Dean's list, or Latin Honor
- To avoid receiving an academic warning, probation or dismissal
- Personal issues that are not related to academics
- To comply with internal and/or external program standards
- Demonstration of not having completed course requirements

Grade change initiated by an instructor

A grade can be changed by an instructor regardless of whether the change was requested by a student. After final grades are submitted, an instructor must notify the Registrar by email at registrar@viu.edu and copy the Dean/Program Director prior to making any changes or corrections to a grade. Upon request, the Registrar can enable the grade book to allow a grade to be amended by the instructor. Then, the instructor will make changes to the grade book on the Faculty Portal and re-submit the grade to the Registrar via the Faculty Portal.

Grade change initiated by a student

A student who wishes to question a grade must contact the instructor of the course in writing within the first two weeks of the next semester/session. This includes the summer sessions, even if the student decides not to take course(s) during the summer sessions. The instructor will review the request and reply to the student regarding their decision. The School Dean and Registrar may be copied on the written request and decision.

In the event that the instructor does not respond within 2 weeks or the issue remains unresolved after receiving the instructor's decision, the student may appeal in writing to the School Dean within seven (7) days. The School Dean will call a meeting with the Academic Committee and both the student and faculty member will be invited to present their sides of the issue. The Academic Committee will then determine an appropriate resolution at which time both the student and faculty member will be notified about the decision within seven (7) days of the decision. The decision made by the Academic Committee is final and cannot be further appealed.

Repeat or Retake of Courses ("R")

If a student repeats a course and completes, the following rules will apply in posting the student's cumulative record:

1. The original grade, credit hours, and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage for the purpose of satisfactory academic progress. As a general rule, all of the credit hours for which the University has collected

- any tuition, whether for a first time or repeated course, will be included in the computation of the successful course completion percentage.
2. The cumulative GPA will be based only upon the higher grade for the repeated course attempted.
 3. The original grade for the course repeated under this rule will remain on the student's academic record. The lower attempt will be flagged for exclusion in the cumulative GPA calculation and the higher attempt will be flagged for inclusion in the cumulative GPA calculation.
 4. Course repetition does not extend the Maximum Time Frame for completing a program of study. (Maximum Time Frame is the time allowed for a student to complete a course of study. This requirement is discussed in more detail in other sections.) The student must complete the program within the original Maximum Time Frame allowed for their program.

Transfer Credits Policy (“TC”)

When a student brings credits from other institutions, these credits will be noted with a grade of “TC”, meaning *Transfer Credits*. Since these courses will not carry grades, they will have no effect on GPA calculations. These courses meet graduation requirements only. The student's new normal program length will be shortened to reflect the transfer courses and the Maximum Time Frame will be recalculated. Normally, a transfer student would start with a 0.0 CGPA and 0% courses attempted and successfully completed for the purpose of satisfactory academic progress.

As a general rule, a transfer student must complete at least 50% of the credit hours required by their program of study at VIU. For example, a transfer student in VIU's graduate degree program would have to complete at least 18 of the required 36 credit hours at VIU. This means that prior to enrollment; a graduate degree student may bring up to 18 semester credits of graduate credits from other accredited institutions and apply them towards a graduate degree program at VIU with discretion of the institution. A graduate level certificate student may bring up to 9 semester credit hours of graduate credit hours from other accredited institutions and apply them towards a graduate-level certificate program. A minimum of a 3.000 grade point average (“B”) out of 4.000 must have been earned on all graduate level transferrable credit hours. An undergraduate degree student may transfer up to 60 semester credit hours from other accredited institutions and apply them to their program; whereas an undergraduate level certificate student may bring up to 12 semester credit hours and apply them towards an undergraduate level certificate program. A minimum of a 2.000 grade point average (“C”) out of 4.000 must have been earned on all undergraduate level transferable credit hours.

Transferable credit is considered upon the request of the student at the time of initial registration. Graduate students who want to apply courses taken at another college/university toward their VIU graduate degree must understand that the following criteria must be met in order to be considered for transfer of credit.

- (a) the courses are equivalent to VIU courses,
- (b) each course should be at least 3 credit hours,
- (c) the grade must be B or higher,
- (d) the course does not duplicate,
- (e) the student must submit course descriptions, syllabi or course catalog,
- (f) the maximum number of transferable credits is 18 credits.

Undergraduate students who want to apply courses taken at another college/university toward their VIU undergraduate degree must understand that the following criteria must be met in order to transfer their credits.

- (a) the courses are equivalent to VIU courses,
- (b) each course should be at least 3 credit hours,
- (c) the grade must be C or higher,
- (d) the course does not duplicate,
- (e) the student must submit course descriptions, syllabi or course catalog,
- (f) the maximum number of transferable credits is 60 credit hours.

During the time of study at VIU, a student may transfer no more than two courses (up to 6 credit hours) from another institution, provided that the total number of transfer credit does not exceed the 50% threshold. The transfer credits are counted as part of the maximum transfer credits, and a prior written approval of the School Dean is required.

Course Add/Drop

After registration, a student may add a course at any time before the deadline specified in the Academic Calendar. Adding a course after the last day to add a course requires proof of extenuating circumstances and the written approval of the School Dean. Under no circumstances may a course be added after three (3) calendar days beyond the last day to add a course. Students wishing to drop a course must do so before the last day to drop a course. A course that is dropped before the specified date will not appear in the student's academic record. To add or drop a course, the student must fill out a Course Add/Drop/Withdrawal Form (available from the Registrar's Office and on our website at www.viu.edu), obtain the School Dean's or the academic advisor's signature, and submit the completed form to the Registrar's Office.

Withdrawals (“W”)

1. Withdrawals after the Add/Drop Period

A student who wishes to change his/her schedule by dropping a course may do so only during the add/drop period by filing a Course Add/Drop/Withdrawal Form. From the second week to the end of the tenth week of classes for the 15-week courses, or from the second week to the end of the fifth week of classes for the 8-week courses, students may withdraw only after obtaining the School Dean or academic advisor’s signature on the Course Add/Drop/Withdrawal Form. A grade of “W”, indicating official withdrawal, will be recorded on the student’s transcript. After a grade of “W” is issued, the course may be repeated once. The grade of “W” will not be assigned to any student who has taken the final examination in the course. “W” grades are not calculated in the CGPA; however, they will be considered credit hours attempted if the student has incurred a financial obligation for the course. “W” grades affect the successful course completion percentage. A student who does not withdraw from a course before the deadline will receive a failing grade or a letter grade based upon his/her performance in the course. To withdraw from a course, the student must complete the relevant section of the Course Add/Drop/Withdrawal Form, obtain the School Dean or academic advisor’s signature, and submit the completed form to the Registrar’s Office.

2. Withdrawals from the University

A student may withdraw from the University only when circumstances beyond the student’s control make it impossible for him or her to complete their coursework for the semester. A student wishing to withdraw from the University must complete the relevant section of the Institutional Withdrawal Form, obtain the school officials’ signatures and submit the completed form to the Registrar’s Office. The student will receive a grade of “W” if he or she withdraws between the second and tenth week of the semester for 15-week courses, or between the second and fifth week of the session for 8-week courses. A student who does not withdraw from the University before the deadline will receive a failing grade or a letter grade based upon his/her performance in the course. The institutional refund policy is applied to determine if the institution is required to provide a refund to the student. Students who fail to register by the end of add/drop period are automatically considered to be officially withdrawn from the University.

Course Auditing (“AU”)

Auditing courses may be approved on a space-available basis. Audited courses are subject to all regular tuition and fees. VIU offers a special

tuition rate for course auditing that applies only to VIU Alumni and senior citizens (age 65 and up), which is \$175 per course. This special tuition rate applies to all program levels. Tuition and fees are subject to change without notice. Funds for personal expenses (e.g., food, health, insurance, books, supplies, etc.) are not included.

Students may register to audit courses with the written approval of the School Dean. Students who wish to change from audit to credit seeking must inform the Registrar's Office by the end of add/drop period. A student auditing a course is not required to actively participate in class activities. For example, an auditing student may not be required to complete exams, quizzes, and projects. However, an instructor may request an auditing student to participate in-class activities. Classes taken for audit may be repeated for credit. Audited courses do not count as credits attempted for the purpose of determining satisfactory academic progress. Therefore, they have no effect on the student's GPA computation. Program and prerequisite policies will apply to all auditing courses.

Program and Course Prerequisite Policy

Program and course prerequisites are designed to ensure that students registered for a course have the required minimum background for study of the course content. This background may be obtained through courses equivalent to the listed prerequisites or through other educational and professional experiences. In such cases, students should consult School Deans for advice and guidance. In those cases, a prerequisite may be waived with the appropriate approval. The approval of the waiver, to include documentation, will be maintained in the student records.

Attendance Policies

Good academic standing requires the presence of students at all class meetings. Therefore, course attendance at VIU is mandatory. There are only two acceptable reasons for absence from class or lab: 1) serious illness on the part of the student, or 2) a family emergency. In the former case, the student must submit a doctor's note explaining the reason for the absence to the instructor(s) and the Registrar's Office. In the latter case, the student must submit a note to their instructor explaining the reason for the absence. Explanations for excused absences must be received no later than one week after the last missed class. Exceptions can be made by the instructor for prolonged emergencies when a student does not have means or opportunity to inform the University in advance.

Students are required to contact the instructors for absences prior to the missed class. The student must contact each instructor and arrange to make-up work immediately upon returning to the University. All make-

up work is assigned by the instructor. Instructors are not obligated to provide make-up work for unexcused absences.

Absence for unexcused reasons may negatively affect the student's final course grade. More importantly, under faculty discretion, unexcused absences in excess of 25% of the total class and lab time may result in failure of the course.

All students are expected to arrive to on-ground classes on time. Late attendance is disruptive to both the instructor and students. If a student is tardy for an on-ground class more than the instructor deems advisable, the instructor will report the issue to the student's School Dean for appropriate action.

Attendance in Online Classrooms

Attendance in an online classroom for a given week is based on the student's engagement in an academically related activity that can be documented.

The following are academically related activities for the purposes of attendance in the online classroom:

- Meaningful participation in an online discussion.
- Quizzes, tests, assignment submissions, and other work that is graded by the instructor.
- Student initiating contact with a faculty member to ask a course-related question via email or chat room.

The following are examples of activities that are not acceptable for the purpose of documenting attendance in the online classroom:

- Student-tracking of course site login; or
- Student posting of bio in Discussion forum.

Attendance in the VIU online classroom is collected in weekly cycles. For administrative purposes, the date that attendance is recorded for is the Saturday of each week, regardless of the day of the week on which the semester starts. If a week spans over two months, the attendance for that week will be reported as a part of the later month. A weekly unit in VIU Online Education consist of activities that students are engaged in from a Monday to the following Saturday.

The last day of attendance of an online class is defined as the last day in which the student was engaged in an academically related activity that can be documented.

Satisfactory Academic Progress Policy

The following standards and requirements of satisfactory academic progress apply to all enrolled students.

1. Maximum Time Frame (MTF) Allowed

The Maximum Time Frame (MTF) is the time allowed for a student to complete a course of study. Students at VIU must complete their programs of study within 1.5 times the Normal Program Length (NPL) as measured in semester credit hours attempted. If a student cannot complete the program within the MTF, the student will be dismissed from the University.

A credit hour attempted is defined as any clock or credit hour for which a student has incurred a financial obligation. All registered hours at the end of the add/drop period will be counted in the MTF determination. In addition, all transfer credit hours accepted from other institutions will be counted in the MTF.

The MTF is 1.5 times the Normal Program Length (NPL) which can be formulized as $MTF = 1.5 \times NPL$. For example, the MTF for an undergraduate degree program is 180 credits (1.5×120 credits).

Program of Study	NPL in credits	MTF Allowed in credits*
Undergraduate Certificate Programs	24	36
Graduate Certificate Programs	18	27
Graduate Degree Programs	120	180
Undergraduate Degree Programs	36**	54**

* MTF includes credits attempted at VIU and credits transferred to VIU from other institutions.

** Beyond the program prerequisites.

If a student is unable to complete the program within one of the aforementioned time periods, the individual will be dismissed from the University and will not be eligible to receive the original credential (i.e., Bachelor's degree).

2. Required Minimum Completion Percentage

VIU will evaluate the successful course completion percentages for all enrolled students at 25%, 50%, 75% and 100% of the Maximum Time Frame above to determine whether the student is maintaining specific qualitative and quantitative minimums in order to avoid probation or dismissal.

Hour Attempted (HA): An Hour Attempted is defined in terms of the semester credit hour. An example of an hour attempted is any credit hour (or the equivalent) for which the student has incurred a financial obligation.

Evaluation Points (% of MTF attempted)	Required Minimum Completion % (all credits attempted)	Number of HA (which must be earned)
At 25% of MTF	*55%	55% x ___ = ___HA
At 50% of MTF	**60%	60% x ___ = ___HA
At 75% of MTF	**65%	65% x ___ = ___HA
At 100% of MTF	**70%	70% x ___ = ___HA

* *A student not meeting standards does not have to be dismissed; probation is required.*

** *Probation is not allowed at this point and academic dismissal is required.*

In practice, this means that when the attempted credits are 25% of the MTF, the student must successfully complete 55% of all credits attempted with a grade of “D-” or above in undergraduate degree programs or with a grade of “C” or above in graduate degree programs. Failure to meet this requirement will result in academic probation. Academic probation is permitted at this point only. Failure to meet the minimum completion percentages at 50%, 75%, or 100% renders the student ineligible for probation and the student must be dismissed. All courses, including courses that a student has withdrawn from or has retaken, will be included in credit hours attempted. Therefore, the courses that a student has withdrawn from or has retaken will have an impact on the minimum completion percentage. The completion percentage is calculated at the end of each semester.

3. Required Minimum CGPA

The third requirement of acceptable satisfactory academic progress is to meet the minimum CGPA requirement at each evaluation point of the MTF. VIU uses a 4.0 scale grading system and GPAs are calculated at the end of each semester. Courses from which the student has withdrawn are not included in GPA or CGPA calculations. In the case of courses that have been retaken, only the highest grade is included in the GPA and CGPA calculation.

Evaluation Points - % of MTF attempted*	Required <u>Minimum CGPA</u>			
	Undergraduate Level Programs		Graduate Level Programs	
	Probation Point	Dismissal Point	Probation Point	Dismissal Point
At 25% of MTF	CGPA<1.25	No dismissal is allowed. Probation is required.	CGPA<2.25	No dismissal is allowed. Probation is required.
At 50% of MTF	CGPA<1.50	CGPA<1.25	CGPA<2.50	CGPA<2.25
At 75% of MTF	CGPA<1.75	CGPA<1.50	CGPA<2.75	CGPA<2.50
At 100% of MTF	No probation is allowed. Dismissal is required.	CGPA<2.00	No probation is allowed. Dismissal is required.	CGPA<3.00

* If these evaluation points fall during the middle of a semester, the evaluation will be conducted at the end of the previous semester.

In practice this means that, for an undergraduate student, when attempted credits are 50% of the MTF, a CGPA below 1.50 but greater than or equal to 1.25 will result in probation. A CGPA below 1.25 will result in dismissal. For a graduate student, when attempted credits are 50% of the MTF, a CGPA below 2.50 but greater than or equal to 2.25 will result in probation and below 2.25 in dismissal.

At 100% of the MTF, or graduation, whichever occurs sooner, the student must have completed all of the program requirements with a CGPA of 2.0 or higher in a Bachelor's degree program and a CGPA of 3.0 or higher in a master's degree program. The student who falls below the statutory minimum is not considered to be maintaining satisfactory progress, no probation is allowed at this point, the individual will be dismissed from the University and will not be eligible to receive the original credential (i.e., Bachelor's degree).

Academic Warnings

Any student who:

1. Fails to maintain a minimum GPA of 2.0 in an undergraduate degree program or an undergraduate certificate program, or a 3.0 in a graduate degree program or a graduate certificate program for any semester; or
2. Receives a grade of "F" or incomplete "I"; or
3. Engages in academic dishonesty as defined in the Academic Catalog below; will receive an academic warning at the end of that

semester. The student will continue to receive warnings until the situation improves. The Registrar has the authority to place on academic probation any student who receives warning letters for three consecutive semesters.

Academic Probation

Students who fail to maintain the required CGPA and successful course completion percentage minimums at 25%, 50%, and 75% of the Maximum Time Frame (MTF) at the end of each academic year (for those programs equal to one year in length or longer) will be placed on academic probation as shown in the table below:

Evaluation Points (% of MTF attempted*)	<u>Probation Period</u> for Undergraduate Level Programs	<u>CGPA Falling in</u> <u>Probation Period</u> for Graduate Level Programs
At 25% of MTF	CGPA < 1.25	CGPA < 2.25
At 50% of MTF	1.25 < CGPA < 1.50	2.25 < CGPA < 2.50
At 75% of MTF	1.50 < CGPA < 1.75	2.50 < CGPA < 2.75
At 100% of MTF	No probation is allowed. Dismissal is required.	No probation is allowed. Dismissal is required.

Students who do not maintain satisfactory academic progress will be placed on academic probation for one semester. The student on academic probation will be counseled and given assistance, if needed, in order to improve their CGPA. The statement “Placed on Academic Probation” will be entered into the student’s permanent record. The academic probationary period is normally one semester, except under mitigating circumstances. The student is considered to be maintaining satisfactory academic progress while on probation.

If a student fails to attain a minimum CGPA of 2.0 at the end of the academic probationary period, the student will be dismissed and the statement “Academic Dismissal” will be entered into the student’s permanent record.

Academic Dismissal

Students who do not maintain at least a CGPA of 2.0 at the end of the academic probationary period, and who cannot meet the minimum CGPA requirement at the evaluation points shown in the table below, will be dismissed from the University.

Evaluation Points (% of MTF attempted*)	<u>Dismissal Points for Undergraduate Level Programs</u>	<u>Dismissal Points for Graduate Level Programs</u>
At 25% of MTF	No dismissal is required.	No dismissal is required.
At 50% of MTF	CGPA < 1.25	CGPA < 2.25
At 75% of MTF	CGPA < 1.50	CGPA < 2.50
At 100% of MTF	CGPA < 2.00	CGPA < 3.00

The statement “Academic Dismissal” will be entered into the student’s permanent record. Academic Dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the University. (See the “Student Withdrawal and Readmission” policy below.)

Student Withdrawal and Readmission Policy

Withdrawal

Students, who have voluntarily withdrawn from the university in good standing, may apply to be readmitted into the university through our regular VIU admission process. If accepted, they may re-enroll and become a VIU student once again. Students who are on probation and voluntarily withdraw will be placed on probation for one semester upon readmission.

Termination Due to Poor Academic Performance

Students, who have their status as a student involuntarily terminated due to poor academic performance, must be readmitted into the university through our regular VIU admission process. In addition, they must also submit, in writing, a petition which outlines the future changes in behavior or circumstances that will result in their improved academic performance. This petition must be submitted to their School Dean at least two weeks before the beginning of the semester in which the student requests readmission. The Dean, in coordination with the Registrar, will determine if the student has demonstrated likelihood for future success in the program of study.

Termination Due to Non-Academic Reasons

Students who have had their status as a student involuntarily terminated due to non-academic reasons must apply to be readmitted through our regular VIU admission process. A written petition may be requested to submit during the readmission process.

All students who have had their student status terminated for any reason must clear all outstanding financial balances with the Accounting Office prior to applying for readmission into the university.

F-1 Visa Reinstatement

Students who have failed to maintain his/her F-1 visa status for any reason must apply for reinstatement of his/her F-1 status with U.S. Citizenship and Immigration Services (USCIS) before they can again enroll at the university. VIU will evaluate the circumstances in which the student lost the visa status and only those that were terminated for reasons beyond the student's control will be considered for reinstatement. Students who have been out status for more than five months are not eligible to apply for reinstatement with the university. Students who have their visa status terminated will need to clear all financial obligations with the VIU Accounting Office before formally beginning the reinstatement process. Students who have their visa status terminated while studying at VIU will not be able to continue their studies during the semester in which their status was terminated. Students will instead apply for reinstatement and continue their studies during the semester following the termination. Applying for reinstatement does not guarantee the termination status will be reversed. This decision is made solely by USCIS.

Change of Program or Concentration

A student who is pursuing an academic program and who decides to change his or her program of study may apply only those courses that count towards the *new* degree program in the CGPA calculations and course completion percentages. The student's NPL will be recalculated. The student will start with the recalculated CGPA and credits attempted and completed for the purpose of determining satisfactory academic progress.

To change a program or concentration, a student must:

1. Submit a Change of Program or Concentration/Declaration Form
2. Meet with the new program School Dean for advising
3. Meet with the Registrar for transfer credit issues. (The transfer credit policy above applies)
4. Meet with a representative of VIU's Admissions Office to determine if extra documentation is required

Leave of Absence (LOA)

From time to time, students may seek authorization for a temporary leave of absence from the university to temporarily interrupt a program of study. A leave of absence effectively allows for a student to suspend his or her enrollment for a brief period of time rather than withdrawing from

the program and re-enrolling, potentially under different guidelines. Any leave expected to be lasting for more than one week must be authorized by the university. The student is not eligible for a refund for any missed classes. In order to be granted a Leave of Absence, a student must meet the following criteria:

- (a) Medical issues
- (b) Professional/job related issues
- (c) Personal issues
- (d) Military or civic Duty

Medical Leave: For students who request a Leave of Absence due to Medical reasons, the following documents must be submitted in writing to the Registrar's Office:

- Completed Leave of Absence form
- A physician's letter documenting the student's condition and assessment of when the student can return to active academic status

Personal or Professional Leave: For students who request a Leave of Absence due to professional or job related reasons, must submit the following documents in writing to the Registrar's Office:

- Completed Leave of Absence form
- A letter from the student's supervisor documenting the student's need to focus his/her time and attention on job-related activities and estimating when the student can return to active academic status or
- A personal statement from the student documenting the reasons why a personal leave is needed as well as when they plan to return to active academic status

Military or Civic Duty: For students who request a Leave of Absence due to military or civic duties, the following documents must be submitted in writing to the Registrar's Office:

- Completed Leave of Absence form
- An official government, state or civic document must be supplied documenting the conditions for military or civic duty and the length of required service.

All requests must be submitted prior to the first day of the leave and fully completed including signature, date and the reason for the request. Leaves of Absence are not granted retroactively. Return dates for a Leave of Absence must correspond to the start of a new semester/term.

The maximum permitted duration of an approved leave of absence is normally one academic year; however, students must file a leave of absence *each semester*. If a student does not file a written petition for an extension of a Leave of Absence, the student will be withdrawn from their program on the day in which the student is expected to return. The leave of absence is not counted as part of the student's period of residence nor for any other requirement of the student's program. Therefore, a leave of absence has no effect on satisfactory academic progress

As a general rule, international students with F-1 visas must return to their home country when applying for a leave of absence unless it is an approved Medical leave. F-1 visa students are required to consult with the International Student Advisor prior to request for a leave of absence to avoid any negative effects on their visa status.

Leave of absence request prior to the semester

If a student is seeking for a leave of absence prior to the semester, the complete documents stated above must be submitted to the Registrar's Office prior to the first day of semester.

Leave of absence request during the semester (long leave)

If a student is seeking for a leave of absence while a semester is in session and has no plan to return within the semester, the complete documents stated above along with an add/drop/course withdrawal form must be submitted to the Registrar's Office. A student must understand that withdrawal grades will be assigned if he or she withdraws between the second and tenth week of the semester for 15-week courses or between the second and fifth week of the session for 8-week courses and/or if an add/drop form is not submitted with the Leave of Absence. A student who does not withdraw from the course(s) before the deadline will receive a failing grade or a letter grade based upon his/her performance in the course.

Leave of absence request during the semester (short leave)

If a student is seeking for a temporary leave of absence while a semester is in session but plans to return in the semester, the student must submit a leave of absence form together with a written request from the student email account to Registrar. The letter must include at least (1) date of leaving, (2) expected date of returning, (3) program of study, (4) reason of requests, (5) course(s) that will be missed, and (6) a proposal for how they will handle course work during the leave. The Registrar will review the documentations, and email the student to request written permission from the instructors of the courses. Instructor(s) will submit a reply to the request via email to the student and copy to School Dean. The Dean then forms an ad hoc committee for review. Once the ad hoc committee makes a decision, the Registrar notifies the student via their VIU email account.

STUDENT RIGHTS & RESPONSIBILITIES

Students at VIU enjoy certain rights; while at the same time have certain responsibilities. The submission of an application for admission to VIU represents a voluntary decision on the student's part to participate in the programs offered by the institution pursuant to its policies, rules, and regulations. The University's approval of that application, in turn, represents the extension of a privilege to join VIU and remain a part of it so long as the student meets the required academic and social standards of VIU.

VIU is a learning community with specific expectations concerning the conduct of its students. The University strongly believes that students are adults who are expected to take personal responsibility for their own conduct. Acceptance into any of the University's programs means that the student has accepted the following rights and responsibilities:

1. To pursue his/her educational goals through the resources and the opportunities made available to him/her by the University.
2. To challenge any university ruling or other sanction by appealing to due process, except as hereinafter provided.
3. To inquire, express views, and assemble with others as long as the student does not interfere with the rights of others or the University's effective operation.
4. To receive a professional and non-biased review of his/her academic ability and performance.
5. To recognize the safety and protection of property and the continuity of the educational process.
6. To help the University maintain good relations with its neighbors and the surrounding community by, among other things, obeying all traffic regulations, refraining from causing any disturbance, and respecting private property.

Grounds for Warning, Suspension, or Dismissal

Any of the following may be considered as cause for probation, suspension, or dismissal:

1. Academic dishonesty of any kind.
2. Failure to maintain satisfactory academic progress.
3. Violation of institutional rules and regulations.
4. Failure to maintain financial obligations.

Academic Dishonesty Policy and Procedures

Those students who engage in academic dishonesty are subject to possible disciplinary actions ranging from admonition to dismissal, along with any

grade penalty the instructor might impose. Academic dishonesty, as a general rule, involves one of the following acts:

1. Cheating on an examination or quiz, including the giving, receiving, or soliciting of information and the unauthorized use of notes or other materials during the examination or quiz;
2. Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material;
3. Substituting for another person during an examination or allowing such substitution for oneself;
4. Plagiarizing: This is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one's own work;
5. Colluding with another person in the preparation or editing of assignments submitted for credit, unless such collaboration has been approved in advance by the instructor; or
6. Other forms of academic dishonesty include selling or purchasing examinations, papers or other assignments and submitting or resubmitting the same paper for two different classes without explicit authorization.

When an instructor suspects cheating, plagiarism, and/or other forms of academic or non-academic dishonesty, the instructor exercises his/her academic judgment in light of the particular circumstances and the student's academic history. Consultation with the Vice President of Academic Affairs and/or the School Dean/Director throughout the process is encouraged.

There are two levels of academic and non-academic misconduct:

A) Unintentional, and B) Intentional Breach of the rules.

A. Unintentional Breach of Integrity: When an instructor determines that an instance of academic dishonesty/misconduct resulted from insufficient academic skills, the instructor (in consultation and close cooperation with the School Dean) uses his/her discretion to determine appropriate action. Examples of possible disciplinary actions are listed below:

1. The instructor may advise the student on the nature of the student's breach of academic expectations.
2. The instructor may allow the student to redo the assignment.
3. The instructor may require that the student complete one or more additional assignments that meet the standards of academic honesty.
4. The instructor may lower the grade for the work in question.

5. The instructor may assign a failing grade for the work in question.
6. The instructor may give the student a failing grade for the course.

Once an action(s) is taken, the School Dean/Director will inform the student in writing about the decision and instruct the student regarding the next steps and timeline of future tasks.

The student has the right to appeal the action taken at the departmental level. To do so, the student must appeal to the Vice President of Academic Affairs in writing within five (5) business days and provide substantial evidence for his/her appeal. The Vice President of Academic Affairs will then send the case back to the School Dean/Director with his/her recommendation. The final decision will be reached by the School (instructor and the School Dean/Director).

If the school decides to refer the student to the Discipline & Honor Committee, then the misconduct will be treated as an intentional breach (see below).

B. Intentional Breach of Integrity: Having provided guidance to the student, the instructor remains alert to the possibility of further breaches. If the instructor discovers instances of problematic behavior, he/she determines whether the breach is an intentional/knowing act or if it resulted from a need for further skills development. If the instructor concludes that these instances are intentional and knowing acts of dishonesty, he/she proceeds as follows:

1. The instructor will meet with the student to present and discuss evidence for the particular violation, giving the student an opportunity to refute or deny the charge(s).
2. The instructor informs the School Dean/Director of the breach and may schedule an appointment with the student to discuss the matter further.
3. If the instructor and the School Dean/Director both confirm that the breach is fully intentional, then the student is referred to the Discipline & Honor Committee (DHC).

The Discipline & Honor Committee (DHC) is composed of the following members: School Deans/Director, a senior faculty member, a Student Government Association member, the Registrar, and the Vice President of Academic Affairs as the chair of the Committee.

At a written request of an academic school, the Vice President of Academic Affairs will call the DHC for a meeting within ten (10) business days. The committee will review all aspects of the case to ensure fair treatment. The hearing process should not last more than five (5) business days. During this time, the student may be called to present his/her case if the majority of the Committee members deem it necessary. The DHC, with a simple single majority vote, may choose to impose one or more of the following possible penalties at the end of the process:

1. **Reprimand:** A reprimand is a formal written notice from the Vice President of Academic Affairs to the student expressing disapproval of the behavior. It describes the nature of the breach of academic honesty standards, expectations for future behavior, and any specific educational requirements. The letter of reprimand is not included in the student's official university record.
2. **Academic Warning:** An academic warning for academic dishonesty is a formal written notice from the Vice President of Academic Affairs to the student setting forth conditions for continued enrollment in the University. The academic warning for academic dishonesty is included in the student's official university record. A breach of academic honesty expectations after an academic warning for academic dishonesty normally leads to dismissal. An academic warning for academic dishonesty remains active on the student's academic record until graduation. While the University retains information about the academic warning after graduation for internal purposes, the university clears the official record. If the student pursues additional study with the University, the information is available to university personnel who may consider it if the student breaches academic honesty expectations again.
3. **Academic Dismissal:** An academic dismissal for academic dishonesty is an indefinite separation from the University. The formal written notice describes the nature of the breach of academic honesty expectations. The academic dismissal for academic dishonesty is included in the student's official university record (transcript).

The student will be notified in writing about the Committee's decision within three days of the meeting. Copies of the notification letter will be placed in the student's file and forwarded to the School Dean/Director and to the Registrar. The DHC's decision is final and may not be appealed unless compelling evidence is submitted to the Committee.

Non-Academic Dishonesty/Misconduct

By enrolling in the University, the student recognizes that the following types of behavior are prohibited and that being found guilty of engaging in them can serve as grounds for certain sanctions, including expulsion or involvement of the local police department:

1. **Illegal activities:** Violation of any federal, state, and local laws and any published or decreed university policies will be reported to the proper authorities.
2. **Copyright infringement:** Most printed materials, photographs, motion pictures, sound recordings, and computer software are protected by copyright. Copyrighted works may not be reproduced, distributed, performed, or adapted by students without the copyright owner's permission. For more information please see the Copyright & Fair Use Policies for Software & Other Materials section in this Catalog.
3. **Computer misuse:** Some software products are protected by copyright laws. Students may not copy the institution's software without permission of the copyright holder. Additionally, students may not place personal software on the institution's computers or damage or destroy either software or computers. For more information please see the Copyright & Fair Use Policies for Software & Other Materials section in this Catalog.
4. **Drug use:** The manufacture, sale, dispensation, possession, or use of any controlled substances or illegal drug paraphernalia on university premises or at university sponsored events is considered an illegal activity and is prohibited on all university property.
5. **Alcohol consumption:** The use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all university property.
6. **Firearms possession:** The use, possession, or sale of firearms or other weapons or any dangerous explosives or explosive elements or component parts on university property is strictly prohibited.
7. **Physical and psychological abuse:** Any form of physical and/or psychological abuse, threat, or harassment of another person or fighting on university property will result in sanctions. If the abuse is judged severe enough, the local police department may be consulted.
8. **Property damage:** Littering, defacing, destroying, stealing, or damaging university property (or attempting to do so), initiation of, or causing to be initiated, any false report, warning or threat of fire, explosion, or other emergency under the University's jurisdiction, is prohibited.

9. Gambling: Gambling or holding a raffle or lottery at the university without proper approval is forbidden.
10. Obscene language or conduct: Use of profanity and disorderly obscene conduct is strictly prohibited.

Students are expected to familiarize themselves with the University's policies on the following activities: unauthorized entry or presence in any university building or facility; solicitation and sales; smoking; sexual harassment; physical or psychological assault/abuse of others; and unauthorized or disorderly assemblies that hamper the effective functioning of the university, its students, staff, and visitors, and its daily routine operations.

The University does not excuse any violation of its policies on the basis that the student was not aware of these policies and their subsequent penalties and sanctions.

The University reserves the right to expel any student for illegal activity and/or for any action outlined above.

Disruptive Classroom Behavior

In general, classroom management is the responsibility of the instructor. The learning environment of the entire class should not be jeopardized for the sake of a single student or group of students. Inappropriate classroom behavior may include, but is not limited to:

1. Disruption of the classroom atmosphere;
2. Engaging in non-class activities, for instance, talking to another student, talking on a cell phone, or working on an assignment for another class;
3. Use of profanity in classroom discussion; or
4. Use of abusive or disrespectful language toward the instructor or a student in the class, or about other individuals or groups.

Instructors have the right to dismiss a student temporarily from class when the student's behavior distracts or disrupts the other students' learning.

Civil Rights and Sexual Harassment

VIU does not and will not tolerate sexual harassment of students, faculty, and/or staff. This policy is part of the University's effort to maintain learning and working environment free from sexual harassment, exploitation, or intimidation. Violation of this policy will subject individuals to disciplinary actions, up to and including dismissal for employees and students. Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of

1972 for students. In keeping with the guidelines provided by the US Equal Employment Opportunity Commission on sexual harassment in employment, VIU defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an individual, or action taken in retaliation for reporting such behavior, regardless of where such conduct may occur. Sexual harassment is deemed to have occurred when:

1. Submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment or academic performance; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions, including, but not limited to, promotion, transfer, selection for training or performance evaluation, or used as the basis for academic evaluation; or
3. The conduct has the purpose or effect of unreasonably interfering with an affected employee's work performance or an affected student's academic performance or participation in educational pursuits; or
4. The conduct has the purpose or effect of creating an intimidating, hostile, or offensive work or study environment.

Sexual harassment is a serious offense. As a consequence, any faculty or staff member who engages in such conduct or encourages such behavior by others shall be subject to disciplinary action that may include dismissal. A student who engages or assists in such conduct shall be subject to disciplinary measures including reprimands, suspensions, or termination to remedy violations of this policy. Students accused of sexual harassment will have the right to a fair due process hearing.

Safe and Drug-Free School Policy

In compliance with the US Department of Education and the Drug Free Schools and Communities Act Amendment of 1989, PL 101-226 20 USC's 1145g, Higher Education Act of 1965, Section 1213, VIU has adopted the following safe and drug-free school policy for the protection and welfare of all students and staff:

1. VIU will not tolerate the unlawful possession and use of alcohol or controlled substances (drugs) on its premises.
2. The unlawful manufacture, distribution, dispensation, possession or use of alcohol and controlled substances is prohibited in and on property owned by or under the control of VIU.
3. Students and employees who violate this policy may be subject to arrest and prosecution and will be subject to the disciplinary procedures provided by the various negotiated agreements or such other corrective action as the President or the President's

designee may deem appropriate. Other corrective action may include satisfactory participation in an approved alcohol or drug rehabilitation program.

4. Students and employees should be aware that the legal sanctions that may be imposed under current laws regarding the unlawful manufacture, distribution, dispensation, possession, use, or sale of alcohol or controlled substances include fines and prison terms ranging from one year to life in prison upon conviction.
5. Students and employees should also be aware that the health risks associated with the abuse of alcohol and the unlawful use of controlled substances include, but are not limited to, memory loss, depression, seizures, falls, accidents, heart and lung diseases, frequent infection, and sudden death.
6. VIU will make a good-faith effort to maintain an alcohol-free and drug-free workplace.

Non-Smoking Policy

Smoking is not permitted within facilities owned or leased by the University nor in university-owned vehicles. Smoking is not permitted within 50 feet of any university facility.

Copyright & Fair Use Policies

VIU, its students, faculty, and employees must comply with the provisions of the United States Copyright Act (Title 17 of the United States Code). Copyright is the right of the creator of a work of authorship to control the use of that work by others. Copyrighted work may not be reproduced, distributed, performed, or adapted by others without the copyright owner's permission. Works protected by copyright include, but are not limited to: literary, musical, and pictorial works; sound recordings, motion pictures, and other audiovisual works; and computer software.

VIU employees shall use computer software only in accordance with the terms of the VIU Computer Software Policy and the licensing agreement for the software. The University does not condone or support the use of any unauthorized copies of software. All software used by University employees to perform their responsibilities shall be purchased through appropriate procedures.

Violation of copyright law may subject the guilty party to severe civil and criminal penalties. There are some exceptions in United States copyright law such as the fair use doctrine. The fair use doctrine allows limited use of copyrighted material without the permission of the copyright owner for several purposes, including teaching and scholarship. It is the responsibility of each student, faculty, and staff to inform oneself about what is and what is not permissible use of copyrighted material.

Copyright and fair use guidelines for students, faculty, and staff can be found on the VIU Library website and are posted in the VIU Library as well as at all photocopy machines at VIU. For additional assistance with copyright and fair use issues, please consult the VIU Librarian.

Violations of VIU's copyright and fair use policies will be dealt with in the same manner as violations of other university policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, dismissal from the University, and legal action.

Student's Records and Release of Information

In compliance with Public Law 93-380, "The Family Educational Rights and Privacy Act"(FERPA), which is Section 438 of the General Education Provision Act, VIU has adopted policies and procedures that permit students the opportunity to view his or her educational records upon request. Educational records mean those records, files, documents, and other materials that contain information directly related to a student. The institution will not permit access to or release of confidential information from a student's records to any individual or agency without the written consent of the student, except for the following situations:

1. Name, address, telephone number, date and place of birth, program undertaken, dates of attendance, and certificates, diplomas and degrees awarded may be provided to third parties unless the request to omit such information is presented in writing.
2. Records are required by VIU officials in the proper performance of their duties. VIU defines a school official as a person employed by the university including a full time or adjunct professor/instructor, an administrator, clerical staff, a member of the board of trustees or a member of committees and disciplinary boards, or a student serving on an official committee, such as a disciplinary committee, with legitimate educational interests.
3. In accordance with FERPA, a school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
4. Organizations are conducting studies for educational and governmental agencies.
5. US government agencies as listed in Public Law 93-380 request information for specific purposes.
6. At the request of any Accrediting agencies.
7. Parents of dependent children as defined in the Internal Revenue Code of 1954.
8. Appropriate persons in connection with an emergency.

9. For the purposes of awarding financial aid.
10. In response to legal court orders.

FERPA and Directory Information Withheld/Released

The Family Educational Rights and Privacy Act (FERPA) is also known as the "*Buckley Amendment*." FERPA is a federal law enacted in 1974 which enables students certain rights with respect to their education records. Specifically, it enables students the right to:

1. Inspect and review their education records,
2. Request the amendment of inaccurate or misleading records,
3. Consent to disclosure of personally identifiable information contained in their education record and
4. File a complaint with the U.S. Department of Education concerning alleged failures by VIU to comply with this law.

Virginia International University strives to fully comply with this law by protecting the privacy of student records and judiciously evaluating requests for release of information from those records. FERPA authorizes the release of "Directory Information" without the student's prior consent under certain conditions which are set forth in the Act.

Students who wish to withhold their directory information must submit a Directory Information Withhold Form to the Registrar's Office.

Program and Policy Changes

This Academic Catalog is current as of the time of printing. From time to time, it may be necessary or desirable for VIU to make changes to the Academic Catalog due to the requirements and standards of the University's accrediting body, state licensing agencies, the US Department of Education, and market conditions, among other reasons. VIU reserves the rights to make changes to any provision of the Academic Catalog, including the amount of tuition and fees, academic programs and courses, university policies and procedures, faculty and administrative staff, the Academic Calendar and other dates and provisions.

VIU reserves the right to make changes in equipment and instructional materials, modify curriculum, and when size and curriculum permit, to combine classes. VP of Academic Affairs should be contacted for information concerning any such changes. Changes will be added as an addendum to the Catalog and will be published on VIU's website.

Regulations for International Students (F-1 visa)

It is the student's responsibility to comply with all immigration regulations that apply to F-1 visa students. If a student fails to follow these procedures, then they will be considered "Out of Status" and until the student has their F-1 status reinstated, they may not be allowed to:

1. Continue to stay and study in the USA;
2. Extend their period of study;
3. Travel outside of the USA; and
4. Pursue practical training.

International Students (F-1 visa) are required to:

1. Keep an un-expired passport that is valid for at least six (6) months at all times during their stay in the U.S.
2. Attend the school that they are authorized to attend;
3. Make normal progress towards completing their program of study.
4. Report any change of address to VIU within 10 days of the change. If applicable, comply with Special Registration Procedures for Certain Foreign Nationals. (For more details please contact VIU's International Student Services (ISS) Office).
5. Maintain full-time enrollment: The full-time course load for graduate degree programs is 9 credits per semester, and the full-time course load for undergraduate, diploma, and certificate programs is 12 credits per semester. However, during the Summer sessions the full time course load is lower for graduate and undergraduate studies. The Summer session full course load for graduate degree programs is 3 credits and for undergraduate programs it is 6 credits.
Any student starting during the Summer session is required to maintain a full course load in the summer session.
The full-time course load for the ESL program is 18-20 hours per week.
6. Obtain a new I-20 for a change in academic or program level of study.
7. Abide by VIU's attendance policy, which requires that all full-time students attend at least 80% of all classes.
8. Vacation: All F-1 students, including ESL and all degree-seeking students, with no exceptions, are allowed to take vacation only during the official school recesses, semester breaks, and summer terms, with the exception of student starting in summer term.
9. Accept no employment of any kind, either on- or off-campus, without written permission from VIU's ISS Office and, if necessary, the USCIS.
10. School Transfer: If a student needs to make a school transfer, they are advised to do so in a timely fashion. It is recommended that students must inform VIU of their intention to transfer at least 15 days before the start date of the new semester at VIU.
11. Obtain an F-1 visa extension of stay as needed: If a student requires more time to complete their program than that which is

authorized on the VIU I-20, they must request a program extension through VIU's ISS Office.

12. F-1 visa Grace Periods: After students have completed their studies, and have completed their authorized period of practical training, if any, they must leave the US within a 60 day period, or change to another immigration status within the time allowed, usually within the first 45 days of the grace period. A student who obtains permission from an International Student Advisor prior to withdrawing from VIU will have 15 days to depart the US. However, a student who withdraws without prior approval or terminates the course of study has zero (0) days to leave the US. The student must depart the US immediately.
13. Financial Support: If there are any changes in a student's financial status and sponsorship information such as a change in sponsor or receipt of scholarship and/or other financial aid, the student must report this change to the International Student Advisor within 10 days of this change.
14. Complete a timely reinstatement application if the student has become out-of status. ISS office will make decision on recommending student for reinstatement based on student's demonstration of intention to continue studying.

For more information about F-1 visa rules and regulations for international students, students should consult with the International Student Advisor/DSO in the ISS Office.

Opportunities for Practical Training

The U.S. government allows F-1 visa students two opportunities to gain practical experience related to their field of study.

Curricular Practical Training (CPT)

An F-1 visa student may be authorized by the DSO to participate in a CPT program that is an integral part of an established curriculum. Students need to have studied full time for 9 months – 1 year based on their academic program, to become eligible for CPT. CPT is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the School. The student has to be enrolled into an academic course while on CPT and the CPT component of any course is equal to only one (1) or three (3) credit hours. CPT is an optional component of specific degree programs at VIU. Students who wish to pursue the CPT program should consult with the School Dean/ Director or the Career Center for the required paperwork and permission.

Optional Practical Training (OPT)

The U.S. government permits graduated students, in F-1 visa status, to work for a limited amount of time in the United States so that they may reinforce

what they have learned in university and/or college degree programs. This benefit is called Optional Practical Training (OPT). OPT allows F-1 visa students to obtain employment in areas related to their academic program of study. OPT is available for periods up to twelve (12) months at each higher academic level, and may be extended under some circumstances in STEM program related fields. A job offer is not necessary to apply for OPT and a student may work for one or more employers, change jobs, or look for work during the training period. Students who wish to pursue the OPT program should consult with the ISS Office and the Career Center for the required paperwork and permission. It is student's responsibility to apply for OPT in timely manner

Formal Complaint Procedure

VIU faculty and staff attempt to create, in all areas, an atmosphere that is conducive to learning. For this reason, VIU has established a procedure to address any school-related problems, concerns, or complaints. Most academic concerns will be handled by the instructors directly. Students should first discuss the problem with the instructor and then with the Dean/ Director of the School, if necessary. If the problem is not resolved at that level, the student should then contact the Vice President of Academic Affairs.

VIU team members maintain an open-door policy. Students may express concerns to any administrator. Complaints, however, are best handled by following the above-stated procedure. At the written request of the student, an ad-hoc Grievance Committee comprised of the Vice President of Academic Affairs, one senior faculty member, the Dean/ Director of the School, and other invited staff or faculty. The Committee will convene to address concerns which remain unresolved. The ad-hoc Grievance Committee will convene within ten (10) working days of a written request from the student. The student will be notified of the committee's decision within three working days of the meeting. If after following the above stated procedure, the student feels that his or her concerns have not been resolved, he or she may address these concerns in writing to the following organizations:

State Council for Higher Education
for Virginia (SCHEV)
James Monroe Building, 9th Floor
101 N. 14th Street,
Richmond, VA 23219
(804) 225-2600
Institutional Approval Coordinator

Accrediting Council for
Independent Colleges and
Schools (ACICS)
750 First Street NE, Suite 980
Washington, DC 20002
(202) 336-6780

VIU ensures that a student will not be subjected to unfair action as a result of initiating a complaint proceeding.

ACADEMIC PROGRAMS

A. Graduate Degree Programs

VIU currently offers ten graduate degree programs:

- A1.** Master of Business Administration (MBA)
- A2.** Master of Science in Computer Science (MCS)
- A3.** Master of Science in Information Systems (MIS)
- A4.** Master of Science in Information Systems Management (MISM)
- A5.** Master of Science in Information Technology (MIT)
- A6.** Master of Science in Software Engineering (MSE)
- A7.** Master of Arts in TESOL (MATESOL)
- A8.** Master of Education (M.Ed.)
- A9.** Master of Science in International Relations (MIR)
- A10.** Masters of Public Administration (MPA)

VIU's graduate degree programs provide a high level of professional education in Business and Public Administration, Computer Information Systems, Software Engineering, Education, International Relations, and TESOL. They cover a broad range of subjects, thereby qualifying students for diverse career opportunities. For the admission requirements and list of materials required for admission to the graduate degree programs, please refer to the APPLICATION FOR ADMISSION section of the Academic Catalog.

Graduation Requirements

Graduate degrees are earned by completing the program course requirements of 30-39 credit hours, beyond the prerequisite courses and typically 3 credit hours per course. To qualify for the graduate degree, students must meet all credit requirements, as described below.

1. Students enrolled in the graduate degree program must maintain a Cumulative Grade Point Average (CGPA) of at least 3.0 (B), out of 4.0, and a minimum grade of not less than 2.0 (C), out of 4.0, in all courses to qualify for the degree, to remain in good standing, and to graduate.
2. The Maximum Time Frame (MTF) permitted for the completion of any graduate degree program is 45 semester credit hours for 30 credit hour programs, 54 semester credit hours for 36 credit hour programs and 58.5 semester credit hours for 39 credit hour programs.
3. Only graduate level courses may be applied toward the degree. A master's student may transfer up to 18 credit hours of graduate credits earned at other accredited institutions.
4. No degree credit is earned by a graduate student for any grade below 2.0 (C), out of 4.0, received in a graduate level course. However, any grades lower than 2.0 (C), out of 4.0, will be calculated in the CGPA.

5. Credit earned with undergraduate level courses taken as required prerequisite courses by the graduate student will not be counted towards the total credit requirement for degree completion.

VIU Thesis Guide

The VIU Thesis Guide is designed to assist VIU's graduate students at all stages of the thesis or project process. Students are advised to consult the guide as early into their work as possible, as it will help facilitate the process of submitting a thesis or project that conforms to VIU regulations. The thesis must be bound, cataloged, archived, and made available to the University's academic community. Students must consult with their academic advisors for thesis courses.

Internships

Graduate degree programs offer an internship program in which students are eligible to participate. An internship provides an opportunity for students to gain practical experience. In each program, there are separate internship courses where a student can earn 3 credit hours. In some cases, internships can be completed in conjunction with specific courses and the student can earn a portion of the course credit with their internship program. Those courses are marked as "Internship/CPT qualified" in the course lists, as well as in the course descriptions. There are no guarantees that all interested students will be able to participate in internships, as they are based solely on the student's academic credentials, the internship interview, and internship availability. International students must complete the Curricular Practical Training (CPT) authorization process in order to participate in the internship program. For more information on CPT, see the Regulations for International Students section above or contact VIU's Career Center.

A1. Master of Business Administration (MBA)

VIU's Master of Business Administration (MBA) program enables students to gain knowledge in the core Business areas of Management, Finance, Marketing, Accounting, and decision-making. The program provides students with high quality, professional education in Business Administration, thereby qualifying students for more diverse career opportunities. The program aims to:

- Provide a background in the concepts of production, marketing, and business finance;
- Provide a foundation in the methods for decision-making and information technology;
- Develop management practitioners who embrace change creatively for the benefit of business; and
- Provide individuals the capacity and the discipline necessary for continuous learning.

Concentrations of the MBA Program

There are eight (8) different areas of concentration in VIU's MBA program.

1. International Business Management
2. Marketing Management
3. International Finance
4. Health Care Management
5. Global Logistics
6. Accounting
7. Human Resource Management
8. Hospitality and Tourism Management

This degree is earned by completing the program course requirements of 36 credit hours at 3 credit hours per course, beyond the prerequisite courses.

MBA Program Prerequisites

Applicants seeking admission into the MBA program who have no previous business background and whose Bachelor's degrees are not related to business, and who have not completed the equivalency of the four courses listed below are required to take the following MBA Program Prerequisite Courses:

Code	Course Title	Credits
ECON 101	Principles of Microeconomics	3
STAT 200	Introduction to Statistics	3
ACCT 201	Principles of Financial Accounting	3
BUSS 303	Principles of Finance	3

These program prerequisites can be taken at the same time. Some or all of these prerequisites may be waived at the Dean's discretion. Students also have an option of testing out of these courses or provide other evidence of content knowledge through certifications, successful completion similar courses, or training certificates.

Structure of the MBA Program

MBA Core Courses: (21 Credit Hours)

Core Courses provide students with the skills and knowledge that all managers need. Every MBA student must complete the following seven (7) Core Courses:

Code	Course Title	Credits
MBA 500	Managerial Communication	3
MBA 511	Managerial Accounting and Finance	3
MBA 512	Project & Cost Management	3

MBA 513	Organizational Behavior & Human Resource Management	3
MBA 514	Marketing Management	3
MBA 515	Business Statistics	3
MBA 516	Strategic Management and Organizational Leadership	3

MBA Concentration Courses: (9 Credit Hours)

Students must specialize in one of the concentrations listed below during the second year of their study. Students must choose three (3) courses (9 credit hours) from the Concentration Courses. All concentration courses are CPT eligible.

1. International Business Management: (3 courses - 9 credit hours)

Code	Course Title	Credits
MBA 611	Business Ethics and Law	3
MBA 612	International Management	3
MBA 613	Enterprise Resource Planning	3
MBA 614	International Finance	3
MBA 615	International Strategy	3
MBA 616	International Marketing	3
MBA 617	Import / Export Management	3
MBA 634	Operations Management	3

2. Marketing Management: (3 courses – 9 credit hours)

Code	Course Title	Credits
MBA 611	Business Ethics and Law	3
MBA 616	International Marketing	3
MBA 622	Marketing Research	3
MBA 623	Sales Management	3
MBA 624	Advertising & Promotion	3
MBA 625	Effective Negotiations	3
MBA 626	Consumer Behavior	3

3. International Finance: (3 courses - 9 credit hours)

Code	Course Title	Credits
MBA 611	Business Ethics and Law	3
MBA 614	International Finance	3
MBA 618	International Economics & Trade	3

MBA 620	Long-Term Financial Decisions	3
MBA 621	Trading & Risk Management	3

4. Health Care Management: (3 courses - 9 credit hours)

Code	Course Title	Credits
MBA 640	The Health Services System	3
MBA 641	Economics of Health Care & Policy	3
MBA 642	Financial Management of Health Institutions	3
MBA 643	Legal Aspects of Health Care	3

5. Global Logistics: (3 courses - 9 credit hours)

Code	Course Title	Credits
MBA 611	Business Ethics and Law	3
MBA 616	International Marketing	3
MBA 617	Import/Export Management	3
MBA 628	Global Sourcing and Logistics	3
MBA 634	Operations Management	3

6. Accounting: (3 courses – 9 credit hours)

Code	Course Title	Credits
MBA 605	Auditing	3
MBA 608	Financial Reporting and Decision Making	3
MBA 610	Taxation of Business Entities	3
MBA 611	Business Ethics and Law	3
MBA 636	Managerial Accounting	3
MBA 654	Accounting Information Systems	3

7. HR Management: (3 courses – 9 credit hours)

Code	Course Title	Credits
MBA 523	HR Law	3
MBA 536	Labor Relations	3
MBA 538	Compensation and Benefits	3
MBA 551	Conflict Resolution	3
MBA 611	Business Ethics and Law	3

8. Hospitality and Tourism Management: (3 courses - 9 credit hours)

Code	Course Title	Credits
MBA 552	Hospitality and Tourism Management	3
MBA 553	Event Planning and Management	3

MBA 554	Marketing for Hospitality and Tourism	3
MBA 555	Legal Aspects of Hospitality and Tourism	3
MBA 556	Accounting, Budgeting and Cost Controls: Hospitality and Tourism	3
MBA 557	Management of Information Technology in Hospitality and Tourism	3
MBA 558	Human Resource Management in the Hospitality and Tourism Industries	3

MBA Integration Course: (3 credit hours)

Students must take a course that integrates and synthesizes MBA education, and facilitates the transition from the academic to the professional business world

Code	Course Title	Credits
MBA 627	Advanced Business Project	3

MBA Elective Course: (3 credit hours)

Students must take one (1) additional course from any of the concentrations or they may take one (1) of the following courses:

Code	Course Title	Credits
MBA 600	Business Residency	3
MBA 631	Current Topics in Business	3
MBA 633	Business Planning and Development	3
MBA 560	Graduate Internship I	3
MBA 660	Graduate Project Internship II	3
CAR 600	Career Planning and Development	3

Please refer to the [Graduate Business Program Courses](#) section in the Academic Catalog for course descriptions.

Pre-MBA Program

Students who have earned their Bachelor's degree with less than 120 undergraduate credit hours can be given conditional admission to the MBA program, provided they enroll in and successfully complete the remaining credit hours needed to equal 120, by selecting from the undergraduate courses offered at VIU. Among the 120 required credit hours, the MBA Program Prerequisite Courses (ECON 101, STAT 200, ACCT 201, and BUSS 303) must be fulfilled. Students must consult their academic advisor before choosing classes. Successful completion of the 120 credit hours, including the four MBA Program Prerequisite Courses, will allow students to complete the undergraduate credit requirement and enter into the MBA program.

A2. Master of Science in Computer Science (MCS)

The Master of Science in Computer Science (MCS) program is designed to appeal to a broad range of individuals. The program balances theory with practice, offers an extensive set of traditional and state-of-the-art courses, and provides the necessary flexibility to accommodate students with various backgrounds, including computer professionals who want to expand their understanding of Computer Science, as well as individuals whose undergraduate degrees are not in Computer Science but wish to broaden their knowledge in computing. The program also provides the background necessary to continue the study of Computer Science at the doctoral level. Students may choose a thesis option which requires two semesters of study under the direction of an instructor in which the student gains an understanding of an area of current research and contributes to the state of the art in that area.

MCS Program Objective

VIU's MCS program is the study of Computer Science theory and its application. The objective of the program is to provide graduates with a solid foundation in the theory of Computer Science; apply the theory to the practice of computing, prepare students for productive long-term careers in industry, government, and academia; and to develop the foundation for continuing education and growth in the field of Computer Science.

MCS graduates will become key contributors to Computer Science research and applied Computer Science and can further their education by entering a doctoral degree program. Students will demonstrate a broad knowledge of Computer Science and a focused understanding of their area of expertise. They will apply their knowledge and analytical skills to create effective and novel solutions to practical problems. Students will communicate effectively and work both collaboratively and independently. Students will study Computer Science from a theoretical perspective including such subjects as algorithms, automata, and formal languages. Students will also study Computer Science systems areas such as computer architecture, networking, and operating systems. In addition, students will study application areas, as well as software engineering and programming. Students will be able to apply these skills to achieve key business objectives for organizations.

Specifically, upon completion of the program, graduates will be able to:

- Creatively apply their knowledge and skills in creating effective and novel solutions to practical problems;
- Construct, test, debug and maintain source code of business applications that meet the application's requirements and purpose;

- Integrate technologies, products and services from multiple sources to satisfy business needs;
- Work collaboratively and productively and communicate effectively with stakeholders in the global workplace; and
- Demonstrate ethical behavior as computing professionals, sensitivity to the impact of technology on the individual, the organization and the society, and responsible practices in the computing professions.

Graduates of the MCS program can anticipate the following types of computer science professional careers:

- Computer scientist in the role of researcher, theorist or inventor.
- Computer engineer or designer for hardware based organizations.
- Consultant for projects that include a substantial dependence on Computer Science.
- Research and development in Computer Science and related disciplines.
- Application and system programmers or developers.
- Software system architect.
- Instructor at a college or university teaching Computer Science - related courses.

MCS Program Prerequisites

All new MCS students need certain basic skills to prepare them to succeed in the MCS program. The MCS degree provides a broad understanding of computer science theory and technology. Students who do not have the required background need to take some or all of the prerequisites before taking the Core Courses. Thus to be successful, students must have a background in the following areas:

Code	Course Title	Credits
CMP 220	Programming II	3
CMP 230	Discrete Mathematical Methods for Computing	3
CMP 330	Data Structures and Algorithm Analysis	3
CMP 250	Computer Architecture	3
CMP 260	Operating Systems	3
CMP 350	Database Concepts	3

These program prerequisites are co-requisites and may be taken at the same time. Some or all of these prerequisites may be waived at the Dean's discretion.

MCS Degree Requirements

The MCS degree will be earned by completing the program course requirements of 36 credit hours, beyond the program prerequisite courses. To qualify for the MCS degree, students must meet all credit requirements, as described below.

VIU's MCS program is generally completed within two years full time. It consists of seven (7) Core Courses (21 credit hours) and five (5) Elective Courses (15 credit hours). Electives cover the essential areas of Computer Science theory and applications and provide an opportunity for students to develop and fine-tune specific Computer Science skills according to their areas of interest.

Area	Number of Courses	Credit Hours
Core courses	7	21
Elective courses	5	15
Total	12	36

MCS Core Courses: (7 Courses – 21 Credit Hours)

MCS core courses provide the skills and knowledge needed for Computer Science professionals with the foundation necessary to pursue their goals in industry, government, or research. Each candidate must satisfactorily complete the following seven (7) Core Courses (21 credit hours):

Code	Course Title	Credits
CMP 511	Computer Architecture and Implementation	3
CMP 551	Research Methods	3
CMP 556	Database Systems	3
CMP 561	Algorithm Analysis	3
CMP 571	Automata and Formal Languages	3
CMP 641	Operating Systems	3
CMP 680	Organizational and Social Dimensions of Computing	3

MCS Elective Courses: (5 Courses – 15 Credit Hours)

In addition to the Core Courses, students are required to choose five (5) additional Elective Courses (15 credit hours), according to their interests, from the following:

Code	Course Title	Credits
CMP 553	Analysis, Modeling and Design	3
CMP 560	Software Engineering	3
CMP 573	Compiler Construction	3
CMP 621*	Artificial Intelligence	3
CMP 627*	Data Mining	3
CMP 651*	Advanced Topics in Database Management	3
CMP 671*	Special Topics in Computer Science	3
CMP 696	Independent Study	3
CMP 697	Independent Study	3
CMP 698	Master Thesis I	3
CMP 699	Master Thesis II	3
CMP 591	Graduate Internship Level I	3
CMP 691	Graduate Internship Level II	3
CAR 600	Career Planning and Development	3

* *Internship / CPT qualified course. All 600-level CMP elective courses in the MCS program are CPT eligible for the students enrolled in the MCS program.*

Please refer to the [Graduate Computing Courses](#) section in the Academic Catalog for course descriptions.

Pre-MCS Program

Students who have earned their Bachelor's degree with less than 120 undergraduate credit hours can be given conditional admission to the MCS program, provided they enroll in and successfully complete the remaining credits by selecting from the bachelor of computer science (BCS) undergraduate courses offered at VIU. Among the 120 required credit hours, the MCS program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the pre-MCS courses who will advise them on the appropriate course selections from VIU's BCS program while complying with MCS program prerequisites. Successful completion of the pre-MCS courses will allow these students to complete the undergraduate credit hour requirement of 120, and enter into the MCS program.

A3. Master of Science in Information Systems (MIS)

The Master of Science in Information Systems (MIS) is designed to prepare students for positions in the Information Systems and related fields. The curriculum is focused on gaining a better understanding of the use of information systems to enhance business processes and the decision-making process associated with them. Business theory is merged with information systems theory to prepare leaders for success in public

and private business environments. Practical applications are emphasized throughout the curriculum.

MIS Program Objective

VIU's Master of Science in Information Systems (MIS) program is the study of information systems, including their design, development, deployment, and usage in various organizations. Research in this field covers a wide range of topics including design and architecture, deployment and execution, adoption of information technology in organizations, human factors in information systems, knowledge acquisition, expert systems, systems analysis and design methods, object-oriented enterprise modeling, knowledge-based systems to support database design, automated Mediation in group support systems, and distributed information systems.

The program teaches students the significance of an effective information system in any organization and the creation and execution of an information system for achieving the organization's objective. Students will be able to use technology as a competitive advantage and understand how technology helps to achieve the key business goals of an organization.

Upon the completion of the program, the students will be able to:

- Select and implement methodologies and techniques to solve business problems and support the organizational decision making process;
- Integrate technologies, products and services into cohesive systems;
- Collaborate effectively in cross-functional teams;
- Evaluate resources for technical research and professional growth; and
- Assess the organizational, ethical, and societal implications of IT practices.

Graduates from this program will be able to apply the fundamental concepts in each of the following areas, and demonstrate higher expertise at least one area through analysis, synthesis and evaluation. The students will be able to:

- Implement frameworks for incident prevention, response and recovery based on identified security vulnerabilities;
- Implement business intelligence solutions;
- Enable IT process automation from problem detection through resolution;
- Build databases applications; and

- Conceptualize scalable data networks and telecommunication infrastructures.

Graduates of this program can anticipate the following types of careers:

- Analyst in information systems development projects.
- IT consultant for projects that include a substantial dependence on information systems.
- Research and development of information technologies and related products and services.
- Designer/analyst in start-up IT companies.
- Instructor at a college or university teaching information systems-related courses.

VIU's MIS program is generally completed within two years of full-time study. It consists of seven (7) Core Courses (21 credit hours) and five (5) Elective Courses (15 credit hours). The elective courses cover the essential areas of Information Systems theory and application and provide an opportunity for students to develop and fine-tune specific computing skills according to their areas of interest.

MIS Program Prerequisites

All new MIS students need certain basic skills to succeed in the MIS program. Students who do not have the requisite background in business administration and information technology need to take some or all of the prerequisite courses before they begin work on the Core Courses.

Code	Course Title	Credits
CMP 330*	Data Structures and Algorithm Analysis	3
CMP 340*	Principles of Programming Languages	3
CMP 355*	Programming with C/C++	3
CMP 350	Database Concepts	3
CMP 230	Discrete Mathematical Methods for Computing	3

** For the Programming Concepts listing, at least one of the requirements (CMP 330 or CMP 340 or CMP 355) must be satisfied.*

These program prerequisites are co-requisites and may be taken at the same time. Some or all of these prerequisites may be waived at the Dean's discretion.

MIS Degree Requirements

The MIS degree will be earned by completing the program course requirements of 36 credit hours, beyond the program prerequisite courses.

Area	Number of Courses	Credit Hours
Core courses	7	21
Elective courses	5	15
Total	12	36

MIS Core Courses: (7 Courses – 21 Credit Hours)

MIS Core Courses provide students with the skills and knowledge needed by all information systems professionals. Along with the knowledge of the specific technical areas of information systems, these courses are designed to improve communication and other skills relevant to working in cross-functional teams.

Each candidate must satisfactorily complete the following seven (7) Core Courses (21 credit hours):

Code	Course Title	Credits
CMP 551	Research Methods	3
CMP 552	Information Systems	3
CMP 553	Analysis, Modeling and Design	3
CMP 556	Database Systems	3
CMP 558	Information Systems Security	3
CMP 560	Software Engineering	3
CMP 680	Organizational and Social Dimensions of Computing	3

MIS Elective Courses: (5 Courses – 15 Credit Hours)

In addition to Core Courses, students are required to choose five (5) additional Elective Courses according to their interests from the following:

Code	Course Title	Credits
CMP 562	Systems Communication and Networking	3
CMP 570	Enterprise Information Systems	3
CMP 610*	Managing Information System Development	3
CMP 611*	Global Information System Development	3
CMP 620*	Information Technology Governance	3
CMP 630*	Information Technology Audit and Forensics	3
CMP 640*	Data Warehousing and Business Intelligence	3
CMP 650*	Software Architectures	3
CMP 672*	Special Topics in Information Systems	3
CAR 600	Career Planning and Development	3

CMP 696	Independent Study	3
CMP 697	Independent Study	3
CMP 698	Master Thesis I	3
CMP 699	Master Thesis II	3
CMP 591	Graduate Internship Level I	3
CMP 691	Graduate Internship Level II	3

** Internship / CPT qualified course. All 600-level CMP elective courses in the MIS program are CPT eligible for the students enrolled in the MIS program.*

Please refer to the [Graduate Computing Courses](#) section in the Academic Catalog for course descriptions.

Pre-MIS Program

Students who have earned their Bachelor's degree with less than 120 undergraduate credit hours can be given conditional admission to the MIS program, provided they enroll in and successfully complete the remaining credits by selecting from the bachelor of computer science (BCS) undergraduate courses offered at VIU. Among the 120 required credit hours, the MIS program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the pre-MIS courses who will advise them on the appropriate course selections from VIU's BCS program while complying with MIS program prerequisites. Successful completion of the pre-MIS courses will allow these students to complete the undergraduate credit hour requirement of 120, and enter into the MIS program.

A4. Master of Science in Information Systems Management (MISM)

The Master of Science in Information Systems Management (MISM) has been designed to address the urgent needs of hiring managers in the information systems area with regard to the skill sets of information systems managers. The graduates will be able to manage the in-house and outsources development of information systems and perform effectively as both producer and consumer of information systems services. Program graduates will demonstrate professional competencies that will make them valuable contributors in cross-functional teams, able to keep their skills fresh as the industry develops, with a clear understanding of their roles as responsible professionals in a complex business, policy and social context. Program graduates will be responsible and ethical professionals who understand the economic, organizational, policy and social dimensions of their work in this dynamic and complex field.

MISM Program Objectives

The program objectives of the Master of Science in Information Systems Management fall in three general categories: Technical, organizational and cross-cutting knowledge, skills and dispositions. Upon completion of the program, the graduates will be able to:

I. Technical Domain

- Use a variety of sources and means to maintain currency with the principal categories of business information systems and software infrastructure tools and frameworks.
- Design appropriate software system and service structures in response to application needs, organizational environment and the available components, tools or services.
- Make appropriate design choices as the result of analysis regarding system and service properties

II. Organizational Domain

- Manage the in-house and outsources development of information systems and perform effectively as both producer and consumer of information systems services.
- Manage business processes through a process of analysis, design and optimization in response to organizational needs.
- Employ best practices in planning, budgeting, scheduling and leading information systems projects and programs.
- Employ best practices in evaluating, engaging and managing third party providers.

III. Crosscutting Domain

- Analyze social and other external impacts along with relevant legal, regulatory, ethical and professional issues in business and technical decision-making.
- Communicate effectively with technical, business and user/customer audiences.
- Develop depth in a selected area of expertise.

MISM Program Prerequisites

All new MISM students need certain basic skills to succeed in the MISM program. Students who do not have the requisite background in business administration and information technology need to take some or all of the prerequisite courses before they begin work on the Core Courses.

Code	Course Title	Credits
CMP 120	Programming Logic	3
CMP 350	Database Concepts	3
BUSS 301	Principles of Management	3
BUSS 210	Introduction to Business	3

MISM Degree Requirements

The program consists of seven (7) Core Courses and five (5) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	Number of Courses	Credit Hours
Core courses	7	21
Elective courses	5	15
Total	12	36

MISM Core Courses

Code	Course Title	Credits
CMP 551	Research Methods	3
CMP 552	Information Systems	3
CMP 553	Analysis, Modeling and Design	3
CMP 610	Managing IS Development	3
CMP 611	Global Information System Development	3
CMP 620	Information Technology Governance	3
CMP 680	Organizational and Social Dimensions of Computing	3

MISM Elective Courses

Code	Course Title	Credits
CMP 556	Database Systems	3
CMP 558	Information Systems Security	3
CMP 560	Software Engineering	3
CMP 570	Enterprise Information Systems	3
CMP 591	Graduate Internship Level I	3
CMP 612*	IT Project Management	3
CMP 613*	Technology and Development of E-Business	3
CMP 614*	Management Information Systems in Supply - Chain Management	3
CMP 630*	Information Technology Audit and Forensics	3
CMP 650*	Software Architectures	3
CMP 672*	Special Topics in Information Systems	3

CMP 691	Graduate Internship Level II	3
CMP 696	Independent Study	3
CMP 697	Independent Study	3
CMP 698	Master Thesis I	3
CMP 699	Master Thesis II	3
CAR 600	Career Planning and Development	3

** Internship / CPT qualified course. All 600-level CMP elective courses in the MISM program are CPT eligible for the students enrolled in the MISM program.*

Pre-MISM Program

Students who have earned their Bachelor's degree with less than 120 undergraduate credit hours can be given conditional admission to the MISM program, provided they enroll in and successfully complete the remaining credit hours by selecting from the bachelor of computer science (BCS) undergraduate courses offered at VIU. Among the 120 required credit hours, the MISM program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the Pre-MISM courses who will advise them on the appropriate course selections from VIU's BCS program while complying with MISM program prerequisites. Successful completion of the Pre-MISM courses will allow these students to complete the undergraduate credit hour requirement of 120, and enter into the program.

A5. Master of Science in Information Technology (MIT)

The Master of Science in Information Technology (MIT) program prepares individuals for leadership roles in the IT industry. The program provides knowledge and skills across an entire range of topics in the industry –computer networking, software development, database technologies, computer architecture, IT governance and strategy, Web development, information assurance, ethics, etc.

The core of the program is focused on building a foundation of critical thinking skills with which to make professional judgments and design and implement solutions aligned with business needs. The MIT program builds these skills through a solid understanding of theoretical methods, principles, and tools and an examination of fundamental information technology issues and processes.

Faculty with both academic and industry backgrounds also provide practical perspective. Real-world problems and opportunities with software intensive systems are explored, and methods to evaluate, adopt and take advantage of emerging technologies are studied. MIT students will also be working closely with fellow IT professionals, completing applicable assignments and projects within teams.

MIT Program Objectives

The program objectives fall in two general categories: technical and organizational. Upon completion of the program, graduates will be able to:

1. In the technical domain:
 - Utilize a methodological approach to system design and implementation.
 - Develop architectural solutions for computer systems and associated technologies
 - Develop applications using database technologies
 - Implement and maintain networking & system infrastructure
 - Apply problem solving skills in web site development, web-database integration, and network and system administration
 - Develop depth in a selected area of expertise.
2. In the organizational domain:
 - Contribute to business processes through a process of analysis, design and optimization in response to organizational needs.
 - Interact Effectively within the organization
 - Communicate effectively in oral, written and graphical modes

MIT Program Prerequisites

All new MIT students need certain basic skills to succeed in the MIT program. Students who do not have the requisite background in computing need to take some or all of the prerequisite courses before they begin work on the Core Courses. In some cases, additional prerequisite courses may be required to be taken before enrolling in the courses of the MIT program.

Code	Course Title	Credits
CMP 220	Programming II	3
CMP 230	Discrete Mathematical Methods for Computing	3
CMP 250	Computer Architecture	3
CMP 260	Operating Systems	3
CMP 270	Essentials of Networking	3

MIT Degree Requirements

The program consists of seven (7) Core Courses and five (5) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	Number of Courses	Credit Hours
Core courses	7	21
Elective courses	5	15
Total	12	36

MIT Core Courses

Code	Course Title	Credits
CMP 511	Computer Architecture and Implementation	3
CMP 540	Information Technology Fundamentals and Management	3
CMP 553	Analysis, Modeling and Design	3
CMP 556	Database Systems	3
CMP 559	Information Assurance	3
CMP 562	Systems Communication and Networking	3
CMP 663*	Web Applications Development	3

** Internship / CPT qualified course.*

MIT Elective Courses

Code	Course Title	Credits
CMP 570	Enterprise Information Systems	3
CMP 620	Information Technology Governance	3
CMP 630	Information Technology Audit and Forensics	3
CMP 641	Operating Systems	3
CMP 650*	Software Architectures	3
CMP 664*	Mobile Applications Design and Development	3
CMP 665*	Virtualization Technologies	3
CMP 674*	Special Topics in Information Technology	3
CMP 680	Organizational and Social Dimensions of Computing	3
CMP 591	Graduate Internship Level I	3
CMP 691	Graduate Internship Level II	3
CMP 696	Independent Study	3
CMP 697	Independent Study	3
CMP 698	Master Thesis I	3
CMP 699	Master Thesis II	3
CAR 600	Career Planning and Development	3

** Internship / CPT qualified course.*

Pre-MIT Program

Students who have earned their Bachelor's degree with less than 120 undergraduate credit hours can be given conditional admission to the MIT program, provided they enroll in and successfully complete the remaining credit hours by selecting from the bachelor of computer science (BCS) undergraduate courses offered at VIU. Among the 120 required credit hours, the MIT program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the Pre-MIT courses who will advise them on the appropriate course selections from VIU's BCS program while complying with MIT program prerequisites. Successful completion of the Pre-MIT courses will allow these students to complete the undergraduate credit hour requirement of 120, and enter into the program.

A6. Master of Science in Software Engineering (MSE)

The Master of Science in Software Engineering (MSE) program prepares students to become Software Engineering professionals. Graduates are prepared to address the global need for professionals that apply computer science, engineering, and mathematical principles to design, develop, test and maintain software. The core of the program is focused on building a foundation of critical thinking skills on which to make professional judgments.

This program builds these thinking skills through a solid understanding of theoretical concepts, principles, and tools; and coverage of the fundamental software development issues and processes. Topics covered include: requirements engineering, software design and construction, verification, testing, maintenance, software process improvement, project management, quality assurance, etc. Faculty with both academic and industry backgrounds also provide practical perspectives. Real-world problems and opportunities with software intensive systems are explored, and methods to evaluate, adopt and take advantage of emerging technologies are learned. Students of the Master of Science in Software Engineering program will also be working closely with fellow software professionals, completing applicable assignments and projects within teams.

MSE Program Objectives

The program objectives fall in three general categories: Technical, organizational and cross-cutting knowledge, skills and dispositions. Upon completion of the program, the graduates will be able to:

I. In the technical domain:

- Apply emerging software development technologies to build robust software solutions.

- Understand the relationship between software engineering and systems engineering and be able to apply systems engineering principles and practices in the engineering of software.
- Reconcile conflicting project objectives, finding acceptable compromises within limitations of cost, time, knowledge, risk, existing systems, and organizations.
- Analyze a current significant software technology, articulate its strengths and weaknesses, compare it to alternative technologies, and specify and promote improvements or extensions to that technology.

II. In the organizational domain

- Manage the in-house and outsource development of software projects.
- Contribute to business processes through a process of analysis, design and optimization in response to organizational needs.

III. In the cross-cutting domains:

- Analyze social and other external impacts along with relevant legal, regulatory, ethical and professional issues in business and technical decision-making.
- Communicate effectively with technical, business and user/customer audiences.
- Develop depth in a selected area of expertise.

MSE Program Prerequisites

All new MSE students need certain basic skills to succeed in the MSE program. Students who do not have the requisite background in computing concepts or programming need to take some or all of the prerequisite courses before they begin work on the Core Courses. In some cases, additional prerequisite courses may be required to be taken before enrolling in the courses of the MSE program.

Code	Course Title	Credits
CMP 220	Programming II	3
CMP 230	Discrete Mathematical Methods for Computing	3
CMP 330	Data Structures and Algorithm Analysis	3
CMP 340	Principles of Programming Languages	3

MSE Degree Requirements

The program consists of seven (7) Core Courses and five (5) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	Number of Courses	Credit Hours
Core courses	7	21
Elective courses	5	15
Total	12	36

MSE Core Courses

Code	Course Title	Credits
CMP 551	Research Methods	3
CMP 553	Analysis, Modeling and Design	3
CMP 560	Software Engineering	3
CMP 610	Managing Information System Development	3
CMP 650	Software Architectures	3
CMP 660	Issues and Trends in Software Engineering	3
CMP 669	Software Engineering Project	3

MSE Elective Courses

Code	Course Title	Credits
CMP 556	Database Systems	3
CMP 558	Information Systems Security	3
CMP 611*	Global Information System Development	3
CMP 621	Artificial Intelligence	3
CMP 627*	Data Mining	3
CMP 640*	Data Warehousing and Business Intelligence	3
CMP 661	Software Testing and Verification	3
CMP 662	Software Maintenance	3
CMP 663*	Web Applications Development	3
CMP 664	Mobile Applications Design and Development	3
CMP 665*	Virtualization Technologies	3
CMP 673*	Special Topics in Software Engineering	3
CMP 680	Organizational and Social Dimensions of Computing	3
CMP 591	Graduate Internship Level I	3
CMP 691	Graduate Internship Level II	3
CMP 696	Independent Study	3
CMP 697	Independent Study	3
CMP 698	Master Thesis I	3
CMP 699	Master Thesis II	3
CAR 600	Career Planning and Development	3

**Internship / CPT qualified course.*

Pre-MSE Program

Students who have earned their Bachelor's degree with less than 120 undergraduate credit hours can be given conditional admission to the MSE program, provided they enroll in and successfully complete the remaining credit hours by selecting from the bachelor of computer science (BCS) undergraduate courses offered at VIU. Among the 120 required credit hours, the MSE program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the Pre-MSE courses who will advise them on the appropriate course selections from VIU's BCS program while complying with MSE program prerequisites. Successful completion of the Pre-MSE courses will allow these students to complete the undergraduate credit hour requirement of 120, and enter into the program.

A7. Master of Arts in TESOL (MATESOL)

Program Description and Objectives:

VIU's MA in TESOL (Teaching English to Speakers of Other Languages) program prepares students to work as English teachers in a world where the global need for English language skills is growing. Upon successful completion of the program, students will have a solid linguistic and pedagogical base for teaching English to speakers of other languages. Students will also gain valuable classroom experience through observation and supervised teaching. Graduates from VIU's MATESOL will be qualified to teach English in a variety of educational settings in the US and abroad, such as intensive language programs, private language schools, adult education programs, and English as a foreign language programs in non-English speaking countries.

The outcomes of the program are to:

- Understand the theoretical nature and structure of human language
- Understand the principles of language learning including current conceptual and theoretical trends
- Understand Language teaching Principles, Curriculum and Program Design
- Utilize critical thinking skills to problem solve second language learner and classroom issue
- Demonstrate use of proper academic communication, ethics and professionalism

Program Mission:

The Mission of the MATESOL program at Virginia International University is to effectively educate and enable our students to be successful and knowledgeable language teachers in a wide variety of contexts and among diverse student populations in the US and abroad by equipping them with all the skills, knowledge, and experience to excel in a competitive work environment.

Program-Specific Admission Requirements:

Admission to the program does not require any previous course work in pedagogy or language studies. A bachelor's degree or equivalent in any field and evidence of sufficient English language proficiency are required for admission. Candidates are also required to submit a minimum of one official recommendation, an academic statement of purpose and a resume or curriculum vitae.

Program-Specific Graduation Requirements:

All candidates for graduation are required to submit a formal Summative Teaching Portfolio (including a statement of teaching philosophy, CV, cover letter, professional references, 300 minute sample lesson plan, two writing samples and a reflective statement on the Practicum experience) and take a comprehensive exit examination prior to graduation.

Program Structure

This program can be completed within four (4) semesters of full-time study. A total of 36 credit hours (12 courses) are required for graduation. The required minimum cumulative GPA for this program is 3.0. The program consists of seven (7) Core Courses (21 credit hours) and five Elective Courses (15 credit hours).

The Core Courses provide the students with the skills and knowledge needed by all TESOL professionals (a strong background in language teaching methodology, understanding of the nature of human language and the structure of English, and familiarity with the basic principles of language acquisition, testing, assessment, and curriculum design). The Practicum course (TSL 525) gives the students a chance to observe experienced teachers, to reflect on and formulate their ideas about teaching and learning, and to gain classroom experience through supervised teaching.

Code	Course Title	Credits
TSL 505	Introduction to Language and Linguistics	3
TSL 510	Methods of Teaching SLA	3
TSL 515	Language Structure	3
TSL 520	Language Acquisition Theories	3
TSL 525	Practicum	3
TSL 530	Curriculum Materials and Design for SLA	3
TSL 535	Assessment for SLA	3

**SLA=Second Language Acquisition*

The Elective Courses provide an opportunity for students to develop specific skills and interests. The Practicum course gives the students an opportunity to practice and apply their newly acquired skills and knowledge, or to research an issue or a problem that arose from their teaching experience or prior course work. Students who plan to become language program administrators are strongly encouraged to take courses related to program administration or general business operations and principles. For this purpose students may choose to take up to two courses shared with the School of Business as program electives in addition to the Program Administration course offered by the

department. These courses are open only to second-year MATESOL students; permission to register must be obtained from the deans of School of Education and School of Business, and all prerequisite regulations must be complied with. Students can only register for those courses that are cross-listed for TESOL students in each given semester.

Code	Course Title	Credits
TSL 550	Special Topics in SLA	3
TSL 600	Sociolinguistics and the ESL Classroom	3
TSL 605	Intercultural Communication	3
TSL 610	Teaching Pronunciation	3
TSL 618	Teaching Second Language Reading and Writing	3
TSL 625	Teaching with Technology	3
TSL 645	Program Administration	3
TSLB 651	Principles of Management	3
TSLB 652	Principles of Marketing	3
TSLB 653	Organizational Theory & HR Management	3
TSL 660	Research Methodologies in SLA	3

Please refer to the [Graduate Education and TESOL Program Courses](#) section in the Academic Catalog for course descriptions.

A8. Master of Education (M.Ed.)

Program Description and Objectives:

The School of Education at VIU is designed to prepare future educators for leading roles in the growing field of education. Graduates from the M.Ed. programs will be able to effectively address challenges and possibilities in their roles as successful teachers, educators, and leaders of their communities worldwide. The Master of Education degree at VIU can be completed in two academic years.

The outcomes of the program are to:

- Develop learner environments reflective of best practices for teaching and learning, secondary learners, and culturally responsive pedagogy creating optimal student achievement opportunities
- Serve as independent researchers with the ability to action research as well as assess and implement research and best practices associated with effective pedagogical practices for secondary learners.

- Effectively collaborate with others as well as lead the collaborative process for the purpose of better meeting the needs of their student population and the communities in which they serve.
- Serve as leaders in developing and designing teaching and learning opportunities which are effective and generate learner motivation and academic success
- Foster teaching and learning environments that are respectful and inclusive as well as reflective of the needs, feelings, and cultural values of the student population and communities they are serving
- Develop, design, and implement assessment and evaluation strategies which are authentic and encompass student characteristics such as their cognitive abilities, cultural values, academic abilities

Program Mission:

The Mission of the Education program at Virginia International University is to enable professional educators to effectively serve in culturally diverse and technologically enhanced educational environments by empowering them with the skills and attributes associated with problem solvers, critical thinkers, and scholars in order to facilitate learning and academic achievement for secondary students others they may serve.

Program-Specific Admission Requirements:

Admission to the program does not require any previous course work in pedagogy or education. A bachelor's degree or equivalent in any field and evidence of sufficient English language proficiency are required for admission. Candidates are also required to submit a minimum of one official recommendation, an academic statement of purpose and a resume or curriculum vitae.

Program-Specific Graduation Requirements:

All candidates for graduation are required to submit a formal Comprehensive Action-Research Portfolio (CARP) and take a comprehensive exit examination prior to graduation.

Program Structure

Total 39 semester credit hours, 12 courses. 30 credit hours (9 courses) of Core Courses, 6 credit hours (2 courses) of Content Area Concentration courses, and 3 credit hours (1 course) of Specialization Area Elective courses make up the M.Ed. degree.

The M.Ed. program requires a Capstone: Educational Action Research Project/Portfolio within the subject area. This portfolio or research project is worth 6 credit hours of the core courses and is conducted in conjunction with the Virginia D.O.E. required Supervised Classroom Experience Course (EDUC 600).

The M.Ed. degree will be earned by completing the program course requirements of 39 credit hours. The program consists of nine (9) Core Courses, two (2) Content Area courses, and two (1) Elective course.

Area	Number of Courses	Credit Hours
Core courses	9	30
Content Area courses	2	6
Elective courses	1	3
Total	12	39

M.Ed. Core Courses

VIU's M.Ed. Program provides a comprehensive core, which is required for all students enrolled in the degree and certificate programs. The M.Ed. degree consists of nine courses (30 credit hours) in the core program.

Code	Course Title	Credits
EDUC 500	Introduction to Education and Educational Research	3
EDUC 510	Secondary Curriculum and Instruction	3
EDUC 520	Educational Psychology for Secondary Students	3
EDUC 530	Diversity and Multicultural Education	3
EDUC 540	Instructional Methods for Special Education	3
EDUC 550	Motivational Theory and Classroom Management	3
EDUC 560	Approaches to Assessments for Teaching and Learning	3
EDUC 570	Content Area Reading and Writing	3
EDUC 600	Education Capstone Experience	3

Content Area Concentration Options

VIU's M.Ed. Program will offer three Content Area Concentrations: Secondary Science, Secondary Mathematics, and English for Speakers of Other Languages (ESOL). Students enrolled in the M.Ed. Degree

Program will be required to complete two courses (6 credit hours) in one of the three Content Area Concentrations.

Code	Course Name	Credits
English as a Second Language Concentration		
EDUC 610	Methods of Teaching SLA (Also offered as: TSL 510)	3
EDUC 615	Language Structure (Also offered as TSL 515)	3
Math Education Concentration		
EDUC 630	Effective Teaching and Learning for Secondary Mathematics	3
EDUC 635	Advanced Approaches for Teaching Secondary Mathematics	3
Science Education Concentration		
EDUC 650	Effective Teaching and Learning for Secondary Science	3
EDUC 655	Advanced Approaches for Teaching Secondary Science	3

Elective Course Options

VIU's M.Ed. Program will offer three Specialization Area Electives: Educational Technology, Curriculum, Instruction and Assessment, and Educational Leadership and Policy. Students enrolled in the M.Ed. Degree Program will be required to complete one course (3 credit hours) in one of the three Specialization Area Electives.

Code	Course Name	Credits
Educational Technology Specialist		
EDUC 680	Instructional Technologies for Learning	3
EDUC 682	Emerging and Assistive Technology	3
Curriculum, Instruction, and Assessment Specialist		
EDUC 684	Contemporary Issues in Education and Assessment	3
EDUC 686	Improving Instruction Through Inquiry Practices	3
Educational Leadership and Policy Specialist		
EDUC 688	Introduction to Educational Policy	3
EDUC 690	Partnerships for School Success	3

A9. Master of Science in International Relations (MIR)

Program Description and Objectives

In an increasingly interdependent world, it is important for professionals to have an understanding of the complex issues that go beyond our own borders. Virginia International University's Master of Science in International Relations is a graduate-level degree that arms students with the tools to not only understand the implications of global issues in today's world, but also trains graduates to work in a dynamic and fast-paced environment in a professional setting.

Graduates from VIU's MIR Program will be able to build careers in a variety of settings including but not limited to international organizations such as the World Bank, IMF, or United Nations; Non-Profit organizations, Federal and Local Government Agencies, multi-national corporations, Non-Governmental Organizations, Intergovernmental Organizations, Humanitarian Organizations, News Outlets, and many more.

The program objectives of the MIR are designed to enable graduates to be successful in the multitude of employment positions that an MIR degree will garner including, government, international organizations, non-governmental organizations, and many more. Upon completion of the program, the graduates will be able to:

- I. Exhibit global awareness & sensitivity to other cultures
- II. Demonstrate a thorough knowledge of the theory and of international relations,
- III. Exhibit ethical conduct while maintaining awareness of the large responsibilities of serving the global community
- IV. Comprehend, critically analyze, and evaluate trends and developments in the fields of international politics, economics, culture, communication, and law.

Program Prerequisites

Applicants seeking admission to the MS in International Relations Program, who have no political science or international affairs background, and whose Bachelor's Degrees did not include the following courses are required to take MIR program prerequisites.

Course Code	Course Name	Credit Hours
GEC 114	Comparative Government	3
STAT 200	Introduction to Statistics	3

Program Structure

The program consists of seven (7) Core Courses and students have the choice any three (3) Concentration courses as well as two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	Number of Courses	Credit Hours
Core courses	7	21
Concentration Courses	3	9
Elective courses	2	6
Total	12	36

The Core Courses provide the students with the skills and knowledge needed by all International Relations professionals.

Code	Course Title	Credits
GOVT 505	Research Methods	3
GOVT 510	Theories of International Relations	3
GOVT 520	International Security	3
GOVT 632	Comparative Politics	3
GOVT 618	International Economics & Trade	3
GOVT 711	Globalization	3
GOVT 790	Advanced Research Project	3

The Master of International Relations at VIU offers 3 concentrations for students to choose from. Students must complete a minimum of 9 credit hours of concentration courses to be awarded a degree in International Relations

International Economic Development

Code	Course Title	Credits
GOVT 652	International Industrial Development Strategies	3
GOVT 530	Democratization	3
GOVT 650	Policy Making in a Global Context	3
GOVT 651	International Economics & Politics	3
GOVT 633	Politics of Development Aid	3

International Business

Code	Course Title	Credits
GOVT 612	International Management	3
GOVT 613	Enterprise Resource Planning	3
GOVT 614	International Finance	3
GOVT 615	International Strategy	3
GOVT 616	International Marketing	3
GOVT 617	Import/Export Management	3
GOVT 634	Operations Management	3

Students may choose any two of the following elective courses, or any combination of elective courses from the concentration courses listed above, in addition to the three (3) courses required to complete the concentration.

Code	Course Title	Credits
GOVT 551	Conflict Resolution	3
GOVT 745	Topics in International Relations	3
GOVT 625	Effective Negotiations	3
GOVT 540	International Law	3
GOVT 635	Intelligence & Foreign Policy	3
GOVT 631	Intercultural Communication	3
GOVT 713	Fundamentals of US Economic Policy	3
CAR 600	Career Planning & Development	3

Please refer to the [Graduate Public and International Affairs Program Courses](#) section in the *Academic Catalog* for course descriptions.

Pre-MIR Program

Students who have earned their Bachelor's degree with less than 120 undergraduate credit hours can be given conditional admission to the MIR program, provided they enroll in and successfully complete the remaining credit hours by selecting from the undergraduate courses offered at VIU. Among the 120 required credit hours, the MIR program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the Pre-MIR courses who will advise them on the appropriate course selections from VIU's undergraduate courses while complying with MIR program prerequisites. Successful completion of the Pre-MIR courses will allow these students to complete the undergraduate credit hour requirement of 120, and enter into the program.

A10. Master of Public Administration (MPA)

Program Description and Objectives

In an increasingly interdependent world, it is important for professionals to have an understanding of the complex issues that go beyond our own borders. Virginia International University's Master of Public Administration is a graduate-level degree that arms students with the tools to not only understand the implications of global issues in today's world, but also trains graduates to work in a dynamic and fast-paced environment in a professional setting.

The MPA at Virginia International University is designed to prepare students for a career in public management or related firms. Graduates of the MPA will be able to create solutions to tough financial, leadership, human resource, and project/program management problems. Students will be prepared to manage and connect with a diverse workforce and citizenry in public, private and non-profit structures. Students will be able to integrate regional and local considerations to achieve desired outcomes within a complex array of intergovernmental & global fiscal pressures, regulations and the political process

Graduates from VIU's MPA Program will be able to use their skills in a variety of areas in the DC-Metropolitan area, as well as outside the region and on a global scale. Typical places of employment for individuals with this degree include state and local government agencies, federal government agencies, public agencies, non-profit corporations, and many private and publicly held organizations worldwide.

VIU's MPA degree keeps with the mission of the university in striving to engender intellectual curiosity and critical thinking needed in the global community and in our aim to enable our students to develop a greater awareness and responsiveness to fellow members within and outside of our borders. Public Administration is a field in which these skills are urgently needed on a daily basis

The program objectives of the MPA are designed to enable graduates to be successful in the multitude of employment positions that an MPA degree will garner including, government, organizational management, health care administration, and many more. Upon completion of the program, the graduates will be able to:

- I. Prepare Public Managers to meet the needs and challenges of Public Service
- II. Demonstrate an awareness to and knowledge of the political context of the duties of a public servant

- III. Exhibit ethical conduct while maintaining awareness of the large responsibilities of serving the public interest.
- IV. Develop as professionals who will perform effectively as administrators, analysts, general managers and leaders in public sector and public-oriented organizations.
- V. Garner the skill level and knowledge base of students in the theory and application of new technologies now in use in order to access, analyze and utilize information that is pertinent to the field of Public Administration.

Program Prerequisites

Applicants seeking admission into the MPA Program, who have no previous business, political science or international affairs background and whose Bachelor degrees did not include the following courses are required to take MPA program prerequisites.

Code	Course Name	Credits
Management Concepts*		
BUSS 301	Principles of Management	3
BUSS 312	Organizational Behavior & HR Management	3
Economic Concepts*		
ECON 101	Principles of Microeconomics	3
ECON 102	Principles of Macroeconomics	3

*For Management & Economic Concepts, at least one of the following courses must be satisfied.

MPA Degree Requirements

The program consists of seven (7) Core Courses and students have the choice any three (3) Concentration courses as well as two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	Number of Courses	Credit Hours
Core courses	7	21
Concentration Courses	3	9
Elective courses	2	6
Total	12	36

MPA Core Courses

Code	Course Title	Credits
PUAD 505	Research Methods	3
PUAD 515	Administration in Public & Non-Profit Organizations	3
PUAD 514	Public Policy Analysis & Implementation	3
PUAD 513	Organizational Theory & HR Management	3
PUAD 611	Business Ethics & Law	3
PUAD 608	Financial Reporting & Decision Making	3
PUAD 790	Advanced Research Project	3

MPA Concentration Courses

The MPA at VIU will offers 3 concentrations for students to choose from. Students must complete a minimum of 9 credit hours of concentration courses to be awarded a degree in Public Administration

Public Management

Code	Course Title	Credits
PUAD 536	Labor Relations	3
PUAD 614	Emergency Planning & Preparedness	3
PUAD 512	Project & Cost Management	3
PUAD 613	Enterprise Resource Planning	3
PUAD 612	International Management	3
CAR 600	Career Planning & Management	3

Information Systems

Code	Course Title	Credits
PUAD 552	Information Systems	3
PUAD 556	Database Systems	3
PUAD 610	Managing Information System Development	3
PUAD 558	Information Systems Security	3
PUAD 628	Global Sourcing & Logistics	3
CAR 600	Career Planning & Management	3

Health Care Administration & Public Health

Code	Course Title	Credits
PUAD 641	Economics of Healthcare & Policy	3
PUAD 640	The Health Services System	3
PUAD 642	Financial Management of Healthcare Institutions	3

PUAD 643	Legal Aspects of Healthcare	3
CAR 600	Career Planning & Management	3
PUAD 641	Economics of Healthcare & Policy	3

MPA Elective Courses

Students may choose any two of the following elective courses, or any combination of elective courses from the concentration courses listed above, in addition to the three (3) courses required to complete the concentration.

Code	Course Title	Credits
PUAD 520	International Security	3
PUAD 615	Special Topics in Public Administration	3
PUAD 625	Effective Negotiations	3
PUAD 551	Conflict Resolution	3
PUAD 634	Operations Management	3
PUAD 557	Political Theory	3
PUAD 538	Compensation & Benefits	3
PUAD 511	Managerial Accounting & Finance	3
PUAD 630	Public & Private Partnerships	
PUAD 620	IT Governance	

Pre-MPA Program

Students who have earned their Bachelor's degree with less than 120 undergraduate credit hours can be given conditional admission to the MPA program, provided they enroll in and successfully complete the remaining credit hours by selecting from the undergraduate courses offered at VIU. Among the 120 required credit hours, the MPA program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the Pre-MPA courses who will advise them on the appropriate course selections from VIU's undergraduate courses while complying with MPA program prerequisites. Successful completion of the Pre-MPA courses will allow these students to complete the undergraduate credit hour requirement of 120, and enter into the program.

B. Undergraduate Degree Programs

VIU currently offers two undergraduate degree programs:

- B1.** Bachelor of Science in Business Administration (BBA)
- B2.** Bachelor of Science in Computer Science (BCS)

VIU's undergraduate degree programs provide a high level of professional education in Business Administration and Computer Science studies. They cover a broad range of subjects, thereby qualifying students for more diverse job opportunities. For the admission requirements and list of materials required for admission to the undergraduate degree programs, please refer to the [Application for Admission](#) section of the Academic Catalog.

Graduation Requirements

An undergraduate degree at VIU can be earned by completing the program minimum course requirements of 120 credit hours. All courses, including the General Education Courses (GEC), are three (3) credit hour courses. To qualify for the Bachelor's degree, students must meet all credit requirements as described below:

1. Students enrolled in any undergraduate degree program must maintain a Cumulative Grade Point Average (CGPA) of at least 2.0 (B), out of 4.0, and a minimum grade of not less than 0.7 (D-), out of 4.0, in all courses to remain in good standing and to graduate.
2. The maximum number of credit hours permitted for the completion of any undergraduate degree program is 180 semester credits.
3. Undergraduate students may transfer up to 60 semester credit hours of college credits earned at other accredited institutions.
4. No degree credit is earned by a student for any grade below 0.7(D-), out of 4.0, received in an undergraduate-level course. However, any grades lower than 0.7 (D), out of 4.0, will be calculated in the CGPA.
5. The student must have completed a minimum of 120 semester credit hours. The required distribution of these credit hours is shown under the detailed description of each undergraduate degree program.

General Education Courses (GEC) (12 Courses - 36 Credit Hours)

General education provides the skills and knowledge which are crucial to students' academic success in college and university. To guarantee this success, VIU's General Education requirements ensure that students acquire the skills that are used across academic disciplines and levels, including critical thinking, effective communication, reading

comprehension, research proficiency, and computer literacy. They also provide students with a basic understanding of a broad range of knowledge in the humanities, mathematics, and the social, life, and physical sciences.

Undergraduate students are required to meet the General Education requirements listed below. Students should choose twelve (12) courses from the list below in consultation with their academic advisor. All of those 12 courses should be taken during the two first years of academic study.

Distribution of GEC Courses

Mandatory Courses: (7 Courses – 21 Credit Hours)

Code	Course Title	Credits
GEC 101	English Composition	3
GEC 103	Oral Communications Skills	3
GEC 108	Business English	3
GEC 140	Introduction to Humanities	3
ENG 145	Academic Writing	3
MATH 101	Pre-Calculus	3
MATH 151	Calculus I	3

Social Sciences: (3 Courses – 9 Credit Hours)

Code	Course Title	Credits
Group A (1 Course – 3 Credit Hours)		
GEC 130	Psychology	3
GEC 131	Sociology	3
GEC 132	Philosophy	3
Group B (2 Courses – 6 Credit Hours)		
GEC 110	World History	3
GEC 112	World Geography	3
GEC 114	Comparative Government	3

Laboratory Sciences: (2 Courses – 6 Credit Hours)

Code	Course Title	Credits
GEC 120	General Chemistry	3
GEC 122	College Physics	3
GEC 124	General Biology	3
GEC 126	Introduction to Geology	3

Please refer to the [General Education Courses](#) section in the Academic Catalog for course descriptions.

GEC course offerings may vary from semester to semester. Students should consult their academic advisor before deciding to enroll in these courses.

Internships

Undergraduate degree programs offer an internship program in which students are eligible to participate. An internship provides an opportunity for students to gain practical experience. In each program, there are separate internship courses where a student can earn 3 credits. In some cases, internships can be completed in conjunction with specific courses and the student can earn a portion of the course credit with their internship program. Those courses are marked as “Internship/CPT qualified” in the course lists, as well as in the course descriptions. There are no guarantees that all interested students will be able to participate in internships, as they are based solely on the student’s academic credentials, the internship interview, and internship availability. International students must complete the Curricular Practical Training (CPT) authorization process in order to participate in the internship program. For more information on CPT, see the Regulations for International Students section above or contact VIU’s Career Center.

B1. Bachelor of Science in Business Administration (BBA)

The Bachelor of Science in Business Administration (BBA) program prepares qualified students for leadership positions in the 21st century global marketplace. Future leaders will need to balance the goals of economic success with the constraints of greater social and environmental responsibility. Students are instructed by a distinguished faculty and learn to integrate changing human and information resources with continually developing technology, while nurturing the entrepreneurial spirit that has always been one of the key characteristics to successful businesses and management. The School of Business offers a Bachelor of Science in Business Administration degree in the following three concentrations:

- a. Finance
- b. International Business
- c. Marketing

BBA Program Objectives

In business organizations and situations, VIU BBA graduates will be able to:

- Conceptualize a complex issue into a coherent, persuasive written or oral statement;
- Use critical thinking skills to evaluate information, solve problems, and make sound decisions;

- Use information technology in decision-making;
- Apply general concepts of ethical behavior in dealing with stakeholders;
- Understand the importance of group dynamics in achieving organizational goals and use the skills needed for effective teamwork; and
- Understand the importance of culture and diversity.

Structure of the BBA Program

The BBA program degree requires the completion of 40 courses at 3 credits hours each. Students will take 84 credit hours of Foundation Core Courses, Professional Core Courses, Concentration Courses, and 36 credit hours of General Education Courses, for a total of 120 credit hours.

Area	Number of Courses	Credit Hours
General Education Courses	12	36
Foundation Core Courses	6	18
Professional Core Courses	12	36
Concentration Courses	6	18
Elective Courses	4	12
Total	40	120

Foundation and Professional Core Courses: (18 Courses - 54 Credit Hours)

All BBA students will take the same Foundation and Professional Core Courses.

Foundation Core Courses: (8 Courses - 24 Credit Hours)

Code	Course Title	Credits
CAR 100	Career Planning and Development	3
COMP 124	Information Technology	3
COMP 127	Office Applications	3
ACCT 201	Principles of Financial Accounting	3
STAT 200	Introduction to Statistics	3
BUSS 210	Introduction to Business	3
BUSS 301	Principles of Management	3
BUSS 302	Principles of Marketing	3

Professional Core Courses: (10 Courses - 30 Credit Hours)

Code	Course Title	Credits
ACCT 202	Principles of Managerial Accounting	3
ACCT 305	Accounting Information Systems	3
ECON 101	Principles of Microeconomics	3
ECON 102	Principles of Macroeconomics	3
BUSS 303	Principles of Finance	3
BUSS 307	Business Law I	3
BUSS 312	Organizational Theory & HR Management	3
BUSS 406	Operations Management	3
BUSS 407	Political & Social Environment of Business	3
BUSS 480*	Senior Business Research Project	3

* Internship / CPT qualified course.

Concentration Courses: (6 Courses - 18 Credit Hours)

All Concentration Courses should be taken during the third and fourth years of study. Some of these Concentration Courses may be replaced with Elective Courses. Elective Course offerings may vary semester to semester and are subject to change without prior notice. All concentration courses are internship/CPT qualified.

- 1. Finance: (6 Courses - 18 Credit Hours)** The Finance concentration prepares students to examine the decision-making process and the role of markets in the allocation of both real and financial resources. It integrates the fields of finance and business economics. Students will explore both theoretical and applied concepts in the related fields of corporate finance, investment, speculative and financial markets, real estate, banking, industrial organization, and public policy towards business. Balanced emphasis is placed on both primary theory and its application to business problems.

Code	Course Title	Credits
ECON 207	Intermediate Microeconomics	3
ECON 208	Intermediate Macroeconomics	3
BUSS 314	Corporate Finance	3
BUSS 420	Introduction to Investment Banking	3
BUSS 430	Financial Analysis & Valuations	3
BUSS 444	International Finance	3

- 2. International Business: (6 Courses - 18 Credit Hours)** The International Business concentration provides a solid foundation in the theory and practice of modern business organizations in relation to current economic, political, and socio-cultural environments.

Code	Course Title	Credits
BUSS 154	Introduction to Import/Export	3
BUSS 340	International Business	3
BUSS 420	Introduction to Investment Banking	3
BUSS 442	International Marketing	3
BUSS 443	International Strategy	3
BUSS 444	International Finance	3

- 3. Marketing: (6 Courses - 18 Credit Hours)** The Marketing concentration prepares students for careers in any sector of this exciting field. A wide range of course options allow students to acquire a strong general background in marketing or to specialize in one of the sub disciplines of the field, for example, Internet Marketing.

Code	Course Title	Credits
BUSS 322	Marketing Research	3
BUSS 421	Advertising and Promotion	3
BUSS 422	Sales Management	3
BUSS 423	Services Marketing	3
BUSS 424	Non-Profit Marketing	3
BUSS 442	International Marketing	3

Elective Courses: (4 Courses - 12 Credit Hours)

Students are required to take four (4) elective courses. The courses can be selected from other BBA concentrations, the School of Computer Information Systems concentration Core Courses (with the permission of the Dean of SCIS), or the courses listed below.

Code	Course Title	Credits
BUSS 165	Small Business Management	3
BUSS 348	Public Relations	3
BUSS 456	Project Management	3
BUSS 470	Business Law II	3
LANG 244	Foreign Language I	3
LANG 245	Foreign Language II	3
BUSS 260	Internship Level I	3
BUSS 261	Internship Level II	3
BUSS 360	Internship Level III	3
BUSS 460	Internship Level IV	3

Please refer to the [Undergraduate Business Program Courses](#) section in the Academic Catalog for course descriptions.

B2. Bachelor of Science in Computer Science (BCS)

The curriculum for the Bachelor of Science in Computer Science degree is designed to give a student a state of the art education in both the theory and practice of Computer Science. Upper-level courses involve students in team projects that emphasize industrial processes and practices.

The program provides a blend of theory and applications, preparing students for a variety of Computer Science and Software Engineering positions in scientific and business fields, and lays the foundation for graduate studies employment in a wide range of industrial and technological environments.

BCS Program Objective

VIU's BCS program educates and trains students to create and implement solutions for information systems-based needs and problems in research, commercial, financial, governmental, or other types of organizations. The approach of this degree program is to integrate theoretical and practical aspects of the computing science and technology.

VIU's BCS program emphasizes the design and use of computer technology to develop information processing systems. The program provides students with broad range of computer knowledge and practical skills required in most of business and industry areas today. Successful graduates are awarded a Bachelor of Science in Computer Science degree. No concentration is associated with this degree.

Specifically, the BCS program graduates will be able to:

- Use a variety of sources and means to maintain currency with the principal categories of computing tools and frameworks;
- Design appropriate software system and service structures in response to application needs, and organizational environment based on the available pool of components, tools and services;
- Make appropriate design choices as the result of analysis regarding system and service properties;
- Select appropriately among competing technologies and technical approaches on the basis of sound evaluation;
- Analyze social and other external impacts along with relevant legal, regulatory, ethical and professional issues in business and technical decision-making; and
- Selectively develops depth of expertise, exercising a conscious process of critical reflection and learning.

BCS Degree Requirements

The Bachelor of Science in Computer Science requires 40 courses: twelve (12) General Education Courses (GEC), eighteen (18) Professional Core Courses and ten (10) Elective Courses.

Area		Number of Courses	Credit Hours
General Education Courses		12	36
Professional Core Courses	Fundamental Courses (7 courses – 21 credit hours)	18	54
	Programming Courses (4 courses – 12 credit hours)		
	Application Courses (7 courses – 21 credit hours)		
Elective Courses		10	30
Total		40	120

Professional Core Courses

The eighteen (18) Professional Core Courses belong to three categories: Fundamental Courses (7 courses), Programming Courses (4 courses) and Application Courses (7 courses).

Professional Core Courses: Fundamental Courses (7 courses – 21 Credit Hours)

Code	Course Title	Credits
CMP 110	Introduction to Computing	3
CMP 120	Programming Logic	3
CMP 130	Ethical, Societal and Legal Aspects of Computing	3
CMP 230	Discrete Mathematical Methods for Computing	3
CMP 250	Computer Architecture	3
CMP 260	Operating Systems	3
CMP 270	Essentials of Networking	3

**Professional Core Courses: Programming Courses
(4 Courses – 12 Credit Hours)**

Code	Course Title	Credits
CMP 210	Programming I	3
CMP 220	Programming II	3
CMP 330	Data Structures and Algorithm Analysis	3
CMP 340	Principles of Programming Languages	3

**Professional Core Courses: Application Courses
(7 Courses – 21 Credit Hours)**

Code	Course Title	Credits
CMP 343	Computer Security Principles	3
CMP 350	Database Concepts	3
CMP 360*	Web Development Methods	3
CMP 375	Human-Computer Interaction	3
CMP 440	Software Engineering	3
CMP 498	Capstone Project I	3
CMP 499	Capstone Project II	3

* Internship CPT qualified / course.

Elective Courses: (10 courses – 30 Credit Hours)

Students are also required to take ten (10) Elective Courses from the following list:

Code	Course Title	Credits
CMP 353*	Application Software Security	3
CMP 355	Programming with C/C++	3
CMP 365	Information Technology Project and Service Management	3
CMP 373	Operating Systems Security	3
CMP 389	Independent Study	3
CMP 391	Internship Level I	3
CMP 392	Internship Level II	3
CMP 420*	Usability Evaluation and Interface Development	3
CMP 443*	Network Security	3
CMP 445*	Distributed Systems	3
CMP 463*	Computer Forensics	3
CMP 465	Theory of Computation	3
CMP 466*	Programming for Mobile Devices	3

CMP 467*	Database Systems for Web Applications	3
CMP 471*	Special Topics in Computer Science	3
CMP 472*	Special Topics in Information Technologies and Systems	3
CMP 489	Independent Study	3
CMP 491	Internship Level III	3
CMP 492	Internship Level IV	3
CAR 100	Career Planning and Development	3

Internship CPT qualified / course.

Please refer to the [Undergraduate Computing Courses](#) section in the Academic Catalog for course descriptions.

C. Certificate Programs

C1. Graduate Certificate in TESOL

Program Description and Objectives:

The Graduate Certificate in TESOL program prepares its students to work as English teachers in a world where the global need for English language skills is growing. Upon successful completion of the program, students will have a sound grasp of the structure of modern English as well as basic concepts of language acquisition and language pedagogy, and gain valuable classroom experience through observation and supervised teaching. Graduates will be qualified to teach English in a variety of educational settings in the US and abroad, such as intensive language programs, private language schools, adult education programs, and English as a foreign language programs in non-English speaking countries.

The outcomes of the program are to:

- Understand the theoretical nature and structure of human language
- Understand the principles of language learning including current conceptual and theoretical trends
- Understand Language teaching Principles, Curriculum and Program Design
- Utilize critical thinking skills to problem solve second language learner and classroom issues
- Demonstrate use of proper academic communication, ethics and professionalism

Program Mission:

The Mission of the TESOL program at Virginia International University is to effectively educate and enable our students to be successful and knowledgeable language teachers in a wide variety of contexts and among diverse student populations in the US and abroad by equipping them with all the skills, knowledge, and experience to excel in a competitive work environment.

Program-Specific Admission Requirements:

Admission to the program does not require any previous course work in pedagogy or language studies. A bachelor's degree or equivalent in any field and evidence of sufficient English language proficiency are required for admission. Candidates are also required to submit a minimum of one official recommendation, an academic statement of purpose and a resume or curriculum vitae.

Program-Specific Graduation Requirements:

All candidates for graduation are required to submit a formal Summative Teaching Portfolio (including a statement of teaching philosophy, CV, cover letter, professional references, 300 minute sample lesson plan, two writing samples and a reflective statement on the Practicum experience) and take a comprehensive exit examination prior to graduation.

Program Structure:

This program can be completed within two (2) semesters of full-time study. A total of 18 credit hours (6 courses) are required for graduation. The required minimum cumulative GPA for this program is 3.0. The program consists of four (4) Core Courses (12 credit hours) and two (2) Elective Courses (6 credit hours).

Graduate Certificate in TESOL students must take one in each of the following core areas, for a total of 12 credit hours:

- Language Structure (either TSL 505 or TSL 515)
- Language Acquisition (TSL 520)
- Language Teaching Methodology (TSL 510)
- Language Teaching Practice (TSL 525)

The courses listed below can be taken in any order with the exception of TSL 525 Practicum which must be taken either together with or after TSL 510 Methods of Teaching.

Course Code	Course Name	Credit Hours
TSL 505	Introduction to Language and Linguistics	3
OR		
TSL 515	Language Structure	3
AND ALL OF THE FOLLOWING		
TSL 510	Methods of Teaching SLA	3
TSL 520	Language Acquisition	3
TSL 525	Practicum	3

SLA=Second Language Acquisition

In addition, student must take two elective courses in the areas of particular interest to them, for a total of 6 credits. Any of the MA in TESOL courses can be taken to satisfy this requirement except for the courses listed with the course code corresponding to the shared business courses (codes including TSLB).

Code	Course Title	Credits
TSL 530	Curriculum Materials and Design for SLA	3
TSL 535	Assessment for SLA	3
TSL 550	Special Topics in SLA	3
TSL 600	Sociolinguistics and the ESL Classroom	3
TSL 605	Intercultural Communication	3
TSL 610	Teaching Pronunciation	3
TSL 618	Teaching Second Language Reading and Writing	3
TSL 625	Teaching with Technology	3
TSL 645	Program Administration	3
TSL 660	Research Methodologies in SLA	3

Please refer to the [Graduate Education and TESOL Program Courses](#) section in the Academic Catalog for course descriptions.

C2. Graduate Certificate of Education Program

Program Description and Objectives:

The School of Education at VIU is designed to prepare future educators for leading roles in the growing field of education. Graduates from the Graduate Certificate of Education Program will be able to effectively address challenges and possibilities in their roles as successful teachers, educators, and leaders of their communities worldwide. The Graduate Certificate of Education Program at VIU can be completed in one academic year. Upon completion of the program, the graduates will be able to:

- Develop learner environments reflective of best practices for teaching and learning, secondary learners, and culturally responsive pedagogy creating optimal student achievement opportunities
- Serve as independent researchers with the ability to action research as well as assess and implement research and best practices associated with effective pedagogical practices for secondary learners.
- Effectively collaborate with others as well as lead the collaborative process for the purpose of better meeting the needs of their student population and the communities in which they serve.
- Serve as leaders in developing and designing teaching and learning opportunities which are effective and generate learner motivation and academic success

- Foster teaching and learning environments that are respectful and inclusive as well as reflective of the needs, feelings, and cultural values of the student population and communities they are serving
- Develop, design, and implement assessment and evaluation strategies which are authentic and encompass student characteristics such as their cognitive abilities, cultural values, academic abilities

Program Mission:

The Mission of the Education program at Virginia International University is to enable professional educators to effectively serve in culturally diverse and technologically enhanced educational environments by empowering them with the skills and attributes associated with problem solvers, critical thinkers, and scholars in order to facilitate learning and academic achievement for secondary students others they may serve.

Program-Specific Admission Requirements:

Admission to the program does not require any previous course work in pedagogy or education. A BA/BS degree in any field and evidence of sufficient English language proficiency are required for admission. Candidates are also required to submit a minimum of one official recommendation, an academic statement of purpose and a resume or curriculum vitae.

Program-Specific Graduation Requirements:

All candidates for graduation are required to submit a formal Comprehensive Action-Research Portfolio (CARP) and take a comprehensive exit examination prior to graduation.

Program Structure:

Total 30 semester credit hours, (9 courses) of Core Courses. The Graduate Certificate of Education Program requires a Capstone: Educational Action Research Project/Portfolio within the subject area. This portfolio or research project is worth 6 credit hours of the core courses and is conducted in conjunction with the Virginia D.O.E. required Supervised Classroom Experience Course (EDUC 600).

The Graduate Certificate of Education degree will be earned by completing the program course requirements of 30 credit hours. The program consists of the nine (9) Core Courses of the Master of Education Program.

Graduate Certificate of Education Courses

Core Courses:

VIU's Graduate Certificate of Education provides a comprehensive core, which is required for all students enrolled in the certificate program. The Graduate Certificate of Education consists of nine courses (30 credit hours) in the core program.

Code	Course Title	Credits
EDUC 500	Introduction to Education and Educational Research	3
EDUC 510	Secondary Curriculum and Instruction	3
EDUC 520	Educational Psychology for Secondary Students	3
EDUC 530	Diversity and Multicultural Education	3
EDUC 540	Instructional Methods for Special Education	3
EDUC 550	Motivational Theory and Classroom Management	3
EDUC 560	Approaches to Assessments for Teaching and Learning	3
EDUC 570	Content Area Reading and Writing	3
EDUC 600	Education Capstone Experience	6

C3. Graduate Certificate in Business Intelligence (BI)

In a knowledge-intensive economy, success depends on an organization's ability to understand trends in its data and exploit it to generate intelligence to gain and maintain competitive advantages. The Graduate Certificate in Business Intelligence (BI) program is designed to meet the overwhelming need of the industry to transform raw data and information into business intelligence that is used to drive efficiency, maximize the technology investment and strengthen customer relationships.

VIU's Graduate Certificate in Business Intelligence enables managers and system/business analysts to understand how information can be accessed from corporate databases and data warehouses, and how models can be built for a broad variety of decision problems. The modeling techniques that are covered in the program range from traditional statistical models and optimization models to new techniques.

Graduate Certificate in BI Program Objectives

Graduates of this program will be able to:

- Understand the importance of business intelligence
- Identify factors that can impact organizational competitive capability

- Discuss how to manage information more effectively than competitors
- Identify the importance of informational quality and timeliness
- Use business analytics to improve business processes

Graduate Certificate in BI Program Prerequisites

All new students in this certificate program need certain basic skills before they can enroll in the program. Students who do not have the requisite background in business administration and information technology need to take some or all of the prerequisite courses before they begin studying the courses in the program.

Code	Course Title	Credits
CMP 120	Programming Logic	3
CMP 350	Database Concepts	3
BUSS 301	Principles of Management	3
BUSS 210	Introduction to Business	3

Graduate Certificate in BI Degree Requirements

The program consists of four (4) Core Courses and two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	Number of Courses	Credit Hours
Core courses	4	12
Elective courses	2	6
Total	6	18

Graduate Certificate in BI Core Courses

Code	Course Title	Credits
CMP 553	Analysis, Modeling and Design	3
CMP 556	Database Systems	3
CMP 614	Management Information Systems in Supply Chain Management	3
CMP 640	Data Warehousing and Business Intelligence	3

Graduate Certificate in BI Elective Courses

Code	Course Title	Credits
CMP 558	Information Systems Security	3
CMP 591	Graduate Internship Level I	3
CMP 620	IT Governance	3
CMP 630	IT Audit and Forensics	3

C4. Graduate Certificate in Information Systems (IS)

The Graduate Certificate in Information Systems (IS) is designed to prepare students for positions in the information systems field. The curriculum is focused on gaining a better understanding of the use of information systems to enhance business processes and the decision-making process associated with them.

Information systems professionals design, implement and deploy software solutions that are the driving force in every organization. This program accommodates students just beginning to explore the field and those with a thorough understanding of computerized information systems. Practical applications are emphasized throughout the program.

VIU's Graduate Certificate in IS is the study of information systems, including their design, development, deployment, and usage in various organizations. Research in this field covers a wide range of topics including design and architecture, deployment and execution, and management of information systems and the underlying technology in organizations.

Graduate Certificate in IS Program Objectives

VIU's Graduate Certificate in Information Systems teaches students the significance of an effective information system for any organization and the creation and execution of an information system for achieving an organization's objectives. Students will be able to use technology as a competitive advantage and understand how technology helps to achieve the key business goals of an organization. Upon the completion of the program, the students will be able to:

- Enable IT process automation from problem detection through resolution
- Select and implement methodologies and techniques to solve business problems
- Support the organizational decision making process
- Evaluate technologies for suitability in the business context
- Integrate technologies, products and services into cohesive systems

Graduates of this program can anticipate the following types of careers:

- System/Programmer/Business Analyst
- Database designer
- Systems manager
- Information systems director

VIU's Graduate Certificate in IS program is generally completed within two years full time. It consists of four (4) Core Courses (12 credit hours) and two (2) Elective Courses (6 credit hours).

Graduate Certificate in IS Program Prerequisites

All new students of IS Graduate Certificate program, need certain basic skills in order to succeed in the program. Students who do not have the requisite background in business administration and information technology need to take some or all of the prerequisite courses before they begin studying the Core Courses.

Code	Course Title	Credits
CMP 330*	Data Structures and Algorithm Analysis	3
CMP 340*	Principles of Programming Languages	3
CMP 355*	Programming with C/C++	3
CMP 350	Database Concepts	3

** At least one of the requirements (CMP 330 or CMP 340 or CMP 355) must be satisfied.*

These program prerequisites are co-requisites and may be taken at the same time. Additionally, the Dean or Associate Dean at his/her discretion has the authority to issue permission or a waiver for these courses.

Graduate Certificate in IS Program Degree Requirements

This certificate will be earned by completing the program course requirements of 18 credit hours, beyond the program prerequisite courses.

Area	Number of Courses	Credit Hours
Core courses	4	12
Elective courses	2	6
Total	6	18

Graduate Certificate in IS Core Courses:

The Core Courses provide students with the essential skills and knowledge needed by all information systems professionals. Each candidate must satisfactorily complete the following four (4) Core Courses (12 credit hours):

Code	Course Title	Credits
CMP 552	Information Systems	3
CMP 553	Analysis, Modeling and Design	3
CMP 556	Database Systems	3
CMP 570	Enterprise Information Systems	3

Graduate Certificate in IS Elective Courses

In addition to Core Courses, students are required to choose two (2) additional Elective Courses according to their interests from the following:

Code	Course Title	Credits
CMP 558	Information Systems Security	3
CMP 591	Graduate Internship Level I	3
CMP 640	Data Warehousing and Business Intelligence	3
CMP 680	Organizational and Social Dimensions of Computing	3

C5. Graduate Certificate in Information Systems Management (ISM)

The Graduate Certificate in Information Systems Management (ISM) develops students' abilities to conceptualize and manage the design and implementation of high-quality information systems. The curriculum focuses on the concepts, methods and practical applications of information systems in the global workplace.

Graduates of the Graduate Certificate in ISM will be able to manage the in-house and outsourced development of information systems and perform effectively as both producer and consumer of information systems services. Program graduates will demonstrate professional competencies that will make them valuable contributors and managers of cross-functional global teams working together in implementing change processes and innovation in the organizations by introducing, managing, and updating new and existing information systems.

Graduate Certificate in ISM Program Objectives

The program objectives of the Graduate Certificate in ISM fall in two general categories: technical, and organizational. Upon completion of the program, the graduates will be able to:

I. Technical Domain

- Use a variety of sources and means to maintain currency with the principal categories of business information systems and software infrastructure tools and frameworks.
- Make appropriate design choices as the result of analysis regarding system and service properties

II. Organizational Domain

- Manage the in-house and outsourced development of information systems and perform effectively as both producer and consumer of information systems services.

- Manage business processes through a process of analysis, design and optimization in response to organizational needs.
- Employ best practices in planning, budgeting, scheduling and leading information systems projects and programs.
- Employ best practices in evaluating, engaging and managing third party providers.

Graduate Certificate in ISM Program Prerequisites

All new students in this certificate program need certain basic skills in order to succeed in the program. Students who do not have the requisite background in business administration and information technology need to take some or all of the prerequisite courses before they begin studying the courses in the program.

Code	Course Title	Credits
CMP 120	Programming Logic	3
CMP 350	Database Concepts	3
BUSS 301	Principles of Management	3
BUSS 210	Introduction to Business	3

Graduate Certificate in ISM Degree Requirements

The program consists of four (4) Core Courses and two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	Number of Courses	Credit Hours
Core courses	4	12
Elective courses	2	6
Total	6	18

Graduate Certificate in ISM Core Courses

Code	Course Title	Credits
CMP 552	Information Systems	3
CMP 553	Analysis, Modeling and Design	3
CMP 610	Managing IS Development	3
CMP 611	Global Information System Development	3

Graduate Certificate in ISM Elective Courses

Code	Course Title	Credits
CMP 591	Graduate Internship Level I	3
CMP 612	IT Project Management	3
CMP 614	Management Information Systems in Supply-Chain Management	3
CMP 620	Information Technology Governance	3
CMP 630	Information Technology Audit and Forensics	

C6. Graduate Certificate in Information Technology Audit and Compliance (ITAC)

Businesses today operate in complex technology-based environments. To ensure efficiency and accuracy in information systems and for prevention of fraudulent practices, businesses require their information systems and processes to be audited. Stakeholders need assurance of confidentiality, integrity and availability of data. VIU's Graduate Certificate in Information Technology Audit and Compliance (ITAC) courses enables students to learn security concepts and understand how IT-related risks can be minimized through security and control measures. Students will also develop an understanding of major regulatory requirements.

Graduate Certificate in ITAC Program Objectives

Upon completion of the program, the graduates will be able to:

- Assess risks to information and information systems
- Perform audit planning, information collection techniques and forms of evidence
- Understand nature and frameworks on corporate governance for IT
- Evaluate the applicability of the components and processes of miscellaneous regulatory documents, and methodologies
- Perform access controls, process controls and internal audits

Graduate Certificate in ITAC Program Prerequisites

All new students in this certificate program need certain basic skills in order to succeed in the program. Students who do not have the requisite background in business administration and information technology need to take some or all of the prerequisite courses before they begin studying the courses in the program.

Code	Course Title	Credits
CMP 120	Programming Logic	3
CMP 350	Database Concepts	3
BUSS 301	Principles of Management	3
BUSS 210	Introduction to Business	3

Graduate Certificate in ITAC Degree Requirements

The program consists of four (4) Core Courses and two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	Number of Courses	Credit Hours
Core courses	4	12
Elective courses	2	6
Total	6	18

Graduate Certificate in ITAC Core Courses

Code	Course Title	Credits
CMP 552	Information Systems	3
CMP 558	Information Systems Security	3
CMP 620	Information Technology Governance	3
CMP 630	Information Technology Audit and Forensics	3

Graduate Certificate in ITAC Elective Courses

Code	Course Title	Credits
CMP 553	Analysis, Modeling and Design	3
CMP 570	Enterprise Information Systems	3
CMP 591	Graduate Internship Level I	3
CMP 640	Data Warehousing and Business Intelligence	3

C7. Undergraduate Certificate in International Business

The International Business Certificate program is designed to provide students with knowledge about the global business environment. Students will understand key aspects of international business including import/export, marketing, finance and economics. Students acquire an awareness of the importance of cultural competence and working in international or multinational companies.

Code	Course Title	Credits
BUSS 154	Introduction to Import/Export Management	3
BUSS 302	Principles of Marketing	3
BUSS 312	Organizational Theory & HR Management	3
BUSS 340	International Business	3
BUSS 442	International Marketing	3
BUSS 444	International Finance	3
GEC 103	Oral Communication Skills	3
ECON 101	Principles of Microeconomics	3

Please refer to the Undergraduate Business Programs Courses section of the Academic Catalog for course descriptions.

C8. Undergraduate Certificate in Small Business Management

The Small Business Management Certificate program is designed to acquaint current and potential small business owners and employees with the business fundamentals essential to starting and operating a successful small business. This program will teach students vital skills and proven management techniques today's successful entrepreneurs know and use.

Code	Course Title	Credits
ACCT 201	Principles of Financial Accounting	3
BUSS 165	Small Business Management	3
COMP 127	Office Applications	3
BUSS 302	Principles of Marketing	3
BUSS 303	Principles of Finance	3
BUSS 307	Business Law I	3
BUSS 312	Organizational Theory & HR Management	3
ECON 101	Principles of Microeconomics	3

Please refer to the [Undergraduate Business Programs Courses](#) section in the Academic Catalog for course descriptions.

C9. Undergraduate Certificate in Medical Administrative Assistant

VIU's Medical Administrative Assistant Certificate program is designed to teach individuals the key concepts of medical billing, office management, maintaining medical records, interacting with patients, and other routine

administrative office duties; including but not limited, to scheduling patient appointments, taking phone calls, and customer service.

The program is designed to include extensive instruction in medical terminology, medical related procedures, insurance billing, and claims reimbursement. In addition to these, students will be given instruction in various medical related software for data protection and transmission, as well as in basic anatomy and ethics.

The hands-on training and knowledge students will obtain throughout the course of study prepare candidates for a fast-paced work environment where they will be depended upon for their ability to multi-task and knowing every aspect of their position.

Code	Course Name	Credits
M.ED 101	Biology & Human Anatomy	3
M.ED 110	Accounting, Coding, & Insurance Processing	3
M.ED 115	Business Correspondence	3
M.ED 120	Medical Terminology	3
M.ED 201	Law & Ethics for Medical Assistants	3
M.ED 210	Computer Applications in the Medical Office	3
M.ED 215	Patient Relations & Human Resource Management	3
M.ED 299	Medical Administrative Assistant Practicum	3

Please refer to the [Medical Administrative Assistant Programs Courses](#) section in the Academic Catalog for course descriptions.

C10. English as a Second Language (ESL) Program

Program Description and Objectives:

The English as a Second Language Program at VIU provides quality English language instruction for students whose native language is not English. The program focuses on helping students develop sufficient language proficiency and skills for successful study at an American university or college. The program also prepares students for the TOEFL examination.

The objectives of the program are to:

- Help students attain their desired level of English language proficiency by providing intensive instruction in all skills; and

- Help students develop strong academic communication skills for the TOEFL examination and successful study at American institutions of higher education.

The program offers instruction at four levels of proficiency (elementary, intermediate, advanced, and college preparatory). Each level can be completed in one semester of full-time study. The overall length of the program depends on the initial placement level and on how quickly the student progresses from one level to another.

Each level includes 300 academic hours of classroom instruction per level/semester (240 hours in core subjects, 60 hours in electives). During a regular 15-week semester, full-time students receive 20 hours of classroom instruction per week. Summer semesters are usually shorter (10-7.5 weeks), with 24 hours of instruction per week.

Initial Program Placement:

All new students are required to take a three-part English language proficiency test at VIU to determine appropriate placement in one of the four levels within the program. The placement test includes the following components: an essay writing task (45 minutes), a computer-based test of grammar, vocabulary, and reading skills (2 hours), and an interview (10-15 minutes).

The scores achieved on these three components of the test determine student placement within the program. Students usually take all classes at one level; split placements are rare. In order to be allowed to register for a combination of ESL and academic courses, a student must attain a near-academic score on two out of the three test components and an academic-level score for the third component. Placement tests can be taken only once per semester.

Program Advancement, Completion, and University Admission

ESL courses are non-credit-bearing courses. All ESL courses are graded on a pass/fail basis. An average score of 75% and an adequate attendance record are required to pass an ESL class.

Full-time students who pass at least 80% of their ESL courses receive a certificate of level completion and advance to the next level. Full-time college-prep students who pass at least 80% of their high-advanced college-prep courses receive a certificate of program completion. The program completion certificate serves as evidence of sufficient English proficiency for admission to VIU's academic programs.

Students who pass less than 80% of their ESL courses in a given semester have the option of retaking the placement test at the end of the semester. Those who score at the next level of proficiency receive no certificate of

level/program completion but are usually allowed to advance to the next level or exit the program early.

ESL Core Courses

Courses numbered 100-199 are open to elementary students; courses numbered 200-299 are open to intermediate students; courses numbered 300-399 are open to advanced students, and courses numbered 400-499 are open to students at the college preparatory level.

Code	Course Title	Semester Hours
ESL 102	Elementary Grammar	60
ESL 163	Elementary Speaking and Listening	90
ESL 183	Elementary Reading and Writing	90
ESL 202	Intermediate Grammar	60
ESL 263	Intermediate Speaking and Listening	90
ESL 283	Intermediate Reading and Writing	90
ESL 302	Advanced Grammar	60
ESL 322	Advanced Pronunciation	60
ESL 362	Advanced Speaking and Listening	60
ESL 382	Advanced Reading and Writing	60
ESL 400	TOEFL Preparation	60
ESL 401	College Preparation Skills	60
ESL 462	College Prep Speaking and Listening	60
ESL 482	College Prep Reading and Writing	60

ESL Elective Courses

Elective Courses appeal to a broad range of interests. Not every course is offered every semester. Electives numbered 100-199 are open to elementary students; electives numbered 200-299 are open to intermediate students; electives numbered 300-399 are open to advanced and college prep students; and electives numbered 400-499 are open only to college prep students.

Code	Course Title	Semester Hours
ESL 193	Introduction to Debate	30
ESL 194	Fluency Through Video I	30
ESL 195	Vocabulary Development I	30
ESL 196	Introduction to American History	30
ESL 197	Life Skills	30
ESL 210	The American Short Story I	30

ESL 215	Business English I	30
ESL 216	Conversation Strategies	30
ESL 217	Introduction to American Culture I	30
ESL 218	Introduction to Public Speaking	30
ESL 294	Fluency Through Video II	30
ESL 295	Drama in English	30
ESL 300	TOEFL Prep – Intro	60
ESL 310	The American Short Story II	30
ESL 311	Creative Writing	30
ESL 314	Business English II	30
ESL 315	Current Events	30
ESL 316	Introduction to American Culture II	30
ESL 318	Brilliant Essays in 30 Minutes (TOEFL Writing)	30
ESL 324	Fluency Through Video III	30
ESL 394	English Through Songs and Broadway Musicals	30
ESL 395	Vocabulary Development II	30
ESL 396	Introduction to Journalism	30
ESL 414	Business English III - Oral Skills	30
ESL 415	Business English III – Writing	30
ESL 416	English for Science and Technology	30
ESL 422	Pronunciation Workshop	30
ESL 455	American Culture in Film and Song	60
ESL 456	Language of the News	60
ESL 457	Expanding English Fluency	60
ESL 458	Hot Topics – Reading and Discussion	60
ESL 494	Grammar Workshop	30
ESL 495	Vocabulary Development III	30

Please refer to the [ESL Programs Courses](#) section in the Academic Catalog for course descriptions.

D. Distance Education

In addition to regular classroom delivery, VIU offers online courses as an alternative delivery method of instruction. The following degree programs at VIU can also be partially or fully completed online:

Graduate Level Programs:

1. Master of Business Administration (MBA)
2. Master of Science in Computer Science (MCS)
3. Master of Science in Information Systems (MIS)
4. Master of Science in Information Systems Management (MISM)
5. Master of Art in Teaching English to Speakers of Other Languages (MA in TESOL)
6. Master of Education (M.Ed.)
7. Master of Science in International Relations (MIR)
8. Master of Public Administration (MPA)
9. Graduate Certificate in Business Intelligence
10. Graduate Certificate in Information Systems
11. Graduate Certificate in Information Systems Management
12. Graduate Certificate in Information Technology Audit and Compliance
13. Graduate Certificate in TESOL
14. Graduate Certificate of Education

Undergraduate Level Programs:

15. Bachelor of Science in Business Administration (BBA)
16. Bachelor of Science in Computer Science (BCS)

Non-credit Certificate program

17. English as Second Language (ESL)

VIU uses the Moodle learning management system as an online learning platform, and delivers asynchronous online courses. The online courses offered at VIU do not differ in content, expectations, and requirements from the regular face-to-face courses.

The online courses have three (3) credit hours as specified by the program of study. The syllabi, as well as textbook, are similar to those used in face-to-face classes. The online courses follow the 8-week format as described in the Academic Calendar section of this Catalog.

In addition to degree programs, VIU also offers the English as a Second Language Program online. As of Fall 2013, two ESL courses are available; ESL 715 Skills for Academic Success and ESL 725 High Advanced Speaking and Listening. The ESL online courses follow a 7-week format. Upon successful completion of the online courses, students

receive a Certificate of Course Completion. Please refer to the [ESL Program Courses](#) section in the Academic Catalog for course descriptions.

The online courses at VIU are completely Internet-based with no face-to-face meetings. Typically, students work independently on their own schedule. Occasionally, synchronous activities are held to allow for the instructor and the students to communicate in real-time. The courses are instructor-led: the instructor leads the online course activities, manages the online forums, and monitors and assesses student progress and performance in the online classroom.

The online courses are very similar to the courses delivered on-campus. The learning objectives are the same for online and on-campus classes. Online sessions typically contain the following elements: session learning objectives, online lectures, and readings, multimedia, text presentations, assignments, threaded discussions, case studies, quizzes, opportunities for collaborative learning and for problem solving. The methods that are used to deliver the online courses typically consist of lectures, discussion forums, research, case studies, and group work. These are supported by selected tools and resources that include, but are not limited to printed materials and resources, video, audio, nonlinear media, reviews and exams, email communication, threaded discussions, blogs, chat, video and teleconferencing.

D1. Academic Calendar for Online Programs

AT VIU online courses are offered in an 8-week format in the first and the second halves of the Fall, Spring and Summer semesters.

FALL 2013	Fall Aug 26 – Oct 19	Fall II Oct 21 – Dec 14
Registration for Fall 2013 opens	Jul 1	Jul 1
Registration closes	Aug 19	Oct 14
First Day of Classes	Aug 26	Oct 21
Labor Day, VIU is closed		
Last day to add/drop course(s)	Sep 3	Oct 28
Last day to apply for Fall 2013 graduation	Oct 1	Oct 1
Last day to withdraw with a grade of "W"	Sep 27	Nov 22
Thanksgiving break, VIU is closed	-	-
Last Day of Class (including the final exams)	Oct 19	Dec 14
Grades available on Student Portal	Oct 21	Dec 16
Winter break		
Incomplete grade changes due to Registrar	Dec 2	Feb 21

SPRING 2014	Spring Jan 13 – Mar 8	Spring II Mar 3 – Apr 26
Registration for Spring 2014 opens	Nov 15	Nov 15
Registration closes	Jan 3	Feb 24
First Day of Classes	Jan 13	Mar 3
Last day to add/drop course(s)	Jan 20	Mar 10
Last day to apply for Spring 2014 graduation	Feb 1	Feb 1
Last day to withdraw with a grade of "W"	Feb 14	Apr 4
Last Day of Class (including the final exams)	Mar 8	Apr 26
Grades available on Student Portal	Mar 10	Apr 28
Commencement Ceremony	May 3	May 3
Incomplete grade changes due to Registrar	Apr 18	Jun 13

SUMMER 2014	Summer I May 5 – Jun 28	Summer II Jun 30 – Aug 23
Registration for Summer 2014 opens	Apr 1	Apr 1
Registration closes	Apr 28	Jun 23
First Day of Classes	May 5	Jun 30
Independence Day, VIU is closed	N/A	Jul 4
Last day to add/drop course(s)	May 12	Jul 7
Memorial Day, VIU is closed	May 26	N/A
Last day to apply for Summer 2014 graduation	Jun 2	Aug 1
Last day to withdraw with a grade of "W"	Jun 6	Aug 1
Last Day of Class (including the final exams)	Jun 28	Aug 23
Grades available on Student Portal	Jun 30	Aug 25
Incomplete grade changes due to Registrar	Aug 8	Oct 10

NOTE: The Academic Calendar is subject to change without prior notice. The latest version of the [calendar](#) is available on the VIU website.

D2. Admission Requirements

The admissions requirements for online programs are same as our on ground programs, except for the application fee. There are no additional admission requirements and no admission tests for students taking online courses. Therefore, please refer to [page 25](#) in this catalog.

Prior to registering for online classes, prospective students must be admitted to an academic program of study at VIU. F-1 visa international students must comply with the visa restrictions when taking online courses.

All applicants for the [ESL Online Program](#) must submit proof of a certain level of English language proficiency as indicated in the table below. There are two ways to meet these English language proficiency requirements for high-advanced (pre-academic) ESL online courses:

1. Submit scores for one of the following tests:

Name of Standardized Test	Minimum Scores Required*
TOEFL iBT	50
TOEFL pBT	463
IELTS Academic	Overall band 5.5
PTE Academic	40
ITEP Academic Plus	4

* Scores must be less than 2 years old. If the student has been studying continuously at a college or university in the United States, s/he may submit an older score that has been accepted at the current school.

2. Complete VIU's Online ESL placement test, which is available online. The placement test will determine whether the student has sufficient English proficiency to benefit from the level. Admission is not guaranteed.

D3. Tuition and Fees of Online Courses

This tuition and fee structure is effective with the Fall 2013 academic semester. The following tuition rates apply for fully online students and not for residential students taking online course(s). The tuition does not include the cost of textbooks and other course related materials.

Graduate Level Programs:

<i>Tuition:</i>	\$409 per credit
	\$1,227 per course
	\$3,681 per semester (full-time, 9 credit hours)

Tuition for Program Prerequisites: Graduate Students who need to take program pre-requisite courses will pay the Undergraduate tuition rate for those courses required.

Undergraduate Level Programs:

Tuition: \$325 per credit
 \$975 per course
 \$3,900 per semester (full-time, 12 credit hours)

Non-Credit Certificate program - ESL Program:

Tuition: \$7.80 per hour
 \$327.60 per 7-week course

Related Fees: Some fees are mandatory and due at the time of application or enrollment. There are also services at VIU when it is necessary as student progress through their program of study or required upon their request. All fees are **non-refundable**.

Services Provided	Explanation	Fee
Application Fee	Academic Programs	\$50
Student Services Fee	Registration process, VIU student e-mail	\$30
English Placement Test*	Those who need to take the test only.	\$30
Late Registration Fee	After the last day of registration, before the end of the Add/Drop period.	\$50
Returned Check Fee	If the check issued by the student is not honored by their bank.	\$30
Transcript Processing Fee	Upon request by the student.	\$10
Graduation Application / Diploma Processing Fee	Fee required of all students graduating when submitting the Graduation Application Form.	\$100

** This is different from Online ESL placement test. The English Placement Test determines proficiency level for Academic studies using Accuplacer test.*

D4. Scholarships for Online Education

Program Description

VIU Online strives to make education affordable for all students and offers several scholarships for individuals with great potential. The scholarships are awarded based on academic success, work experience, and exceptional talents. Current and prospective students who successfully complete the admission process with VIU Online are eligible to apply.

Scholarship Budget

The VIU Online Scholarship Program is funded by VIU Online LLC. The CEO of the company approves the allocation of resources for the scholarship program from the annual operating budget during its annual meeting prior to the start of the calendar year.

Scholarship is awarded as a credit toward tuition only. The award amount \$167 per course (3 credits) will be deducted from total tuition charged for each term as long as recipient maintains scholarship eligibility or until awarded scholarship fund is exhausted.

Eligibility

Fully-online undergraduate and graduate degree-seeking VIU Online students are eligible to apply for a scholarship if the scholarship requirements are met. Eligibility and fulfillment of the scholarship criteria does not guarantee the award of a scholarship. Recipients must meet the following requirements to maintain their scholarship eligibility:

- Maintain required GPA, in any given term.
- Register for at least 1 course in each term consecutively.

Application Instructions

To apply for a scholarship, students need to do the following:

1. [Online scholarship application form](#)
2. Submit supporting documents: Each scholarship has its own unique document requirements. Applicants are required to submit all documents prior to the application deadline in one of the following ways:
 - **Via e-mail:** Scanned as a PDF file and sent to: scholarship@online.viu.edu
 - **By post mail** to Virginia International University, 11200 Waples Mill Road, Suite #360, Fairfax, Virginia (VA), 22030 USA

VIU has the right to request original documentation. The submission of fabricated or false documents will result in rendering the scholarship application invalid.

DISCLAIMER: Documents submitted for scholarship purposes will not be stored by the university. The University is unable to return any document to the applicant.

All applicants are required to submit original, notarized or attested supporting documentation. Samples of these documents may include transcripts, diplomas, certificates and test scores. Photocopies of these

documents will not be accepted. All applications and supporting documentation must be received by 12:00 p.m. EST on the day of the application deadline. Incomplete or late applications will not be accepted.

Online Scholarship Application Deadline	
Semester	Deadline
Fall 2013	August 5, 2013
Fall II 2013	September 30, 2013
Spring 2014	December 23, 2013
Spring II 2014	February 10, 2014

Selection

The scholarship selection process begins immediately after the application period ends. All applications are initially screened by the Scholarship Coordinator for completion and criteria assessment. Once the application is deemed complete, the application and all related materials are forwarded to the Scholarship Committee members. Each application is reviewed and assessed on an individual basis.

Scholarship awards will be determined by the Scholarship Committee prior to the first day of classes for the term in which the student applied. Awardees will be notified by email.

Rules and Regulations:

- 1.) Scholarships will not be awarded to applicants who receive any other type of outside Scholarship (Example: Government scholarships).
- 2.) Cumulative GPA's will not be rounded for eligibility requirements.
- 3.) Students are eligible to be awarded **one** Scholarship per term.
- 4.) All application materials must be received by the application deadline. Incomplete applications will be automatically denied.
- 5.) There is no guarantee that a Scholarship Award will be made solely because the applicant is qualified.
- 6.) Academic merit holds the greatest weight when reviewing Scholarship Applications. Each application will be reviewed individually and in the case of a tie, the committee will rely on this hierarchy to make their award decisions.
- 7.) Applications will be active only for the term in which they are submitted. If a student would like to be considered for future scholarships, they must submit a new scholarship application packet.
- 8.) Scholarships will only be considered for applicants who are registered for at least one course per term.

Any information provided to VIU, must be accurate and complete. Misrepresentations or omissions will be just cause for applications immediate denial.

Types of Scholarships Offered

Any student who wishes to be considered for a scholarship must first submit an application for admission to VIU Online. If accepted, students can apply for the following scholarships:

1. [Special Achievement Online Scholarship](#)
2. [Career Online Scholarships](#)
3. [Presidential Online Scholarship](#)

Special Achievement Online Scholarship

The Special Achievement Online Scholarship provides tuition assistance to current and prospective students who possess exceptional talents or achievements.

Eligibility:

To be eligible to apply for this scholarship, applicants must meet the following criteria:

- Applicant must be able to show significant excellence and experience related to a demonstrated talent, achievement and/or career field.
- Applicants must be admitted to VIU Online and submit a VIU Student Acceptance Letter to the University before the scholarship application deadline.
- Applicants must have a minimum 3.00 cumulative GPA.

Application Process:

Completed applications must include all of the following:

- [Online scholarship application form](#)
- Most recent official transcript from all high schools, colleges, or universities attended (this can be obtained from the registrar's office at these schools).
- Personal statement of at least 500 words detailing talent and/or achievements in essay format. Talents and achievements must be measurable and not just recreational in nature.
- Official proof of awards, certificates of achievement, licenses, etc. must be provided. Without this, the application will not be considered.

VIU Career Online Scholarships

The VIU Career Online Scholarship is awarded to graduate students who come to VIU intending to advance their role in the global workforce. The selection is based upon both academic and career achievements.

Eligibility:

To be eligible to apply for this scholarship, applicants must meet the following criteria:

- Applicants must possess at least a bachelor's degree.
- Applicants must be admitted to VIU Online and submit a VIU Student Acceptance Letter to the University before the scholarship application deadline.
- Applicants must have a minimum 3.00 cumulative GPA.

Application Process:

Completed applications must include all of the following:

- [Online scholarship application form](#)
- Most recent official transcript from all colleges, or universities attended (this can be obtained from the registrar's office at these schools).
- Personal statement of at least 500 words describing your background, future goals, education, influential experiences and career objectives. This should be in the form of an essay, not a list of facts.
- Employment verification letter.

Presidential Online Scholarship

The Presidential Academic Scholarship is the most prestigious merit-based scholarship offered by the university. Awardees are selected based upon exceptional academic achievement as well as potential for continued success both at the university and in the outside community.

Eligibility:

To be eligible to apply for this scholarship, applicants must meet the following criteria:

- Applicants must have been enrolled and studied for at least one term at VIU Online.
- Applicants must be in good academic standing with a minimum 3.90 cumulative GPA.

Application Process:

Completed applications must include all of the following:

- [Online scholarship application form](#)
- VIU transcript (this can be obtained from the VIU Registrar's office registrar@viu.edu).

- Personal statement of at least 500 words describing your background, future goals, education, influential experiences and career objectives. This should be in the form of an essay, not a list of facts.
- A letter of recommendation from a VIU faculty member
- One of the Official English language test score reports: TOEFL score of at least 80 (iBT) or 550 (pBT) OR an IELTS score of at least 6.0, OR SAT II English 870 (A test score is only required for applicants whose first language is not English).

D5. Technical Requirements

In order to participate in the online class activities, students need to have access to a computer system with access to the Internet that meets the minimum technical system and browser requirements outlined below:

System Requirements

Student must have access to a high-speed internet, a personal computer that is up-to-date and maintained. Students taking online courses will also need a microphone, speaker (or earphones), and a webcam. These items can be either built-in or external.

- *For PC Users:*
 - A modem or other device capable of connecting to the Internet. It is possible to connect with a modem, but a high speed connection is **strongly recommended**.
 - Processor: Core 2 Duo/ equivalent or better processor (Dual Core processor recommended)
 - Operating System: Windows XP Service Pack 3, Windows Vista Service Pack 2, Windows7 with all current updates installed
 - Memory: 2+ Gigabytes RAM Memory
 - Hard drive: 120 Gigabyte
 - Speaker (built-in or external)
 - Microphone (built-in or external)
 - Monitor with 1024 x 768 pixel resolution or better
- *For Mac Users:*
 - A modem or other device capable of connecting to the Internet. It is possible to connect with a modem, but a high speed connection is strongly recommended.
 - Processor: PowerPC G4 or Intel
 - Operating System: OS X 10.4.9
 - Memory: 2+ Gigabytes RAM Memory
 - Hard drive: 120 Gigabyte
 - Speaker (built-in or external)
 - Microphone (built-in or external)
 - Monitor with 1024 x 768 pixel resolution or better

Browser Requirements

If a browser is not listed below, it has not been tested on the online platform. A user risks running into problems with the course software if they choose to use a non-supported browser. Browsers listed below have been recommended by the developers of the course platform.

- Mozilla Firefox
- Google Chrome
- Safari
- Opera
- Microsoft Internet Explorer

Please use the latest versions of above mentioned browsers.

Application Requirements

- Current virus detection software that must be installed and kept up to date
- To view all the resources uploaded to Moodle, Microsoft Office (Word, Excel, and PowerPoint) or an equivalent (e.g. Open Office, Viewer) need to be installed
- Java/JRE
- Adobe Acrobat Reader to open and save PDF files
- Adobe Flash Player
- Windows Media Player
- QuickTime Player
- VLC Media Player

Please use the latest versions of above mentioned applications.

D6. Additional Information

Identity Verification, Privacy, and Access: VIU clearly and appropriately states our requirements for the students to have access to the information systems necessary for them to engage in our distance learning program(s). This information is communicated to the students via their VIU email.

VIU will verify identity of the students enrolled in online courses throughout the program by requiring them to maintain updated log in information with a password that only the student knows. Students will use this log in information to access all VIU information systems. From time to time, students may also be asked to participate in a live videoconference that would further serve to verify their identity; if so students will be provided all the information they need to participate in these identity verification sessions in advance.

VIU will protect the students' privacy in the identity verification process by maintaining industry standard information security practices and by adhering to federal and state regulations and legislation such as the Family Educational Rights and Privacy Act.

There are no additional charges or fees associated solely with the verification of student identity.

COURSE DESCRIPTIONS

Graduate Business Program Courses

Course credits are shown in parentheses, e.g., (3 credit hours), following the course title. Credit Hours are based on class contact (lecture) hours unless otherwise stated.

MBA 500: Managerial Communication (3)

Prerequisite: None

This course focuses on the theory and practice of effective communications by managers. Managerial communication continuously ranks as the single most important skill for managers and executives to have. Emphasis is placed on both written and oral communications to make a student better, more effective leader and strategy implementer.

MBA 511: Managerial Accounting and Finance (3)

Prerequisites: ACCT 201 Principles of Financial Accounting, BUSS303 Principles of Finance

This course focuses on companies' sources and uses of financial resources and also accounting management. Students will focus on capital/debt structure decision and capital budgeting techniques, with particular emphasis on the impact of long-end short-term uses and sources of funds on the firm's value.

MBA 512: Project & Cost Management (3)

Prerequisite: STAT 200 Introduction to Statistics

This course focuses on the planning, organizing, and managing of resources to bring about the successful completion of specific project goals and objectives, especially within specific start and completion dates. In addition, students will learn how to adhere to classic project constraints of scope, quality, time and budget while learning the tools and techniques necessary to minimize the risk of failure in achieving the organization's goal and objectives.

MBA 513: Organizational Behavior & HR Management (3)

Prerequisite: None

This course focuses on how people behave in organizations and groups. Topics include leadership, motivation, organizational culture, and roles within groups.

MBA 514: Marketing Management (3)

Prerequisite: None

This course examines the methods and strategies used by corporations and firms in developing marketing efforts, strategy and policies. It focuses on the practical application of marketing techniques and the management of company's marketing resources and activities to create an

effective, cost-efficient marketing strategy to succeed and become profitable, in particular, within rapidly emerging forces of globalization. Also, this course provides learning experiences and cultivates operational skills and knowledge on designing and facilitating marketing campaigns within the business environment

MBA 515: Business Statistics (3)

Prerequisite: STAT 200 Introduction to Statistics

This course focuses on the use of statistics in business research. In addition to mastering common statistical tools, students will study the design and execution of typical business research projects using such methods as surveys, analysis of archival data, and direct observation.

MBA 516: Strategic Management and Organizational Leadership (3)

Prerequisite: None

The course focuses on the analyses, decisions, and actions that an organization undertakes in order to gain and maintain competitive advantage. The extensive use of case studies focuses students on diagnosis of problems and opportunities as well as the development of alternative courses of action and implementing organizational leadership.

MBA 523: HR Law (3)

Prerequisite: None

Internship / CPT Qualified

This course lays the foundation for in-depth review of federal, state, and international human resource laws and regulations. Students will gain knowledge of employment laws, HR regulations, and international agreements that affect human resource decisions. The course will introduce students to legal issues addressing employee rights such as privacy, EU Data Privacy Directive, Safe Harbor Principles, HIPAA, etc. The students will use case studies to better understand the complexities and challenges of applying HR law to global situations. A focus on HR international activities will include applying HR laws in the international context, legal aspects of managing people across nations and cultures, and legal issues and policies that impact international HR managers. The course will provide a basic foundation of global HR legal regulations and standards.

MBA 536: Labor Relations (3)

Prerequisite: None

Internship / CPT Qualified

This course will introduce students to the history of the labor movement and the collective bargaining process. Case studies will be used to understand the relationship between labor and management. Students will gain practical knowledge of balancing employee needs with organizational goals. Students will learn how to effectively evaluate

employee relations programs to ensure productive and positive organizational environments. Students will participate in collective bargaining activities and understand the contract negotiation process.

MBA 538: Compensation and Benefits (3)

Prerequisite: None

Internship / CPT Qualified

This course focuses on the design and implementation of compensation and benefit strategies to retain talented and qualified staff in an organization. The course covers the importance of financial and non-financial benefits when developing a compensation package for employees. The course will review legally required benefits as well as voluntary benefits offered by the employer. Students will learn how to evaluate compensation plans and systems to ensure they are compliant with government regulations, equitable to all staff in the organization, competitive to attract qualified employees and align with organizational goals and values. Students will gain knowledge of federal compensation tax laws, job pricing, various pay programs, and international compensation plans.

MBA 551: Conflict Resolution (3)

Prerequisite: None

Internship / CPT Qualified

This course gives students practical experience in resolving workplace disagreements and discourse. Students will learn how to use different models and theories on resolving conflict in the organization. Students will develop skills in negotiations, dispute resolution, communications, reconciliations and mediations.

MBA 552: Hospitality and Tourism Management (3)

Prerequisite: None

Internship/ CTP Qualified

This course develops students' competencies in managing people, processes, activities, and events involved in the hospitality and tourism industry. Students will learn the skills needed to be successful in managing hospitality and tourism for restaurants, hotels, casinos, travel agencies, and other core fields in the industry. The course will introduce students to topics and challenges of managing operational logistics including budgeting, sales, and communications of hospitality, hotel and tourism for the public and private sectors. This course will introduce students to the skills, challenges and complexities of managing international, national and regional tourism.

MBA 553: Event Planning and Management (3)

Prerequisite: MBA 512 Project and Cost Management

Internship/CTP Qualified

This course will prepare students for effective event and meeting planning coordination and implementation. The topics and case studies are based on the management's view of organizing and planning events. Students will be introduced to skills required for coordinating meetings, conventions, small to large special events, exhibits, and conferences. Students will be introduced to all aspects of event planning including overseeing catering logistics, coordinating meeting and exhibit space, monitoring client expectations, organizing audio/visual logistics, staffing events and using consultants and contractors. Models and techniques for effective project management and budgeting will be included.

MBA 554: Marketing for Hospitality and Tourism (3)

Prerequisite: MBA 514 Marketing Management

Internship/CTP Qualified

This course will apply marketing concepts and theories to the hospitality and tourism industry. Students will learn how develop, implement and apply marketing strategies to market targets such as corporate, government, nonprofits, educational as well as individuals. Students will learn how to lead or participate in marketing teams to generate new or repeat business. Students will learn how to make decisions and communicate value based on the marketing mix (product, price, place, and promotion). Other areas of marketing appropriate to the hospitality and tourism industry will be addressed including branding, customer loyalty, packaging, seasonal pricing, distribution channels, sales promotion, PR and advertising.

MBA 555: Legal Aspects of Hospitality and Tourism (3)

Prerequisite: None

Internship/CTP Qualified

This course will give students knowledge of the different type of laws and legal regulations that govern the hospitality and tourism industries including: contract law, criminal law, travel regulations, employment/HR law, food law, and insurance regulations. Student will also learn about liability issues, guests' rights, negligence, and food and alcohol laws as they relate to the hospitality and tourism industries. Student will also learn about ethics, preventative legal management and legal aspects of property management.

MBA 556: Accounting, Budgeting and Cost Controls: Hospitality and Tourism (3)

Prerequisite: MBA 511 Managerial Accounting and Finance

Internship/CTP Qualified

This course will apply accounting principles and processes to the hospitality and tourism industry. Students will learn how to use financial statements, budgets, and forecasting to make appropriate management decision relating to the hospitality and tourism industries. Students will be familiar with the Uniform Systems of Accounts for the Lodging Industry and Profit and Loss Statements. Student will be able to transfer this knowledge into a practical setting with the use of case studies, company profiles, and real life examples.

MBA 557: Management of Information Technology in Hospitality and Tourism (3)

Prerequisite: None

Internship/CTP Qualified

Students will learn how to use information technology to manage operations and gain competitive advantages in the hospitality and tourism industries. Students will learn about the importance of information security, e-commerce, databases, and social Media in the hospitality and tourism industries. Students will learn how information technology impacts transportation, accommodation, vendor distribution, marketing, and customer service.

MBA 558: Human Resource Management in the Hospitality and Tourism Industries (3)

Prerequisite: MBA 513 Organizational Behavior and HR Management

Internship/CTP Qualified

This course focuses on HR management from the Hospitality and Tourism industry's perspective. The student will learn about general HR issues such as employment law, recruiting, compensation, social responsibility, and employee safety concerns. The course will also delve into very specific issues that are common to the industries such as: tip eligibility, working with unions in the industry, managing global employees in the hospitality and tourism industries, and compliance with US and international employment laws.

MBA 560: Graduate Internship I (3)

Prerequisite: None

This course provides practical learning experience and application for qualified graduate students in a business concentration area such as: finance, accounting, management, HR, marketing, international business, global logistics, hospitality & tourism, etc. The objective of the course is to provide hands-on and practical work experience in their business concentration that will give students a competitive advantage when they

graduate. Students will have a chance to gain work experience in areas of their interest and gain exposure to the business environment, industry practices and key contacts for future employment opportunities. This three (3) credit hour internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

MBA 600: Business Residency (3)

Prerequisite: None

This course is designed around local business residency and focuses on practical application of obtained business knowledge through site visits, advising and consultancy to organizations, agencies and business enterprises

MBA 605: Auditing (3)

Prerequisite: MBA 511 Managerial Accounting and Finance

Internship / CPT Qualified

This course provides students with the knowledge of basic to complex auditing issues of businesses. It focuses on basic auditing concepts and principles including professional standards, planning an audit and auditing internal controls, evidence gathering, fraud, and sampling tools for audits, as well as review of audit procedures and audit reports.

MBA 608: Financial Reporting and Decision Making (3)

Prerequisite: None

Internship / CPT Qualified

This course presents accounting reporting and decision making tools used in various businesses. Students will understand basic to complex financial reporting and decision making concepts and practices. Topics include the analysis of financial statements, ratio analysis, benchmarking, valuation concepts, risk, budgeting, investments, and taxes.

MBA 610: Taxation of Business Entities (3)

Prerequisite: MBA 511 Managerial Accounting and Finance

Internship / CPT Qualified

This course provides students with the knowledge of basic to complex tax issues of businesses. The course includes a basic introduction to taxation, tax issues with investments, and other business transactions. The course will also cover taxation of various types of corporations and individuals including gift taxes and income.

MBA 611: Business Ethics and Law (3)

Prerequisite: None

This course examines the legal and ethical basis of decision-making in business organizations. Topics include torts, contracts, liability, and the Uniform Commercial Code.

MBA 612: International Management (3)

Prerequisite: MBA 513 Organizational Behavior and HR Management

Internship / CPT Qualified

This course focuses on the challenges inherent in managing a workforce comprised of employees from more than one country. Particular emphasis is placed on cultural and legal differences as well as the development of programs and processes which select, motivate, train, and evaluate across national borders.

MBA 613: Enterprise Resource Planning (3)

Prerequisite: MBA 512 Project and Cost Management

Internship / CPT Qualified

Logistics involves the integration of information, transportation, inventory, warehousing, material handling, and purchasing. All of these areas provide a variety of stimulating jobs for students interested in operations management, marketing, and information systems. Because of the strategic importance of logistical performance, any student interested in senior management will benefit from this course.

MBA 614: International Finance (3)

Prerequisite: MBA 511 Managerial Accounting and Finance

Internship / CPT Qualified

This course aims to concentrate on the following two topics: (1) basics of international financial markets including derivatives; and (2) managerial perspectives on international finance. The course includes an analysis of different types of financial instruments, such as currencies, stocks, futures, options, international risk and diversification, and swaps. The course covers the theoretical concepts of international financial markets and the study of valuations, acquisitions, and strategies using various techniques to analyze foreign investments.

MBA 615: International Strategy (3)

Prerequisite: MBA 516 Strategic Management and Organizational Leadership

Internship / CPT Qualified

This course examines entry strategies to foreign markets for international and multinational firms as well as strategies for managing operations across borders.

MBA 616: International Marketing (3)

*Prerequisite: MBA 513 Organizational Behavior and HR Management
Internship / CPT Qualified*

This course examines the methods and strategies used by firms in international and multinational marketing efforts. Particular attention is paid to how companies decide whether to go global or remain local and how they engage in multi-level marketing opportunities.

MBA 617: Import/Export Management (3)

*Prerequisite: None
Internship / CPT Qualified*

For many organizations, the first step toward multinational operations begins with importing and exporting goods. This course focuses on the strategies and processes of import/export management.

MBA 618: International Economics and Trade (3)

*Prerequisite: MBA 511 Managerial Accounting and Finance
Internship / CPT Qualified*

This course is designed to provide students with the analytical tools and techniques required to manage financial assets across international borders. Employing modern decision and probability theory and statistical techniques, the students will investigate the concepts governing the economics of international trade, risk management, logistics, and international law.

MBA 620: Long-Term Financial Decisions (3)

*Prerequisite: MBA 511 Managerial Accounting and Finance
Internship / CPT Qualified*

This course places an emphasis on the optimal acquisition and allocation of long-term sources of capital. Topics include working capital, capital budgeting evaluation models, cash flow analysis, diversification, portfolio approaches to capital budgeting, capital structure, cost of capital, lease-purchase decisions, abandonment, and mergers.

MBA 621: Trading and Risk Management (3)

*Prerequisite: MBA 511 Managerial Accounting and Finance
Internship / CPT Qualified*

This course will cover the different financial markets and trading theories that different market participants use to profit from moves in the market. Unlike an investments course, this class will focus more on the economic and psychological factors that move secondary markets instead of advanced calculations based on efficient market theory.

MBA 622: Marketing Research (3)

Prerequisite: MBA 515 Business Statistics

Internship / CPT Qualified

This course examines the theory and practice of marketing research. Use of various statistical tools and study designs is an integral part of the course as is the design and execution of a research project.

MBA 623: Sales Management (3)

Prerequisite: MBA 513 Organizational Behavior and HR Management

Internship / CPT Qualified

The course focuses on the management of a professional sales force. Particular emphasis is placed on managing the sales force through recruiting, training, motivating, evaluating, and compensating sales force members.

MBA 624: Advertising & Promotion (3)

Prerequisite: None

Internship / CPT Qualified

Advertising and promotion form the means by which organizations communicate the distinctive characteristics of their offerings to potential buyers. This course examines the theory and practice of promotions and advertising. The primary focus is on how advertising and promotions contribute to the overall marketing plan.

MBA 625: Effective Negotiations (3)

Prerequisite: None

Internship / CPT Qualified

This course examines the theory and practice of negotiations, including strategies, legal issues, methods, and approaches.

MBA 626: Consumer Behavior (3)

Prerequisite: MBA 513 Organizational Behavior and HR Management

Internship / CPT Qualified

Effective marketing lies in understanding the needs and motivations of buyers. This course focuses on what is known about how human behavior influences the purchase decision as well as how to apply this knowledge to specific firms and industries.

MBA 627: Advanced Business Project (3)

Prerequisite: All Core Courses and first-semester Concentration Courses

Internship / CPT Qualified

This capstone course gives MBA students the opportunity to pull together and build upon what has been learned in separate business fields and to utilize this knowledge in the analysis of complex business problems. It is designed to aid the student in synthesizing and applying knowledge gained

in earlier courses and will apply these skills through actual business cases, preferably with local Northern Virginia-based companies.

MBA 628: Global Sourcing and Logistics (3)

Prerequisite: None

Internship / CPT Qualified

This course is designed to examine the complex issues that corporate executives must address in the decision-making process when considering whether or not to outsource internationally. It also examines the equally complex issues that arise once the decision is made to outsource, including how to reduce risk, thereby minimizing exposure while maximizing the opportunities for favorable outcomes and more competitive landed costs.

MBA 631: Current Topics in Business (3)

Prerequisite: None

This course will cover specific topics as described at the time of offering. Current topics offerings are used to present material not normally covered in existing courses.

MBA 633: Business Planning and Development (3)

Prerequisite: MBA 516 Strategic Management and Organizational Leadership

Internship / CPT Qualified

This course focuses on the development of new ventures and on strategic planning for new and existing organizations.

MBA 634: Operations Management (3)

Prerequisite: MBA 515 Business Statistics

Internship / CPT Qualified

This course examines the use of mathematical models in managing the operations of organizations. Techniques examined include queuing, facility planning, distribution network, and transportation models.

MBA 636: Managerial Accounting (3)

Prerequisite: MBA 511 Managerial Accounting and Finance

Internship / CPT Qualified

This course is an introduction to the concepts and practices of the managerial and cost accounting. Specifically, students will be introduced to the concepts used to develop financial information for the purposes of planning, resource allocation, and financial control.

MBA 640: The Health Services System (3)

Prerequisite: None

Internship / CPT Qualified

This course provides an overview of the evolution, structure and current issues in the health care system. It examines the unique features of health

care as a product and the changing relationships between patients, physicians, hospitals, insurers, employers, communities, and government.

MBA 641: Economics of Health Care and Policy (3)

Prerequisite: MBA 511 Managerial Accounting and Finance

Internship / CPT Qualified

This course applies basic economic concepts to analyze the health care market and evaluate health policies. The course begins with an analysis of the demand for health, the derived demand for medical care, and the demand for health insurance. The second part of the course examines the supply of medical care by physicians and hospitals, medical technology, and the role of managed care organizations.

MBA 642: Financial Management of Health Institutions (3)

Prerequisite: MBA 511 Managerial Accounting and Finance

Internship / CPT Qualified

This course focuses on the application of financial analysis to financial and operating decisions in the health care industry. Valuation methods covered include: net present value of free cash flows, decision tree analysis, real options, and multiples.

MBA 643: Legal Aspects of Health Care (3)

Prerequisite: None

Internship / CPT Qualified

This course offers a current and historical overview of the regulation of health care delivery in the US. It examines principles and practical applications of laws that affect the operational decisions of health care providers, health plans, and third party payers and managers that impact development of markets for health care products and services.

MBA 653: Nations, Politics, & Markets: A Cost Benefit Analysis (3)

Prerequisite: MBA 511 Managerial Accounting and Finance

Internship / CPT Qualified

This course is designed to introduce students to the role of risk assessment, risk perception, and risk management in non-traditional markets by studying the tools for policy evaluations in the public sector. Cost benefit analysis is the principal tool for measuring government “products” that are rarely sold. The valuation of costs and benefits by alternative means to market prices is necessary to provide guidance in avoiding wasteful projects and undertaking those that are worthwhile.

MBA 654: Accounting Information Systems (3)

Prerequisite: None

Internship / CPT Qualified

This course focuses on the analysis and design of systems that facilitate the accounting process. The students will learn how to evaluate, develop,

implement and apply accounting models, processes, and internal controls used in the accounting processes. The course introduces the use of simple to complex data flow diagrams for evaluation and decision making.

MBA 660: Graduate Project Internship II (3)

Prerequisite: None

This course provides work exposure to qualified graduate students in their area of interest for their advanced research project. The objective of the course is to give students access to information and individuals that would help in the concept and/or development of their area of interest for their graduate research project. This three (3) credit hour project internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

CAR 600: Career Planning and Development (3)

Prerequisite: None

In-depth exploration and assessment of career values, occupational interests, skills, personality style, work environment preferences; concentration and career exploration; exposure to career and occupational information resources. Students learn and practice job search strategies and tools, including resumes and interviewing skills; decision-making, goal-setting and action planning; and self-marketing techniques for effective career management.

Graduate Computing Courses

Course credits are shown in parenthesis, e.g., (3 credits), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.

CMP 511: Computer Architecture and Implementation (3)

Prerequisite: None

This course surveys architecture and organization of modern computing systems including: CPU design, instruction sets, memory hierarchy, pipelined machines, and multiprocessors. The emphasis is on the major component subsystems of high performance computers: pipelining, instruction level parallelism, thread-level parallelism, memory hierarchies, input/output, and network-oriented interconnections. This course introduces techniques and tools for quantitative analysis, evaluation, and implementation of modern computing systems and their components.

CMP 540: Information Technology Fundamentals and Management (3)

Prerequisite: None

This course provides in-depth coverage of the role of information systems in business organizations, with a focus on their applications and current issues facing managers and users. Lectures, discussions, presentations and student project work will promote an understanding of the strategic importance of information systems, their impact on people and organizations, the many ways they can improve work practices, and the ways they can improve products and services.

CMP 551: Research Methods (3)

Prerequisite: None

This course provides knowledge of research methodologies used in management information systems, information systems, information technology, computer science, and other disciplines. The course includes experimental design, surveys, case studies, and fieldwork. It introduces students to applied research methodologies. The use of analytical tools, literature searches, and the application of VIU documentation style will result in a formal written proposal that may serve as the basis for each student's special project.

CMP 552: Information Systems (3)

Prerequisite: None

This course explores the management of information systems and related information technologies (IS/IT) as a part of a broader socio-technical system and their impacts on people and processes that extend well beyond organizational boundaries. Also, subjective and debatable issues associated with IS/IT will be discussed. Accordingly, critical thinking is an important part of this course and is essential for an analysis and understanding of important issues associated with the management aspects of information systems.

CMP 553: Analysis, Modeling and Design (3)

Prerequisite: None

This course provides an overview of the systems development life-cycle. It introduces tools and methods for the analysis and design of information systems and the management and organizational skills needed for their implementation. Information analysis in entity-relationship modeling and process modeling in data flow diagrams will be covered as the key skills in structured system analysis and design.

CMP 556: Database Systems (3)

Prerequisite: None

This course provides an introduction to hierarchical and relational models, normalization, query facilities, transactions, indexing, security issues,

relational algebra, Structured Query Language database design stages, distributed databases, data warehousing, data and database administration, and internet database environments. Students will learn various database management systems software products and multi-user database environments and how they are controlled.

CMP 558: Information Systems Security (3)

Prerequisite: None

This course provides a broad review of the field of security of information systems. Topics include operating system models and mechanisms for mandatory and discretionary controls, data models, concepts and mechanisms for database security, basic cryptography and applications, security in computer networks and distributed systems, and control and prevention of viruses and rogue programs.

CMP 559: Information Assurance (3)

Prerequisite: CMP 540 Information Technology Fundamentals and Management (3)

This course presents an overview of the multidisciplinary process of information assurance. The student will learn about the issues involved in creating a systematic information assurance control structure, how to establish systematic security auditing and control procedures and how to build systematic information assurance capability into the IT function.

CMP: 560 Software Engineering (3)

Prerequisite: None

The objective of this course is to familiarize students with software application development processes and underlying concepts. Topics covered include Object-Oriented Analysis & Design, Unified Modeling Language, Software Development Life Cycle, Models and Methodologies, Quality Assurance and Improvement, and the basics of tools used for application development such as requirement management tools, version control, modeling, and defect tracking.

CMP 561: Algorithm Analysis (3)

Prerequisite: None

This course provides a survey of computer algorithms, examines fundamental techniques in algorithm design and analysis, and develops problem-solving skills required in all programs of study involving computer science. Topics include advanced data structures, recursion and mathematical induction, algorithm analysis and computational complexity, sorting and searching, design paradigms, and graph algorithms. Advanced topics include randomized algorithms, information retrieval, string and pattern matching, and computational geometry.

CMP 562: Systems Communication and Networking (3)

Prerequisite: None

This course explores fundamentals of computer systems communication and networking. These include standards in networking such as OSI seven-layer architecture, TCP/IP, UDP, FTP, and NFS. Sockets, client/server architecture, IPv4, IPv6, networks (LAN, WAN), wireless and mobile networks are also topics that will be studied.

CMP 570: Enterprise Information Systems (3)

Prerequisite: CMP 556 Database Systems

This course focuses on the enterprise-wide information systems that revolve around the business process. They include applications that manage internal and external resources, including tangible assets, financial resources, materials and human resources. Topics discuss the computational, data storage, and data transmission power of information technology to support processes, information flows, reporting, and data analytics within and between complex organizations.

CMP 571: Automata and Formal Languages (3)

Prerequisite: None

This course introduces the fundamental concepts in automata theory and formal languages including grammar, finite automaton, regular expressions, formal language, pushdown automaton, and Turing machines. This course covers properties of these models and various rigorous techniques for analyzing and comparing them using both formalism and examples.

CMP 573: Compiler Construction (3)

Prerequisite: CMP 561 Algorithm Analysis or CMP 571 Automata and Formal Languages

This course provides an introduction to compiler construction and covers stages of compilation including lexical analysis, parsing, code generation and code optimization; formal translation of programming languages; program syntax and semantics; finite state recognizers and regular grammars; context-free parsing techniques; attribute grammars syntax-directed translation schema; type checking; code generation; data flow analysis and code optimization.

CMP 591: Graduate Internship Level I (3)

Prerequisite: The Program Core courses or permission of the Dean

This course represents an opportunity for students receive academic credit through supervised practical training and earn industry experience in an actual work environment. The internship course guides the learning contract established in the beginning of the term, on which students have to report at the end of term. Students are expected to work at least 135 hours per semester. Students are required to attend two

meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

CMP 610: Managing Information System Development (3)

Prerequisite: CMP 552 Information Systems or CMP 553 Analysis, Modeling and Design

This course overviews the processes, methods, and techniques to plan, analyze, and design complex Information Systems, within selected existing frameworks. It involves planning, gathering requirements, modeling business needs, creating blueprints for building the system, and managing and organizing resources in these challenging, difficult, complex and expensive activities.

CMP 611: Global Information System Development (3)

Prerequisite: CMP 552 Information Systems or CMP 553 Analysis, Modeling and Design

This course focuses on the organization of development projects in a the global service marketplace, based on key considerations and best practices in outsourced and offshore development. Students learn the most important issues and practices for both clients and service providers. Topics include legal, economic, cultural and intellectual property issues; 24-hour development; strategic division of labor; quality and process standards, and global human resources.

CMP 612: IT Project Management (3)

Prerequisite: CMP 552 Information Systems

Internship / CPT Qualified

This course focuses on information technology project management and the unique challenges for managers. This course covers the principles, process, purpose and strategies of project management for an IT project. Students will learn the roles and responsibilities of participants on a typical IT project management team as well as how to manage clients, resources, budget, scheduling, and other items from project conception and planning to project implementation and evaluation. This course will utilize PMI project management framework in organizing projects, tracking costs and time expenditures, managing quality and risks, evaluating human resources requirements, and overcoming potential objectives.

CMP 613: Technology and Development of E-Business (3)

Prerequisite: None

Internship / CPT Qualified

This course addresses the technological structure, architecture, development tools, and methods for constructing such web-based applications. It includes a project to develop an interactive web-based transaction processing system. With the emergence of e-Business,

organizations are adapting their transaction processing systems to use web technology. Such systems may operate as Intranet applications within the business, as Extranet applications between the firm and its business partners, or to provide access to customers via the Internet.

CMP 614: Management Information Systems in Supply Chain Management (3)

Prerequisite: None

This course explores the following topics: Integrating information systems technology in manufacturing environments; the role of information systems in supporting manufacturing decision-making processes; manufacturing imposed issues in information processing; and emerging information systems technology affecting manufacturing operations.

CMP 620: Information Technology Governance (3)

Prerequisite: None

Internship / CPT Qualified

This course presents an integrated approach to information technology (IT) governance. It discusses major roadmaps components and IT Governance strategies and frameworks. Topics include strategic alignment of IT with the business, use of assets and resources, delivering on plans and commitments, establishing and/or improving accountability of constituents, managing risk and contingencies, audits, compliance, performance measures and organizational maturity.

CMP 621: Artificial Intelligence (3)

Prerequisite: None

Internship / CPT Qualified

This course provides overview of the main thrusts in artificial intelligence, starting with the historically symbolic, logic-based approaches to knowledge representation, planning, reasoning and learning, leading into more recent directions of statistics-based probabilistic approaches (such as Bayesian approaches, belief nets, probabilistic reasoning, etc.). This course also touches on more recent developments in natural language processing, visual processing, robotics, machine learning, and philosophical foundations. This course covers search, constraint satisfaction, knowledge representation, probabilistic models, machine learning, neural networks, vision, robotics, and natural language understanding.

CMP 627: Data Mining (3)

Prerequisite: CMP 556 Database Systems

Internship / CPT Qualified

This course is an introductory course on data mining. It covers concepts, algorithms, and applications in data warehousing and online analytical processing, mining frequent patterns and association rules, classification

and predication, and cluster analysis, implementations and applications of mining sequential and structured data, stream data, text data, Web data, spatiotemporal data, biomedical data and other forms of complex data.

CMP 630: Information Technology Audit and Forensics (3)

Prerequisite: CMP 558 Information Systems Security or CMP 559 Information Assurance

Internship / CPT Qualified

This course covers topics in compliance, auditing, assurance and forensics of information technology in an organization. Topics include the role of IT auditing and the auditor, the legal environment for the IT auditor, compliance requirements and standards, strategies for achieving and maintaining the same, and processes for forensic investigations when breaches occur.

CMP 640: Data Warehousing and Business Intelligence (3)

Prerequisite: CMP 556 Database Systems

Internship / CPT Qualified

This course is an introduction to decision support and Business Intelligence. These topics are combined with practical examples and methods from the real world. Topics covered include: decision making, systems, modeling, and support, decision support systems concepts, methodologies, and technologies, modeling and analysis, business intelligence, data warehousing, data mining for business intelligence, business performance management, and text and web mining, collaboration, communication, group support systems, knowledge management, artificial intelligence and expert systems, and management Support Systems.

CMP 641: Operating Systems (3)

Prerequisite: None

This course discusses the design and implementation of computer operating systems. Topics include operating system structures, functions of the kernel, process management, central processing unit scheduling, deadlocks, memory management, input/output, file system facilities, concurrent processes, security, and integrity.

CMP 650: Software Architectures (3)

Prerequisite: CMP 553 Analysis, Modeling & Design

Internship / CPT Qualified

Software architecture deals with the high level building blocks that represent an underlying software system. This course studies software architecture, its foundation, principles, and elements. Topics range from architectural recovery, architectural styles, domain specific software architectures to design and implement a real-world software system, and

includes introduces state-of-the-art in software architecture research, future trends and state-of-the-practice.

CMP 651: Advanced Topics in Database Management (3)

Prerequisite: CMP 556 Database Systems

Internship / CPT Qualified

This course provides an in-depth study of new developments in database systems and intelligent information systems. The course covers internet databases, data warehousing and online analytical processing, object-relational, object-oriented, and deductive databases. Formal semantics of relational database and systems, physical database tuning, advanced issues in query optimization and transaction processing, advanced database facilities such as triggers and materialized views, query caching, and database mediation.

CMP 660: Issues and Trends in Software Engineering (3)

Prerequisite: CMP 560 Software Engineering

This course is a study of software quality and software process improvement techniques. Topics covered include: software reliability, software quality, verification and validation, ISO 9126 (quality characteristics), ISO 9000 software quality standard, Capability Maturity Models Integration (CMMI) 1 to 5; the Personal Software Process (PSP); and the Team Software Process (TSP) that covers: leadership, teams and team motivation, building teams, managing to plan, maintaining product focus, following the process, managing quality, management support, reporting to management, protecting the team, developing the team, developing team members, and improving team performance.

CMP 661: Software Testing and Verification (3)

Prerequisite: CMP 560 Software Engineering

Internship / CPT Qualified

This course examines software testing issues in software engineering. The topics covered include: program testing theory, unit testing, control flow testing, data flow testing, domain testing, system integration testing, system testing categories, functional testing, test generation from a Finite State Machine (FSM), system test design, system test planning and automation, system test execution, acceptance testing, and test team organization; the IEEE standards for software testing and documentation.

CMP 662: Software Maintenance (3)

Prerequisite: CMP 560 Software Engineering

Internship / CPT Qualified

This course is an in-depth study of software maintenance & configuration management issues. Topics covered include: software maintenance fundamentals; key issues in software maintenance: technical, management issues, maintenance cost estimation and software maintenance

measurement; the maintenance process; techniques for maintenance; management of the configuration management (CM) process; configuration identification; configuration control; configuration status accounting and software release management and delivery.

CMP 663: Web Applications Development (3)

Prerequisite: CMP 553 Analysis, Modeling & Design

Internship / CPT Qualified

This course overviews the processes and techniques for developing software for web applications. The concepts of client-server computing in e-commerce theories of usable graphical user interfaces and models for web-based information retrieval and processing are covered. Students study approaches for evaluating and using various common software tools and languages.

CMP 664: Mobile Applications Design and Development (3)

Prerequisite: CMP 553 Analysis, Modeling & Design

Internship / CPT Qualified

This course looks at the quickly developing landscape of mobile applications. It focuses on Web-based mobile applications, and thus covers issues of Web service design, mobile platforms, and the specific constraints and requirements of user interface design for limited devices. The course combines a conceptual overview, design issues, and practical development issues.

CMP 665: Virtualization Technologies (3)

Prerequisite: CMP 650 Software Architectures

Internship / CPT Qualified

This course discusses concepts of virtualization of servers/storage with introduction to cloud computing. The described technologies provide the basis for green computing, server consolidation and disaster recovery. Several aspects of virtualization and cloud computing are accompanied by practical applications and examples of utilization in the IT industry. Design, deployment and management of datacenters including utilization of open-source systems are analyzed and organized into guidance materials. Topics in this course include the concepts and principles of virtualization, the mechanisms and techniques of building virtualized systems, as well as the various virtualization-enabled computing paradigms.

CMP 669: Software Engineering Project (3)

Prerequisite: CMP 560 Software Engineering, CMP 610 Managing Information Systems Development, and CMP 650 Software Architectures

Internship / CPT Qualified

This course provides experience in applying software-engineering techniques by giving the students an opportunity to produce software

when working in teams under the schedule constraints commonly experienced in industry. Students utilize a software engineering methodology in a team environment in a real-world application. They are involved in all the phases of software development, including project planning, requirements analysis, design, coding, testing, configuration management, quality assurance, documentation, and delivery.

CMP 671: Special Topics in Computer Science (3)

Prerequisite: Depends on topic

Internship / CPT Qualified

Students may choose to further study the topics in the Computer Science field. Topics can be taken from the domain of Computer Science and should be of significance with respect to the computer science industry. The work can include literature survey, lectures/discussions with assigned faculty, project work, and detailed reports.

CMP 672: Special Topics in Information Systems (3)

Prerequisite: Depends on topic

Internship / CPT Qualified

Students may choose to study the topics further that are in accordance to the MIS program and their interests. Topics can be taken from the domain of information technology and should be of significance with respect to the information technology industry. The study work can comprise literature survey, lectures/discussions with assigned faculty, project work, and detailed reports.

CMP 673: Special Topics in Software Engineering (3)

Prerequisite: Depends on Topic

Internship / CPT Qualified

This course will cover topics of current interest selected by the faculty. Subjects will be announced before each semester.

CMP 674: Special Topics in Information Technology (3)

Prerequisite: Depends on Topic

Internship / CPT Qualified

This course will cover topics of current interest selected by the faculty. Subjects will be announced before each semester.

CMP 680: Organizational and Social Dimensions of Computing (3)

Prerequisite: None

This course discusses the organizational impact and the social implications, rights and duties related to the actions of computing professionals. It investigates the context in which professionals work, the laws and how they are created, human aspects of running a company, software contracts and liability, intellectual property rights, and the legislation that affects the way in which computers are used or misused.

Topics include social, legal, financial, organizational and ethical issues in the context of the information technology industry; the role of professional codes of conduct and ethics; and, key legislation.

CMP 691: Graduate Internship Level II (3)

Prerequisite: The Program Core courses or permission of the Dean

This course offers hands-on experience to students enrolled in MIS or MCS degrees in a domain close to their main career path intentions. Students are encouraged to pursue projects that would allow them to apply engineering design concepts gained in the classroom; going through all stages of system development, from analysis and design to implementation and testing. This three (3) credit hour project internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

CMP 696: Independent Study (3)

Prerequisite: Permission of the Dean

This course offers opportunity and challenge of self-directive, independent study; develops the individual's ability as an independent student; and enables the student to pursue needed study in a field in which appropriate courses are not being offered during a given term.

CMP 697: Independent Study (3)

Prerequisite: Permission of the Dean

This course offers opportunity and challenge of self-directive, independent study; develops the individual's ability as an independent student; and enables the student to pursue needed study in a field in which appropriate courses are not being offered during a given term.

CMP 698: Master Thesis I (3)

Prerequisite: The Program Core courses

Students may choose this thesis option or take two elective courses. The thesis work can comprise basic research or a practical project. Students are encouraged to start their thesis work as early as possible. Usually after completing two semesters of course work, the student will be asked to work with a faculty advisor to choose a suitable master thesis topic and prepare a thesis proposal.

CMP 699: Master Thesis II (3)

Prerequisite: CMP 698 Master Thesis I

CMP 699 is a continuation of the course CMP 698: Master Thesis I. The thesis work can comprise basic research or a practical project.

CAR 600: Career Planning and Development (3)

Prerequisite: None

In-depth exploration and assessment of career values, occupational interests, skills, personality style, work environment preferences; concentration and career exploration; exposure to career and occupational information resources. Students learn and practice job search strategies and tools, including resumes and interviewing skills; decision-making, goal-setting and action planning; and self-marketing techniques for effective career management.

Graduate Education and TESOL Program Courses

Course credits are shown in parenthesis, e.g., (3 credits), following the course title.

Credits are based on class contact (lecture) hours unless otherwise stated.

EDUC 500: Intro to Education and Educational Research (3)

Prerequisite: None

As the initial course in the Masters of Education program, this course provides students with a comprehensive understanding of public education in the U.S. Through this course students will review the inception of public education through the 21st century. Additionally, students enrolled in this course will be introduced to educational research and the role quantitative and qualitative research serves in shaping the educational landscape. Students are required to perform literature searches and conduct reviews of a variety of educational topics, demonstrating a thorough understanding of said topics, while simultaneously demonstrating their research capabilities.

EDUC 510: Secondary Curriculum and Instruction (3)

Prerequisite: None

Through this course students will be introduced to a variety of pedagogical practices specific to teaching and learning for secondary students. Students enrolled in this course will be exposed to the two major philosophies of teaching and learning, namely teacher-centered instruction and student-centered instruction. Each of these philosophies will be independently investigated, revealing the various methods and strategies associated with each philosophy. Additionally, students will be required to demonstrate their understanding of the various approaches to teaching and learning through their development of unique and specific teaching and learning scenarios, allowing them the opportunity to implement a combination of select and appropriate methods and strategies.

EDUC 520: Educational Psychology for Secondary Students (3)

Prerequisite: None

Through this course students will be presented with critical content regarding the human growth and development process. Content for this course includes information regarding genetics, heredity, conception, gestation, birth, and early development of young children. This course will also address cognition, motor skills, and the emotional, psychological, and social development of humans. Designed specifically for secondary teachers, a great deal of this course focuses on adolescence and the physical, emotional, psychological, and sexual development middle and high school students undergo as they move from youth to young adult. Other issues addressed in this course include brain development, male and female learner characteristics, and other important findings associated with teaching youth and young adults during this major transitional period of their lives.

EDUC 530: Diversity and Multicultural Education (3)

Prerequisite: None

Through this course, students will be introduced to the issue of diversity and the implications of being a diverse learner in U.S. schools. Those enrolled in the class will be provided a clear and meaningful definition of diversity, which will serve as a major component of the operational paradigm for the course. Students will also be introduced to various aspects of diversity and educated regarding the complexity and nuances of these aspects, the ideas and ideals surrounding each aspect, and how these aspects are commonly made more challenging as they intersect and are commonly combined. Students enrolled in this course will be introduced to research-based strategies for teaching in a diverse setting.

EDUC 540: Instructional Methods for Special Education (3)

Prerequisite: None

Through this course, students will have the opportunity to explore the issues surrounding teaching students with identified exceptionalities. Initial content for this course includes a review of the history of special education, which leads to the inception of federal guidelines and practices protecting students with identified exceptionalities and ensuring equal access to education. This course provides an overview of the numerous exceptionalities currently identified and the traits and characteristics associated with each exceptionality, including intellectual, emotional, physical, social, and psychological diagnoses. Finally, this course provides students with a comprehensive understanding of their role as teachers in serving students with identified exceptionalities and provides research-based strategies for the inclusion and effective teaching of students with identified exceptionalities.

EDUC 550: Motivational Theory and Classroom Management (3)

Prerequisite: None

This course examines classroom-management models and theoretical and empirical approaches to classroom management. The course helps students develop appropriate classroom-management skills, including decision-making and problem solving, exploring the merits and limitations of each classroom-management model, and examines when each approach to classroom management is most appropriate. The course also presents concepts of extrinsic and intrinsic motivation; the concept of self-motivation; assertive, positive, and cooperative discipline; and examines the relationships among classroom environment, classroom behavior, and learning. In this course, students will focus on implementing interventions for preventing and managing routine and disruptive discipline problems in a practical manner to include establishing effective classroom rules and procedures, relationships, role of parents, and helping students contribute to a positive learning environment relevant to their lives.

EDUC 560: Approaches to Assessments for Teaching and Learning (3)

Prerequisite: None

This course focuses on how to write, construct, and use assessments in the secondary classroom. The course provides a balanced approach to assessment, involving both traditional and innovative techniques. It includes the development and use of written tests, informal assessments, portfolios, and performance assessments. Prospective teachers will find this balanced approach to assessment incredibly useful once they enter the classroom. Additionally, this course provides students with the ability to review and select assessment strategies appropriate for the variety of learner characteristics commonly represented, including levels of cognition, learning styles, ability levels, and student interest, as well as culturally relevant assessment strategies. As a result, students in the course will have the ability to select and/or develop assessment strategies that motivate learners and increase the overall achievement for secondary learners.

EDUC 570: Content Area Reading and Writing (3)

Prerequisite: None

This course is designed to introduce and train students on how to provide effective reading and writing instruction within their content teaching areas. As pre-service teachers, it is critical that all teachers have a strong appreciation for the importance of teaching reading to secondary students in all disciplines as well as in English and language arts classes. Cross-curricular literacy approaches are often an important catalyst in secondary students' engagement or disengagement in non-language-arts content areas and serve as a major indicator in their overall success in these

classes. This course provides engagement strategies, various approaches to introducing challenging reading materials, and proven strategies for increasing literacy among secondary learners.

EDUC 600: Education Capstone Experience (6)

Prerequisite: All Core Courses

The supervised classroom experience course represents a Virginia State Department of Education requirement of all Masters of Education majors. Through this supervised classroom experience, students will have the opportunity to implement the theory and practical knowledge they have gained throughout the Masters program in a functioning classroom setting appropriate to the content area and/or grade level they anticipate teaching upon graduating.

A major component of the capstone course requires students to develop a Comprehensive Action-Research Portfolio (CARP) reflective of their coursework from the program, issues they have identified during their supervised classroom experience, and plans of action for resolving the identified issues supported by empirical research associated with the issue. The CARP should encompass a minimum of 5 of the 9 course courses and 1 course each from the content major and elective specialization area, comprising a total of 7 individual topics. Students will present their CARP to the VIU campus community. Mandatory sessions designed to assist students with their Capstone CARP are held throughout the term.

EDUC 610: Methods of Teaching for SLA (3)

Prerequisite: None

Also offered as: TSL 510: Methods of Teaching

This course is an introduction to the modern theories and current practices of TESOL methodology. Students will learn methodologies of lesson planning, skill integration techniques, course and program development and classroom management. This course provides students with a framework to develop course and programmatic curriculum defined by outcomes centered on an integrated approach to language teaching.

EDUC 615: Language Structure (3)

Prerequisite: EDUC 614

Also offered as TSL 515: Structure of English

This course provides an overview of the structure of language within the theoretical perspective of Generative Grammar. The course provides insight into the nature of the human capacity of language via means of a concentrated focus on the structure of language. Students will explore and analyze the internal structure of words, phrases and sentences as well as gain a foundation in understanding how language is structured but also how it is changeable over time.

EDUC 610: Methods of Teaching SLA (3)

Prerequisite: None

Also offered as: TSL 510

This course is an introduction to the modern theories and current practices of TESOL methodology. Students will learn methodologies of lesson planning, skill integration techniques, course and program development and classroom management. This course provides students with a framework to develop course and programmatic curriculum defined by outcomes centered on an integrated approach to language teaching.

EDUC 630: Effective Teaching and Learning for Secondary Mathematics (3)

Prerequisite: None

This course provides a comprehensive review of selected topics focusing on instructional methods and best practices in secondary mathematics education reflective of learner characteristics and learner needs. Through this course, students will explore content-specific pedagogical approaches for teaching algebra, geometry, calculus, and trigonometry. Topics for this course focus on constructivist teaching and learning, including inquiry teaching and learning, concept mapping, scaffolding, student learning styles, authentic assessment, and a variety of approaches documented as effective strategies for increasing student achievement in secondary mathematics instruction.

EDUC 635: Advanced Approaches for Teaching Secondary Mathematics (3)

Prerequisite: EDUC 630

This course provides an advanced review of selected topics and the research focusing on the methods and theory for best practices in secondary mathematics education reflective of learner characteristics and learner needs. Through this course, students will explore content-specific pedagogical approaches for teaching algebra, geometry, calculus, and trigonometry. Topics for this course focus on constructivist teaching and learning including inquiry teaching and learning, concept mapping, scaffolding, student learning styles, authentic assessment, and a variety of approaches proven effective for increasing student achievement in secondary mathematics.

EDUC 650: Effective Teaching and Learning for Secondary Science (3)

Prerequisite: None

This course provides a comprehensive review of selected topics focusing on instructional methods and best practices in secondary science education reflective of learner characteristics and learner needs. Through this course, students will explore content-specific pedagogical approaches

for teaching biology, chemistry, earth science, and physics. Topics for this course focus on constructivist teaching and learning, including inquiry teaching and learning, concept mapping, scaffolding, student learning styles, authentic assessment, and a variety of approaches documented as effective strategies for increasing student achievement in secondary science instruction.

EDUC 655: Advanced Approaches for Teaching Secondary Science (3)

Prerequisite: EDUC 650

This course provides an advanced review of selected topics and the research focusing on the methods and theory for best practices in secondary science education reflective of learner characteristics and learner needs. Through this course, students will explore content-specific pedagogical approaches for teaching biology, chemistry, earth science, and physics. Topics for this course focus on constructivist teaching and learning, including inquiry teaching and learning, concept mapping, scaffolding, student learning styles, authentic assessment, and a variety of research approaches documented as effective strategies for increasing student achievement in secondary science instruction.

EDUC 680: Instructional Technologies for Learning (3)

Prerequisite: None

This course provides an overview of the design, development, integration, and evaluation of instructional technologies and associated instructional strategies. Ethical and legal issues, communicating and accessing information, and evaluating hardware/software are reflected in course projects. This course provides students with opportunities to develop and use a wide variety of electronic resources in order to increase their understanding, knowledge, and skills with instructional technologies. This course ensures, through projects and discussions, that students are effective users of instructional technologies and are prepared to take leadership roles in various environments.

EDUC 682: Emerging and Assistive Technologies (3)

Prerequisite: EDUC 680

This course explores emerging and assistive technologies with appropriate application of learning theories. Students investigate and analyze innovative instructional technologies to determine their value in learning environments for all student populations. Assistive technology and its application within instructional programs to assist those with disabilities are examined in addition to emerging instructional technologies. Students identify, design and explore best practices associated with technology-based instruction and information as it relates to emerging and assistive technologies.

EDUC 684: Contemporary Issues in Education (3)

Prerequisite: None

The course provides a theoretical foundation and framework to promote academic rigor, relevance, and relationships that support student learning. Through this course students will explore curricula issues such as planning, implementation, and evaluation of curriculum at all levels of learning. The course comprehensively addresses philosophies of education, teaching and learning, pedagogical practices, teacher supervision, and educational policy.

Students in this course are required to explore various philosophical and educational frameworks, which are regarded as traditional and controversial, as they reflect on the implications of each paradigm and develop their unique view of public education and its future.

EDUC 686: Improving Instruction through Inquiry Practices (3)

Prerequisite: EDUC 684

This course emphasizes the use of learning principles in developing strategies for creating and improving instruction through inquiry and assessments, while ensuring access and participation of all students to achieve high academic standards.

The purpose of this course is to develop students' abilities to design and conduct classroom-based inquiry related to teaching and learning. It is also designed to make students knowledgeable consumers of academic research. Projects and class activities will enable students to narrow their research focus, formulate a research question, select an appropriate methodology, conduct a literature review, and begin to collect data as part of a pilot project designed to field-test their proposals. Emphasis will be given to different models for conducting research, research design, and the teacher's role as researcher, investigator, and interpreter of educational research.

EDUC 688: Introduction to Educational Policy (3)

Prerequisite: None

This course provides a comprehensive examination of the policies, which shape, surround, and govern public education. Through this course, students will increase their understanding of the role politics and the various political constituents, including parents and students, play in the consistently changing educational arena. This course also provides insight into the correlations between educational policy and the financing of education.

Additionally, this course examines various policy systems such as the school districts themselves, administrators and their roles in policy development and implementation. Lastly, it delves into the trickle-down implications of federal, state, and local policy as they are implemented in the classroom, thus impacting the provision of academic programs, funding and resources, and the professional lives of teachers.

EDUC 690: Partnerships for School Success (3)

Prerequisite: EDUC 688

This course is designed to provide a comprehensive understanding of the critical role community and school partnerships play in building effective, productive, and high-achieving learning communities. This course emphasizes techniques of improving instruction through application of research on effective schools and models of schools and teachers developing meaningful and collaborative relationships with the communities their schools serve. Topics covered include community building and shared decision-making, consensus building, establishing group buy-in, collaborative professionalism, and intentionally creating schools that demonstrate respect and value for the students, their families, and the community. Additional topics include instruction regarding the foundations of leadership, collaborative curriculum and instructional design practices, authentic assessment strategies, professional development for leadership and supervision, leadership for communication and community partnerships, and leadership for organizational management.

TSL 505: Introduction to Language and Linguistics (3)

Prerequisite: Permission of the Dean

This course is designed to provide students with a general introduction to the scientific study of language. The goal is to familiarize students with linguistic terminology, teaching both the methods of linguistic analysis and how to apply them. The course focuses on an introduction to the nature of the language faculty, speech (including physical and mental aspects), the structure of language (including morphology and general syntax), and how language is used. The course also provides an introduction to language acquisition principles, language processing in the brain as well as language change and variation. For students studying a linguistic concentration, it provides the background needed to succeed in other linguistic courses.

TSL 510: Methods of Teaching SLA (3)

Prerequisite: Permission of the Dean

This course is an introduction to the modern theories and current practices of TESOL methodology. Students will learn methodologies of lesson planning/skill integration techniques, course and program development and classroom management. This course provides students with a framework to develop course and programmatic curriculum defined by outcomes centered on an integrated approach to language teaching.

TSL 515: Language Structure (3)

Prerequisite: Permission of the Dean

This course provides an overview of the structure of language within the theoretical perspective of Generative Grammar. The course provides insight into the nature of the human capacity of language via means of a concentrated focus on the structure of language. Students will explore and analyze the internal structure of words, phrases and sentences as well as gain a foundation in understanding how language is structured but also how it is changeable over time.

TSL 520: Language Acquisition Theories (3)

Prerequisite: Permission of the Dean

This course introduces students to the main theories of language acquisition and their relevance to language teaching. Students will become familiar with the key concepts that inform the study of L2 acquisition through the review of relevant literature on second language acquisition. The course will also develop students' ability to relate their understanding of how learners acquire second language to language pedagogy.

TSL 525: Practicum (3)

Prerequisite/ Co-requisite: TSL 510 and Permission of the Dean

This course is designed to provide an experiential exposure to an actual second language classroom setting. It serves as a practical experience to observe and provide personal and professional development for a student's actual teaching experience applying the skills learned in the program. The course provides opportunity for observation, cooperative planning with a language teaching professional and supervised teaching to an actual class. Additionally, students will fine tune existing skills learned while taking courses in the program through periodic seminars and journal assignments. Throughout the course, students will build a professional teaching portfolio used as the final requirement for graduation from the program.

TSL 530: Curriculum Materials and Design for SLA (3)

Prerequisite: Permission of the Dean

This course introduces the students to a needs-based, learning-centered approach to designing courses. Through needs assessment, students identify curricular goals and course objectives. From these they determine an appropriate syllabus structure, develop a course unit outline, plan and create materials for lessons, determine training needs for course instructors and devise a system of evaluation.

TSL 535: Assessment for SLA (3)

Prerequisite: Permission of the Dean

This course examines in depth the major categories of language assessment. The main topics include approaches to evaluating language sub-skills (vocabulary, grammar, pronunciation) and communication skills (speaking, listening, reading, and writing); models of language assessment; examination of standardized tests and their appropriate application; and research-based framework linking assessment to instruction.

TSL 550: Special Topics in SLA (3)

Prerequisite: Permission of the Dean

This course covers topics of current interest selected by the faculty before each semester.

TSL 600: Sociolinguistics and the ESL Classroom (3)

Prerequisite: Permission of the Dean

This course introduces students to theoretical principles governing social and linguistic variation, the methodology used to study it, the patterns and systems that underlie language variation in use, and the ways in which alternations between different language varieties index personal style, social power, and national identity.

TSL 605: Intercultural Communication (3)

Prerequisite: Permission of the Dean

This course also serves to introduce students to key issues of intercultural communication, core American and foreign cultural concepts, and ways in which culture affects language teaching and learning.

TSL 610: Teaching Pronunciation (3)

Prerequisite: Permission of the Dean

This course is a comprehensive introduction to pronunciation pedagogy. This is a two part course including a theoretical look at the sound system and practical application of phonology/pronunciation in the second language classroom and curriculum. Students will study the anatomy and mechanics of speech as well as principles/practices and realistic resources and technology for application in the classroom.

TSL 618: Teaching Second Language Reading and Writing (3)

Prerequisite: Permission of the Dean

This course introduces students to the pedagogical approaches to second language reading and writing in the framework of current theoretical perspectives on second language reading and writing processes, practices, and authors. Students gain practical knowledge in the areas of phonemic awareness, vocabulary and text comprehension, tactics for improving reading fluency and teaching writing in contextual exercise.

TSL 625: Teaching with Technology (3)

Prerequisite: Permission of the Dean

This course examines the use of technology as a teaching tool for the traditional classroom as well as methods of pedagogy for the virtual classroom. Students explore methods of implementing technology into the classroom/curriculum and how to discern the efficacy of digital/online resources to provide an engaging and authentic learning environment.

TSL 645: Program Administration (3)

Prerequisite: TSL510, TSL530 and TSL535

This course provides an in-depth perspective of the administrative requirements of a language program including how to effectively lead and manage a program. Students gain a behind the scenes view of what occurs outside of the classroom environment including the areas of people management, curriculum and programmatic development, customer service and the logistics of managing a program. The course explores the lifecycle of the student from admission to graduation; the lifecycle of faculty members within the program; and the administrative role of managing a curriculum.

TSLB 651: Principles of Management (3)

Prerequisite: Permission of SED & SB Deans and successful completion of 18 credits in the program.

This course surveys the theories and practices of management, including quantitative and behavioral approaches.

TSLB 652: Principles of Marketing (3)

Prerequisite: Permission of SED & SB Deans and successful completion of 18 credits in the program.

This course examines the role of marketing in society and the economy, the role of marketing in business operations, and the management of the firm's marketing effort.

TSLB 653: Organizational Theory & HR Management (3)

Prerequisite: Permission of SED & SB Deans and successful completion of 18 credits in the program.

This course examines how knowledge of individual and group behavior is applied in an organizational setting. Topics include motivation, leadership, group formation and behavior, dysfunctional behaviors, job/task behaviors, and job enrichment/enlargement. The course also examines the ways in which firms recruit, select, train, evaluate, and compensate employees. Current practices in industry are discussed as well as theories and labor law.

TSL 660: Research Methodologies in SLA (3)

Prerequisite: TSL510 and TSL530

This course covers quantitative and qualitative methods of designing and implementing applied linguistic research in a classroom or institutional setting. It prepares students to conduct and prepare independent research from design to publication.

TSL 625: Teaching with Technology (3)

Prerequisite: Permission of the Dean

This course examines the pedagogy of teaching digitally and the use of technology as a teaching strategy for the classroom. It demonstrates approaches to teaching English using computer technology.

TSLB 651: Principles of Management (3)

Prerequisite: Permission of SELS & SB Deans and successful completion of 18 credits in the program.

This course surveys the theories and practices of management, including quantitative and behavioral approaches.

TSLB 652: Principles of Marketing (3)

Prerequisite: Permission of SELS & SB Deans and successful completion of 18 credits in the program.

This course examines the role of marketing in society and the economy, the role of marketing in business operations, and the management of the firm's marketing effort.

TSLB 653: Organizational Theory & HR Management (3)

Prerequisite: Permission of SELS & SB Deans and successful completion of 18 credits in the program.

This course examines how knowledge of individual and group behavior is applied in an organizational setting. Topics include motivation, leadership, group formation and behavior, dysfunctional behaviors, job/task behaviors, and job enrichment/enlargement. The course also examines the ways in which firms recruit, select, train, evaluate, and compensate employees. Current practices in industry are discussed as well as theories and labor law.

Graduate Public & International Affairs Program Courses

Course credits are shown in parentheses following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.

GOVT 505: Research Methods (3)

(Also offered as: CMP 551, PUAD 510) Prerequisite: None

This course provides knowledge of research methodologies used in varying disciplines. The course includes experimental design, surveys, case studies, and fieldwork. It introduces students to applied research methodologies. The use of analytical tools, literature searches, and the application of VIU documentation style will result in a formal written proposal that may serve as the basis for each student's special project.

GOVT 510: Theories of International Relations (3)

Prerequisite: None

This seminar is designed to provide a comprehensive overview of the field of international relations. Throughout the course we will examine different approaches to explaining international relations. By surveying major concepts and theories in the field, the seminar will also assist graduate students in preparing for the further study in the more specialized areas of International Relations.

GOVT 520: International Security (3)

(Also offered as PUAD 520) Prerequisite: None

This course will familiarize students with some of the major theoretical issues in the study of international security, and some of the central challenges shaping current debates about security and the use of force. War and conflict have been central to international politics. The study of security investigates causes of war, strategies for avoiding conflict, and the impact of new technologies, actors, and ideas on calculations about the use of force. This course will give students a solid grounding in current theoretical issues and security challenges in the international arena, and to encourage them to think about how an understanding of these issues can help them address existing security problems.

GOVT 530: Democratization (3)

Prerequisite: None

This course provides an overview of the literature in comparative politics on democratization. We will address longstanding conceptual questions including definitions of democracy, democratic transitions, and consolidation. The seminar will also tackle debates related to the preconditions for democratization and as well as different accounts for democratic successes and failures. The course will examine a variety of

analytic approaches and methodologies scholars employ in the subfield of comparative politics.

GOVT 540: International Law (3)

Prerequisite: None

Internship/CPT Qualified

This course aims to illustrate the importance of international law, in all its forms, in relation to many of the central issues that preoccupy governments and other relevant actors and to highlight the extent to which the assumptions underpinning this body of law have changed in recent decades. The focus is on the norms, actors and processes which contribute to making international law what it is today. The approach seeks to combine theory and practice, although particular emphasis is attached to the actual practice of international law and its impact, or lack thereof, in relation to some of the most pressing issues on the international agenda. The course will follow relevant current events in the field.

GOVT 551: Conflict Resolution (3)

(Also offered as MBA 551, PUAD 551) Prerequisite: none

Internship/CPT Qualified

This course gives students practical experience in resolving workplace disagreements and discourse. Students will learn how to use different models and theories on resolving conflict in the organization. Students will develop skills in negotiations, dispute resolution, communications, reconciliations and mediations.

GOVT 612: International Management (3)

(Also offered as MBA 612 & PUAD 612) Prerequisite: GOVT 505 or MBA 513

Internship / CPT Qualified

This course focuses on the challenges inherent in managing a workforce comprised of employees from more than one country. Particular emphasis is placed on cultural and legal differences as well as the development of programs and processes which select, motivate, train, and evaluate across national borders.

GOVT 613: Enterprise Resource Planning (3)

(Also Offered as MBA 613 & PUAD 613) Prerequisite: MBA 512 or GOVT 505

Internship / CPT Qualified

Logistics involves the integration of information, transportation, inventory, warehousing, material handling, and purchasing. All of these areas provide a variety of stimulating jobs for students interested in operations management, marketing, and information systems. Because of

the strategic importance of logistical performance, any student interested in senior management will benefit from this course.

GOVT 614: International Finance (3)

(Also offered as MBA 614) Prerequisite: GOVT 505 or MBA 511

Internship / CPT Qualified

This course aims to concentrate on the following two topics: (1) basics of international financial markets including derivatives; and (2) managerial perspectives on international finance. The course includes an analysis of different types of financial instruments, such as currencies, stocks, futures, options, international risk and diversification, and swaps. The course covers the theoretical concepts of international financial markets and the study of valuations, acquisitions, and strategies using various techniques to analyze foreign investments.

GOVT 615: International Strategy (3)

(Also offered as MBA 615) Prerequisite: MBA 516 or GOVT 510

Internship / CPT Qualified

This course examines entry strategies to foreign markets for international and multinational firms as well as strategies for managing operations across borders.

GOVT 616: International Marketing (3)

(Also offered as MBA 616) Prerequisite: MBA 513 or GOVT 510

Internship / CPT Qualified

This course examines the methods and strategies used by firms in international and multinational marketing efforts. Particular attention is paid to how companies decide whether to go global or remain local and how they engage in multi-level marketing opportunities.

GOVT 617: Import/Export Management (3)

(Also offered as MBA 617) Prerequisite: None

Internship / CPT Qualified

For many organizations, the first step toward multinational operations begins with importing and exporting goods. This course focuses on the strategies and processes of import/export management.

GOVT 618: International Economics & Trade (3)

(Also offered as MBA 618) Prerequisite: MBA 511 or Approval by Program Administrator

Internship/ CPT Qualified

The course is designed to provide students with the analytical tools and techniques required to managing financial assets across international borders. Employing modern decision and probability theory and statistical techniques, the students will investigate the concepts governing

the economics of international trade, risk management, logistics and international law.

GOVT 625: Effective Negotiations (3)

(Also offered as MBA 625, PUAD 625) Prerequisite: none

Internship/ CPT Qualified

This course examines the theory and practice of negotiations, including strategies, legal issues, methods, and approaches.

GOVT 631: Intercultural Communication (3)

Prerequisite: None

This course focuses on the importance of culture in our everyday lives, and the ways in which culture interrelates with and effects communication processes. We live in an era of rapid globalization in which being able to communicate across cultures is imperative to our ability to function in a diverse workplace, city, and world. This course will take us on a journey. Using our stories and our online discussions, this course is designed to increase our sensitivity to other cultures. Just as importantly, this journey increases our awareness of our own cultural backgrounds, and the contexts (social, cultural and historical) in which we live and communicate.

GOVT 632: Comparative Politics (3)

Prerequisite: GOVT 510

Internship/ CPT Qualified

This course introduces students to some of the main theories, concepts, approaches, and methods in comparative politics. It is a seminar based on classroom discussion and student participation. One major objective of this course is to familiarize students with the most important literature in comparative politics and help to prepare them for the comprehensive exam. We will read and discuss both “classic” and contemporary material drawn from a variety of social science disciplines such as political science, economics, history, anthropology and sociology. Throughout the course, we will explore important theoretical and methodological issues in the comparative study of political behavior and institutions.

GOVT 633: Politics of Development Aid (3)

Prerequisite: None

Internship/ CPT Qualified

This course provides the platform for critical thinking about what makes some countries richer and more developed than others. This question has puzzled social scientists for many generations. In this course, we will engage in a critical evaluation of the existing schools of thought and how these address the politics of development. We will pay particular

attention to the situation in non-industrial societies and actively follow the contemporary debate on international development aid.

GOVT 634: Operations Management (3)

(Also offered as MBA 634 & PUAD 634) Prerequisite: GOVT 618 or MBA 515

Internship / CPT Qualified

This course examines the use of mathematical models in managing the operations of organizations. Techniques examined include queuing, facility planning, distribution network, and transportation models.

GOVT 635: Intelligence & Foreign Policy (3)

Prerequisite: GOVT 510

This course emphasizes the development of intelligence systems and assesses the ways in which they help or hinder international actors in achieving policy objectives. The course goal is to provide answers to three questions: “What is intelligence?”, “How does it work?” and “What difference does it make?”

GOVT 650: Policy-Making in a Global Context (3)

Prerequisite: none

Internship / CPT Qualified

This course places the development of policy-making in its international context as it relates to globalization. It considers its impact on enlargement and the evolution of economic policies for implementation. This course also explores how companies must adapt and revise their strategies accordingly. Students will study the economics of European integration and the problems of regulation, redistribution, banking, security, and cooperation.

GOVT 651: International Economics & Politics (3)

Prerequisite: MBA 511 or GOVT 618

Internship / CPT Qualified

This course addresses the interaction of economic and political policy and the lessons to be derived for businesses and international organizations. The course will examine the political factors underlying economic policy in emerging market economies including policies toward banking crises, privatization of state-owned enterprises, macroeconomic problems, reform of the international trade system, and corruption.

GOVT 652: International Industrial Development Strategies (3)

Prerequisite: MBA 511 or GOVT 618

Internship / CPT Qualified

Development is sweeping the globe and the redefinition of boundaries between the public and private sectors has created new and exciting

opportunities for business and policy makers. This course will review the international experience with privatization, the current sale of electric utilities, airlines, and telecommunication companies in emerging and developed economies.

GOVT 711: Global Systems (3)

Prerequisite: GOVT 510

Globalization is the intensification of economic, political, social, and cultural relations across international borders. The course will begin with analyses of the definition of the term "globalization", the causes, nature, and effects of the process of globalization. We will also focus on the controversy surrounding the pros and cons related to the phenomenon within the context of the evolution of the pro and anti-globalization movements.

GOVT 713: Fundamentals of US Economic Policy (3)

Prerequisite: GOVT 618

Internship/CPT Qualified

This course examines the conduct of U.S. foreign policy through economic means and the use of economic instruments. A state has many tools at its disposal to promote its own security and influence the behavior of other states. These tools range from a multitude of military options to those in the diplomatic and economic spheres. Economic instruments have been utilized by states throughout history as a means of influencing the actions of others. These instruments take the form of both "carrots" and "sticks" and consist of the granting and withholding of trade benefits, employing unilateral and multilateral sanctions and embargoes, as well as other less visible measures such as influencing behavior through aid, monetary policy and the use of the trade remedy laws.

GOVT 745: Topics in International Relations (3)

Prerequisite: None

The purpose of this course is to acquaint students to the major issues affecting the global population and policy-making. Students will become aware current trends and problems within the field of international relations.

GOVT 790: Advanced Research Project (3)

Prerequisite: GOVT 505, GOVT 510, GOVT 520, GOVT 632, GOVT 618, & GOVT 711

This course is designed for students to develop a project that will encompass the key elements of International Relations which have been studied throughout the MIR program, culminating in the submission of a final project paper and an oral presentation.

PUAD 505: Research Methods (3)

Prerequisite: None

This course provides knowledge of research methodologies used in management information systems, information systems, information technology, computer science, and other disciplines. The course includes experimental design, surveys, case studies, and fieldwork. It introduces students to applied research methodologies. The use of analytical tools, literature searches, and the application of VIU documentation style will result in a formal written proposal that may serve as the basis for each student's special project.

PUAD 511: Managerial Accounting & Finance (3)

(Also offered as MBA 511) Prerequisite: ACCT 201: Principles of Financial Accounting

This course focuses on companies' sources and uses of financial resources. Students will focus on capital/debt structure decision and capital budgeting techniques, with particular emphasis on the impact of long-end short-term uses and sources of funds on the firm's value.

PUAD 512: Project & Cost Management (3)

(Also offered as MBA 512) Prerequisite: STAT 200: Introduction to Statistics

This course focuses on the planning, organizing, and managing of resources to bring about the successful completion of specific project goals and objectives, especially within specific start and completion dates. In addition, students will learn how to adhere to classic project constraints of scope, quality, time and budget while learning the tools and techniques necessary to minimize the risk of failure in achieving the organization's goal and objectives.

PUAD 513: Organizational Behavior & HR Management (3)

(Also offered as MBA 513) Prerequisite: None

This course focuses on how people behave in organizations and groups. Topics include leadership, motivation, organizational culture, and roles within groups.

PUAD 514: Public Policy Analysis & Implementation (3)

Prerequisite: none

This class introduces students to the basic theories, principles and processes of public policymaking. It examines the public and private environments that influence the formation of public policy, the tools and techniques utilized in public policymaking and the principal actors in the process.

The primary course objective is to provide students interested in political science, public administration and public service with an understanding of

the significant issues, actors and behaviors in the development of public policy at the federal level.

PUAD 515: Administration in Public & Non-Profit Organizations (3)

Prerequisite: None

This is a survey course that will introduce students to the history, ideas and practices of public administration. This includes studies of organization, policy, law, management, public service and reform issues. Public administration study includes all three branches of government in addition to its main focus on the operation of the bureaucracy including the functions and responsibilities between all branches of government. Its study includes all levels and types of governmental bodies and increasingly non-governmental organizations.

PUAD 520: International Security (3)

(Also offered as GOV'T 520) Prerequisite: None

This course will familiarize students with some of the major theoretical issues in the study of international security, and some of the central challenges shaping current debates about security and the use of force. War and conflict have been central to international politics. The study of security investigates causes of war, strategies for avoiding conflict, and the impact of new technologies, actors, and ideas on calculations about the use of force as well as a background on the methods of peacekeeping. This course will give students a solid grounding in current theoretical issues and security challenges in the international arena, and to encourage them to think about how an understanding of these issues can help them address existing security problems.

PUAD 536: Labor Relations (3)

Also offered as MBA 536 Prerequisite: None

Internship/CPT Qualified

This course will introduce students to the history of the labor movement and the collective bargaining process. Case studies will be used to understand the relationship between labor and management. Students will gain practical knowledge of balancing employee needs with organizational goals. Students will learn how to effectively evaluate employee relations programs to ensure productive and positive organizational environment. Students will participate in collective bargaining activities and understand the contract negotiation process.

PUAD 538: Compensation & Benefits (3)

(Also offered as MBA 538) Prerequisite: None

Internship/CPT Qualified

This course focuses on the design and implementation of compensation and benefit strategies to retain talented and qualified staff in the

organization. The course covers the importance of financial and non-financial benefits when developing a compensation package for employees. The course will review legally required benefits as well as voluntary benefits offered by the employer. Students will learn how to evaluate compensation plans and systems to ensure they are compliant with government regulations, equitable to all staff in the organization, competitive to attract qualified employees and align with organizational goals and values. Students will gain knowledge of federal compensation tax laws, job pricing, various pay programs, and international compensation plans.

PUAD 551: Conflict Resolution (3)

*(Also offered as MBA 551) Prerequisite: none
Internship/CPT Qualified*

This course gives students practical experience in resolving workplace disagreements and discourse. Students will learn how to use different models and theories on resolving conflict in the organization. Students will develop skills in negotiations, dispute resolution, communications, reconciliations and mediations.

PUAD 552: Information Systems (3)

(Also offered as CMP 552) Prerequisite: none

This course explores the management of information systems and related information technologies (IS/IT) as a part of a broader socio-technical system and their impacts on people and processes that extend well beyond organizational boundaries. Also, subjective and debatable issues associated with IS/IT will be discussed. Accordingly, critical thinking is an important part of this course and is essential for an analysis and understanding of important issues associated with the management aspects of information systems.

PUAD 556: Database Systems (3)

(Also offered as CMP 556) Prerequisite: none

This course provides an introduction to hierarchical and relational models, normalization, query facilities, transactions, indexing, security issues, relational algebra, Structured Query Language database design stages, distributed databases, data warehousing, data and database administration, and internet database environments. Students will learn various database management systems software products and multi-user database environments and how they are controlled.

PUAD 557: Political Theory (3)

Prerequisite: none

This course is an examination of central political concepts and practices with reading from the history of political philosophy and contemporary thinkers. The course treats concepts and practices such as freedom,

citizenship, equality, the state, revolution, the Socratic question of how best to lead one's life, conservatism, and anarchism, using readings by thinkers such as Aristotle, Machiavelli, Locke, Mill, Ghandi, Arendt, Foucault, and current authors.

PUAD 558: Information Systems Security (3)

(Also offered as CMP 558) Prerequisite: None

This course provides a broad review of the field of security of information systems. Topics include operating system models and mechanisms for mandatory and discretionary controls, data models, concepts and mechanisms for database security, basic cryptography and applications, security in computer networks and distributed systems, and control and prevention of viruses and rogue programs.

PUAD 608: Financial Reporting & Decision Making (3)

(Also offered as MBA 608) Prerequisite: None

Internship/ CPT Qualified

This course presents accounting reporting and decision making tools used in various businesses. Students will understand basic to complex financial reporting and decision making concepts and practices. Topics include the analysis of financial statements, ratio analysis, benchmarking, valuation concepts, risk, budgeting, investments, and taxes.

PUAD 610: Managing Information System Development (3)

(Also offered as CMP 610) Prerequisite: PUAD 552 Information Systems

This course overviews the processes, methods, and techniques to plan, analyze, and design complex Information Systems, within selected existing frameworks. It involves planning, gathering requirements, modeling business needs, creating blueprints for building the system, and managing and organizing resources in these challenging, difficult, complex and expensive activities.

PUAD 611: Business Ethics & Law (3)

(Also Offered as MBA 611) Prerequisite: None

This course examines the legal and ethical basis of decision-making in business organizations. Topics include torts, contracts, liability, and the Uniform Commercial Code.

PUAD 612: International Management (3)

(Also offered as MBA 612) Prerequisite: PUAD 513

Internship/ CPT Qualified

This course focuses on the challenges inherent in managing a workforce comprised of employees from more than one country. Particular emphasis is placed on cultural and legal differences as well as the development of programs and processes which select, motivate, train, and evaluate across national borders.

PUAD 613: Enterprise Resource Planning (3)

(Also offered as MBA 613) Prerequisite: MBA 512 or PUAD 513

Internship/ CPT Qualified

Logistics involves the integration of information, transportation, inventory, warehousing, material handling, and purchasing. All of these areas provide a variety of stimulating jobs for students interested in operations management, marketing, and information systems. Because of the strategic importance of logistical performance, any student interested in senior management will benefit from this course.

PUAD 614: Emergency Planning & Preparedness (3)

Prerequisite: None

Internship/ CPT Qualified

This course introduces students to the process and practice of emergency / disaster planning. The goal is to create broad experience that includes the many elements of planning as the primary path to preparedness. Students will learn the relationship of emergency planning to the field of disaster management. Students are exposed to principles of social psychology, communication theory and approaches to public education. Students also learn the bases of incident management systems and emergency operations centers.

PUAD 615: Topics in Public Administration (3)

Prerequisite: None

The purpose of this course is to acquaint students to the major issues affecting today's administration of cities and to focus on current trends and problems for urban administrators.

PUAD 620: IT Governance (3)

(Also offered as CMP 620) Prerequisite: PUAD 552 Information Systems

This course presents an integrated approach to information technology (IT) governance. It discusses major roadmaps components and IT Governance strategies and frameworks. Topics include strategic alignment of IT with the business, use of assets and resources, delivering on plans and commitments, establishing and/or improving accountability of constituents, managing risk and contingencies, audits, compliance, performance measures and organizational maturity.

PUAD 625: Effective Negotiations (3)

(Also offered as MBA 625) Prerequisite: none

Internship/ CPT Qualified

This course examines the theory and practice of negotiations, including strategies, legal issues, methods, and approaches.

PUAD 628: Global Sourcing & Logistics (3)

(Also offered as MBA 628) Prerequisite: none

Internship/CPT Qualified

This course is designed to examine the complex issues that corporate executives must address in the decision-making process when considering whether or not to outsource internationally. It also examines the equally complex issues that arise once the decision is made to outsource, including how to reduce risk, thereby minimizing exposure while maximizing the opportunities for favorable outcomes and more competitive landed costs.

PUAD 630: Public & Private Partnerships (3)

Prerequisite: None

The provision of public services takes place through a variety of forms, direct government provision being only one of them. Increasingly, nonprofit and for-profit organizations, businesses, and government contractors deliver public services in partnership with government. This course will examine the role of partnerships with non-governmental organizations in carrying out important functions of public agencies. Students will get a chance to understand the advantages of such partnerships in terms of effectiveness and efficiency thanks to increased competition and administrative flexibility. The course will also highlight potential pitfalls and unintended consequences.

PUAD 634: Operations Management (3)

(Also offered as MBA 634) Prerequisite: MBA 515 or PUAD 505

Internship/CPT Qualified

This course examines the use of mathematical models in managing the operations of organizations. Techniques examined include queuing, facility planning, distribution network, and transportation models.

PUAD 640: The Health Services System (3)

(Also offered as MBA 640) Prerequisite: none

Internship/CPT Qualified

This course provides an overview of the evolution, structure and current issues in the health care system. It examines the unique features of health care as a product and the changing relationships between patients, physicians, hospitals, insurers, employers, communities, and government.

PUAD 641: Economics of Healthcare Policy (3)

(Also offered as MBA 641) Prerequisite: PUAD 505

Internship/CPT Qualified

This course applies basic economic concepts to analyze the health care market and evaluate health policies. The course begins with an analysis of the demand for health, the derived demand for medical care, and the demand for health insurance. The second part of the course examines the

supply of medical care by physicians and hospitals, medical technology, and the role of managed care organizations.

PUAD 642: Financial Management of Healthcare Institutions

(Also offered as MBA 642) Prerequisite: PUAD 505

Internship/CPT Qualified

This course focuses on the application of financial analysis to financial and operating decisions in the health care industry. Valuation methods covered include: net present value of free cash flows, decision tree analysis, real options, and multiples.

PUAD 643: Legal Aspects of Healthcare (3)

(Also offered as MBA 643) Prerequisite: none

Internship/CPT Qualified

This course offers a current and historical overview of the regulation of health care delivery in the US. It examines principles and practical applications of laws that affect the operational decisions of health care providers, health plans, and third party payers and managers that impact development of markets for health care products and services.

PUAD 790: Advanced Research Project (3)

Prerequisite: PUAD 505, PUAD 515, PUAD 514, PUAD 513, PUAD 611, PUAD 608

This course is designed for students to develop a project that will encompass the key elements of public administration which have been studied throughout the MPA program, culminating in the submission of a final project paper and an oral presentation in front of a panel of experts in the field that includes defense of their project.

CAR 600: Career Planning & Management (3)

Prerequisite: None

In-depth exploration and assessment of career values, occupational interests, skills, personality style, work environment preferences; concentration and career exploration; exposure to career and occupational information resources. Students learn and practice job search strategies and tools, including resumes and interviewing skills; decision-making, goal-setting and action planning; and self-marketing techniques for effective career management

Undergraduate Business Program Courses

Course credits are shown in parenthesis, e.g., (3 credits), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.

ACCT 201: Principles of Financial Accounting (3)

Prerequisite: None

This course is an introduction to accounting concepts and procedures for an organization. The emphasis is upon the accounting cycle as well as the recording, summarizing, and interpretation of accounting information.

ACCT 202: Principles of Managerial Accounting (3)

Prerequisite: ACCT 201 Principles of Financial Accounting

This course continues the elementary accounting principles with a focus on operations, time value of money, and cost accounting. Job-order costing, process costing, cost-volume-profit, budgeting, and variance are introduced.

ACCT 305: Accounting Information Systems (3)

Prerequisite: ACCT 201 Principles of Financial Accounting and COMP 124 Information Technology

This course focuses on the design and analysis of automated accounting systems for businesses. It includes the examination of payroll, receivables and payables, charts of accounts, and accounting reports as well as internal control and security issues.

BUSS 154: Introduction to Import/Export Management (3)

Prerequisite: None

Internship / CPT Qualified

For many organizations, the first step toward multinational operations begins with importing and exporting goods. This course focuses on the strategies and processes of import/export management.

BUSS 165: Small Business Management (3)

Prerequisite: None

Internship / CPT Qualified

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. The management application of the computer in a small business situation is highlighted. Upon completion, students should be able to develop a small business plan.

BUSS 210: Introduction to Business (3)

Prerequisite: None

This course presents an introduction to the functioning of business enterprises within the US economic framework. Topics include developing a business vocabulary and learning the basic principles and practices of contemporary businesses. Upon completion, students should have an understanding of business concepts that will serve as a foundation for their further studies in the business field.

BUSS 260: Internship Level I (3)

Prerequisite: None

This course will provide practical training and hands-on experience to undergraduate students working in various areas of business administration. The objective is to expose students to the process and operations of the general business environment. Students will be able to gain insights into general business operations which would enhance their classroom learning in various business disciplines. This three credit hour internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

BUSS 261: Internship Level II (3)

Prerequisite: None

This course will provide practical training and hands-on experience to undergraduate students in their more concentrated area of business administration. The objective is to give students practical work experience in a business environment specially related to their undergraduate business concentration area. Students will gain key industry knowledge in specific concentration areas such as international business, marketing, finance, etc. This three credit hour internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

BUSS 301: Principles of Management (3)

Prerequisite: None

This course surveys the theories and practices of management, including quantitative and behavioral approaches.

BUSS 302: Principles of Marketing (3)

Prerequisite: None

This course examines the role of marketing in society and the economy, the role of marketing in business operations, and the management of the firm's marketing effort.

BUSS 303: Principles of Finance (3)

Co/prerequisite: ACCT 201 Principles of Financial Accounting

This course focuses on the methods of financial analysis and planning within the firm including time value of money, cash flow analysis, capital budgeting, and valuation of debt and equity instruments.

BUSS 307: Business Law I (3)

Prerequisite: None

This course examines operations relative to the legal and regulatory environment of business. Topics include torts, contracts, liability, sales, and forms of doing business.

BUSS 312: Organizational Theory & HR Management (3)

Prerequisite: None

This course examines how knowledge of individual and group behavior is applied in an organizational setting. Topics include motivation, leadership, group formation and behavior, dysfunctional behaviors, job/task behaviors, and job enrichment/enlargement. This course also examines the ways in which firms recruit, select, train, evaluate, and compensate employees. Current practices in industry are discussed as well as theories and labor law.

BUSS 314: Corporate Finance (3)

Prerequisite: BUSS 303 Principles of Finance

Internship / CPT Qualified

This course on corporate money management deals with long- and short-term capital, financial resources, flow of funds analysis and its time value, credit policy formulation and operation, financial aspects of parent-subsidiary relationships, and financial functions in the multinational corporations.

BUSS 321: Consumer Behavior (3)

Prerequisite: BUSS 302 Principles of Marketing

Internship / CPT Qualified

This course examines how our knowledge of human behavior is used to create and market goods and services. It also examines how marketers study human behavior to determine consumer needs as well as predict future needs.

BUSS 322: Marketing Research (3)

Prerequisite: STAT 200 Introduction to Statistics

Internship / CPT Qualified

This course examines the theories and techniques of marketing research. In addition to discussing the design of marketing research studies, the

tools used to carry out such studies will be covered as well as the use of marketing research results to make management decisions.

BUSS 340: International Business (3)

Prerequisite: BUSS 210 Introduction to Business or BUSS 312 Organizational Theory & HR Management

Internship / CPT Qualified

This course focuses on the international environment and the ways in which businesses adapt to differences in culture, economic systems, and political systems.

BUSS 348: Public Relations (3)

Prerequisite: BUSS 210 Introduction to Business

This course explores the interdisciplinary knowledge and skills foundations related to public relations, management, communication, social sciences and research. Students will be trained in the basic practical skills and educated in public relations, international public relations, and ethical and legal issues at a level suitable for an undergraduate academic qualification.

BUSS 360: Internship Level III (3)

Prerequisite: None

This course will provide practical training and hands-on experience to undergraduate students in their area of professional interest. The objective is to give students experience and exposure in areas of their specific current and/or future professional interest. Students will be able to work in any key business areas as long as the opportunity clearly aligns to their professional goals. This three credit hour internships are for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

BUSS 406: Operations Management (3)

Prerequisite: STAT 200 Introduction to Statistics

This course applies the mathematical modeling techniques of operations research to business operations problems such as forecasting, scheduling, facility design, and facility location.

BUSS 407: Political & Social Environment of Business (3)

Prerequisite: BUSS 301 Principles of Management

This course examines how business decisions are shaped by the political, legal, and social environment in which firms operate. It includes an examination of ethical decision-making as well as social responsibility.

BUSS 420: Introduction to Investment Banking (3)

Prerequisite: BUSS 303 Principles of Finance

Internship / CPT Qualified

This course analyzes the financial services that investment banks provide to corporations and governments. Some of the topics included are raising capital through the issuance of equity and debt securities; initial public offerings and secondary issues; private placements; venture capital; privatizations; and mergers and acquisitions, including the related activities of divestitures, spin-offs, and workouts.

BUSS 421: Advertising and Promotion (3)

Prerequisite: BUSS 302 Principles of Marketing

Internship / CPT Qualified

This course examines the ways in which organizations promote their goods and services to potential customers. The costs and benefits of various promotional mixes and strategies are examined.

BUSS 422: Sales Management (3)

Prerequisite: None

Internship / CPT Qualified

This course deals with the personal selling function and its related managerial activities. It covers the development of the sales function, sales management planning, and sales force organization, recruiting, training, supervision, motivation, compensation, and evaluation.

BUSS 423: Services Marketing (3)

Prerequisite: BUSS 302 Principles of Marketing

Internship / CPT Qualified

This course focuses on the specific challenges of marketing the services firm. The basic conceptual differences between selling a product and selling a service are the critical distinction in this course.

BUSS 424: Not-for-Profit Marketing (3)

Prerequisite: BUSS 302 Principles of Marketing

Internship / CPT Qualified

This course focuses on the specific challenges of marketing the not-for-profit organization. Topics include marketing for donations, marketing to attract members and volunteers, and how the intangible nature of most not-for-profit activities distinguishes this type of marketing from other marketing activities.

BUSS 425: Internet Marketing (3)

Prerequisite: BUSS 302 Principles of Marketing

Internship / CPT Qualified

This course focuses on the marketing of goods and services over the Internet. It examines emerging theories and practices of online companies as well as successes and failures of Internet-based marketing.

BUSS 430: Financial Analysis and Valuations (3)

Prerequisite: BUSS 303 Principles of Finance

Internship / CPT Qualified

The focus of this course is on the valuation of companies. Topics discussed include discounted cash flow techniques and valuations using alternative valuation techniques such as price multiples. Emphasis is on developing the required information for valuation from financial statements and other sources.

BUSS 442: International Marketing (3)

Prerequisite: BUSS 302 Principles of Marketing

Internship / CPT Qualified

This course focuses on the marketing of goods and services in international and global markets. It examines the ways in which firms globalize and localize their offerings to balance the demands of scale economies with consumer needs.

BUSS 443: International Strategy (3)

Prerequisite: BUSS 210 Introduction to Business

Internship / CPT Qualified

This course focuses on the strategies employed by firms competing in multinational and global markets. It draws heavily upon case studies of firm strategies.

BUSS 444: International Finance (3)

Prerequisite: BUSS 303 Principles of Finance or ECON 101 Principles of Microeconomics

Internship / CPT Qualified

This course focuses on the techniques and strategies of firms operating in the international environment. Topics covered include exchange rates, currency trading and risk, hedging techniques, international capital markets, and blocked fund alternatives.

BUSS 456: Project Management (3)

Prerequisite: None

This course introduces main project management concepts such as the keys to project success, leadership skills in project management, project management process and lifecycle, project planning, defining project outcomes and objectives, working effectively with key stakeholders,

defining project scope, project phasing, time and cost, operational risk, project monitoring and control, progress reviews, quality assurance, change management, project risk assessment, and working with people and teams.

BUSS 460: Internship Level IV (3)

Prerequisite: None

This course will provide practical training and hands-on experience to undergraduate students as related to their area of interest for their senior research project course. The objective is to give students insights and access to information that will help them complete their senior business research project. Students will be able to work in any area of interest as long as it relates to their current or future conceptual framework of their senior research project. This three credit hour internships are for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

BUSS 470: Business Law II (3)

Prerequisite: BUSS 307 Business Law I

This course continues the discussion of legal topics relevant to business. It is especially useful to accounting students who are preparing for the CPA exam, but it is also useful for any student wanting to gain further understanding of legal issues in business.

BUSS 480: Senior Business Research Project (3)

Prerequisite: All Core Courses and first semester senior Concentration Courses Internship / CPT Qualified

This course is designed for students to develop a project that will encompass the key elements of business operations which have been studied throughout the undergraduate degree program, culminating in the submission of a final project paper and an oral presentation.

CAR 100: Career Planning and Development (3)

Prerequisite: None

In-depth exploration and assessment of career values, occupational interests, skills, personality style, work environment preferences; concentration and career exploration; exposure to career and occupational information resources. Students learn and practice job search strategies and tools, including resumes and interviewing skills; decision-making, goal-setting and action planning; and self-marketing techniques for effective career management.

COMP 124: Information Technology (3)

Prerequisite: None

This course introduces approaches for using information technology and the role of the computer in modern organizations, discussing hardware and software, computer application development, data processing and database systems, and the impact of computer information systems on society. Emphasis is placed on integrating information technologies into the organization to meet organizational needs. Upon completion, students should be able to understand the different approaches to information technology and be able to determine the correct approach to use in the organization.

COMP 127: Office Applications (3)

Prerequisite: None

This course provides an overview of personal computers applications. Students study widely used applications, including word processing, spreadsheets, presentation, databases, and introductory elements of web development.

ECON 101: Principles of Microeconomics (3)

Prerequisite: None

Microeconomics mainly studies the economic choices facing the individual entities, including consumers and business firms. This course covers the basic topics of economic tradeoffs, supply and demand model, concept of elasticity, consumer choice model, theories of cost and production, and the firm's behavior and performance under different market structures. The course also introduces the students to the problems of market failure and public choice, and the impacts of public policy on consumers and business firms.

ECON 102: Principles of Macroeconomics (3)

Prerequisite: None

Macroeconomics is primarily concerned with economic analysis and policy making at the national level. This course introduces the students to the basics of national income determination, measurements of inflation and unemployment rates, economic fluctuations, and economic growth. The course also covers the foundations of aggregate demand and aggregate supply, the basics of the classical and Keynesian models, the tools of fiscal and monetary policies, and an introduction to macroeconomic policy debates.

ECON 207: Intermediate Microeconomics (3)

Prerequisite: ECON 101 Principles of Microeconomics

Internship / CPT Qualified

In addition to an in-depth coverage of the core concepts covered in ECON 101, this course incorporates a number of intermediate

microeconomic topics, including the general equilibrium model, game theory, and decision making under risk and uncertainty. The course applies algebra and extensive graphical analysis in presenting its main topics. It also involves problem-solving to demonstrate real-world applications of the theoretical microeconomic concepts.

ECON 208: Intermediate Macroeconomics (3)

Prerequisite: ECON 102 Principles of Macroeconomics

Internship / CPT Qualified

This course goes beyond the basic concepts presented in ECON 102 and provides an in-depth coverage of the core macroeconomic topics within an analytical framework. Furthermore, it introduces the students to a number of modern macroeconomic topics; including credit market imperfections, new Keynesian economics, the monetarist counterrevolution, and international macroeconomics. The course applies algebra and extensive graphical analysis and also involves problem-solving to demonstrate the real-world applications of its theoretical concepts.

STAT 200: Introduction to Statistics (3)

Prerequisite: None

This course provides an introduction to data analysis, least-squares regression, data collection, sampling distributions and strategies, probability, confidence intervals, and hypothesis testing.

Undergraduate Computing Courses

Course credits are shown in parenthesis, e.g., (3 credits), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.

CMP 110: Introduction to Computing (3)

Prerequisite: None

This course introduces computer systems, their capabilities, limitations, and applications. Students survey computer concepts with an emphasis on the personal computer and its practical use, including hardware, application and system software, the Internet and World Wide Web, communications, database management, e-commerce, and computers in society.

CMP 120: Programming Logic (3)

Prerequisite: None

This course introduces algorithmic thinking and problem solving without focusing on any particular language. Students will learn the basic constructs of programming, including variables, constants, expressions, control structures, functions pointers and arrays, and are introduced to functional, decision-based and iterative processing of data.

CMP 130: Ethical, Societal and Legal Aspects of Computing (3)

Prerequisite: CMP 110 Introduction to Computing

This course provides the introduction to the impacts of technology on society and to the responsibilities of technical professionals as the principal agents in developing and applying new technology. Various important and controversial issues will be discussed, such as computers and privacy, effects of communications technology on the democratic process, environmental problems, intellectual property, and technology and war. Several different ethics codes will be used as the basis for discussion of professional obligations.

CMP 210: Programming I (3)

Prerequisite: CMP 120 Programming Logic

This course examines the fundamental data structures and analyzes algorithms such as files, sets, strings, and linked lists. It introduces searching and sorting algorithms and algorithm analysis. This course also covers abstract data types and essential data structures such as arrays, stacks, queues, and trees. The major emphasis of this course is on program development through various programming projects.

CMP 220: Programming II (3)

Prerequisite: CMP 210 Programming I

This course concentrates on the concepts of object oriented programming (OOP) paradigm. Concepts presented are exemplified using a selected object oriented programming language. Topics include: fundamental abstraction, modularity and encapsulation mechanisms in OOP, classes, inheritance, polymorphism, exception handling, concurrent programming, data structures. Students complete a term project that utilizes object oriented programming.

CMP 230: Discrete Mathematical Methods for Computing (3)

Prerequisite: MATH 151 Calculus I

This course is intended to be a college-level introductory Discrete Mathematics course for either undergraduate or graduate students. The course focuses on the following seven key topics: Combinatorial Problems and Techniques, Sets, Relations and Functions, Coding Theory, Graphs, Matching, Counting Techniques, Recurrence Relations and Generating Functions.

CMP 250: Computer Architecture (3)

Prerequisite: CMP 110 Introduction to Computing

This course is an introduction to the architecture of computer systems. Topics include: computer hardware organization; floating-point arithmetic; central processing units; instructions set design issues; micro-programmed. control; addressing and memory hierarchies; bus control

and timing; hardwired control; parallelism, pipelining; input/output mechanisms, peripheral devices; interrupt systems; software versus hardware trade-offs.

CMP 260: Operating Systems (3)

Prerequisite: CMP 110 Introduction to Computing

The course is an introduction to the fundamentals of operating systems. Topics included: concurrent processes and synchronization mechanisms; processor scheduling; memory management, virtual memory; paging, file management; input/output management; deadlock management; interrupt structures, interrupt processing; device management; performance of operating systems; synchronization in a multi-programmed. operating systems and with virtual memory management. Formal principles are illustrated with examples and case studies of one or more contemporary operating systems.

CMP 270: Essentials of Networking (3)

Prerequisite: CMP 110 Introduction to Computing

This course includes the fundamentals of network standards, concepts, topologies and terminologies including LANs, WANs, Internet Protocol addressing, subnet masking and network design, and various protocols. This course teaches concepts from the Open Systems Interconnection Networking Reference Model, developed by the International Standards Organization to describe the function and structure of network communications protocols.

CMP 330: Data Structures and Algorithm Analysis (3)

Prerequisite: CMP 220 Programming II

This course introduces the analysis of algorithms and the effects of data structures on them. Topics include algorithms selected from areas such as sorting, searching, shortest paths, greedy algorithms, backtracking, divide and conquer, and dynamic programming. Data structures include heaps and search, splay, and spanning trees. Analysis techniques include asymptotic worst case, expected time, amortized analysis, solution of recurrence relation and reductions between problems.

CMP 340: Principles of Programming Languages (3)

Prerequisite: CMP 210 Programming I

This course covers the fundamental concepts of programming language design and implementation. Topics include: language paradigms, syntax and semantics; names, binding, allocation, data structures, data types; scopes; control structures, data flow, concurrency; exception handling; subprograms; comparison of imperative, functional, logical, and object-oriented programming languages.

CMP 343: Computer Security Principles (3)

Prerequisite: CMP 270 Essentials of Networking

The course is an introduction to computer security. Course topics include: computer security incident response process; computer criminal evidence collection, analysis and handling, email investigation, malicious code investigation, network traffic analysis and router investigation, hacker tools analysis, and computer/network forensic report writing. The course identifies and examines information security threats, information security methods, and implementation approaches used in information technology industry.

CMP 350: Database Concepts (3)

Prerequisite: CMP 120 Programming Logic

This course introduces the fundamental concepts for design and development of database systems. Topics include: review of relational data model and the relational manipulation languages SQL and QBE; integrity constraints; logical database design, dependency theory and normalization; query processing and optimization; transaction processing, concurrency control, recovery, and security issues in database systems; object-oriented and object-relational databases; distributed databases; emerging database applications.

CMP 353: Application Software Security (3)

Prerequisite: CMP 343 Computer Security Principles

Internship / CPT Qualified

This course studies the security concepts in developing software applications. Topics include design principles for secure software development, and some of the security issues in current programming and scripting languages, database systems Web servers, as well as issues in web applications security.

CMP 355: Programming with C/C++ (3)

Prerequisite: CMP 120 Programming Logic

This course covers the fundamental concepts of C/C++ programming language. Topics include variables, expressions and interactivity, relational and logical operators, looping, functions, arrays, pointers, classes, file operations, inheritance, polymorphism and virtual functions. Student completes a term project that utilizes C/C++.

CMP 360: Web Development Methods (3)

Prerequisite: CMP 120 Programming Logic

Internship / CPT Qualified

This course introduces web development technologies. The topics include: webpage design techniques, using web design editors, designing graphical user interface with image processing tools, client and server side scripting, and development of database applications. Upon completion,

students should be able to employ advanced design techniques to create high impact and highly functional webpages and have hands-on experience in designing a website.

CMP 365: Information Technology Project and Service Management (3)

Prerequisite: The Program Core courses

This course introduces the fundamentals of project management, beginning with project definition and culminating in the post-project review. Students learn techniques, terms and guidelines that are used to manage costs, schedules, risk, group dynamics and technical aspects throughout the life cycle of the project. The course also investigates peculiarities of projects when services are outsourced in another department in the organization, domestically, and internationally.

CMP 373: Operating System Security (3)

Prerequisite: CMP 343 Computer Security Principles

This course discusses security concepts and issues relative to a wide range of operating systems, as well as existing tools and technologies for setting up a secure system. Topics include vulnerabilities and risk assessment in operating systems, secure passwords, and trusted operating systems.

CMP 375: Human-Computer Interactions (3)

Prerequisite: CMP 130 Ethical, Societal and Legal Aspects of Computing

Topics that this course covers include effective, productive information systems, design and evaluation of interactive computer systems, input and output devices, screen layouts, machine design, health issues and ergonomics, and organizational impacts.

CMP 389: Independent Study (3)

Prerequisites: The Program Fundamental Core courses, and permission of the Dean

This course offers the opportunity and challenge of self-directive, independent study; develops the individual's ability as an independent student; and enables the student to pursue needed study in a field in which appropriate courses are not being offered during a given term.

CMP 391: Internship Level I (3)

Prerequisite: Permission of the Dean

This course provides practical experience through hands on activities for undergraduate students in direct connection with the core courses taken in their program. Students will have the ability to apply theoretical concepts in real life applications, and to extend their knowledge base examples of real life applications. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

CMP 392: Internship Level II (3)

Prerequisite: Permission of the Dean

This course provides practical experience through hands on activities for undergraduate students in direct connection with the core courses taken in their program. Students will have the ability to apply theoretical concepts in real life applications, and to extend their knowledge base examples of real life applications. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

CMP 420: Usability Evaluation and Interface Development (3)

Prerequisite: CMP 375 Human-Computer Interaction

Internship / CPT Qualified

This course surveys methods for evaluating user interfaces. For projects, students will perform a heuristic evaluation, a cognitive walkthrough, a usability test and a comparison study. Class meetings will also introduce, discuss and occasionally practice additional methods such as user modeling and questionnaires.

CMP 440: Software Engineering (3)

Prerequisite: CMP 220 Programming II

This course covers the techniques in software design and development. Topics include: modern software engineering practice for long-term, large-scale programming projects; methods for requirements, specification, design, analysis, implementation, verification, and maintenance of large software systems; advanced software development techniques and large project management approaches; project planning, scheduling, resource management, accounting, configuration control, and technical documentation. Students organize, manage and develop a software engineering project.

CMP 443: Network Security (3)

Prerequisite: CMP 343 Computer Security Principles

Internship / CPT Qualified

This course discusses the network security principles and applications, including authentication applications, IP security, Web security, network management security, wireless security and system security.

CMP 445: Distributed Systems (3)

Prerequisites: CMP 250 Computer Architecture

Internship / CPT Qualified

This course introduces the fundamentals of distributed systems and algorithms. Topics include: distributed systems architecture; input/output subsystems; distributed shared memory; load-balancing; cache coherency; message passing; remote procedure calls; group communication; naming

and membership problems; asynchrony, logical time and consistency; fault-tolerance and recovery.

CMP 453: Information Assurance and Privacy (3)

Prerequisite: CMP 343 Computer Security Principles

Internship / CPT Qualified

This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features.

CMP 463: Computer Forensics (3)

Prerequisite: CMP 343 Computer Security Principles

Internship / CPT Qualified

This course surveys the processes of performing computer crime investigations. The course examines three key areas: the computer technology, investigative techniques and the legal aspects. Students learn how to investigate crime scenes, intrusions, and hacker attacks; gathering and analyzing digital evidence to discover the truth; the technical expertise needed to gather, filter, and authenticate e-evidence for use in court or legal actions with knowledge of relevant laws regarding civil rights, search warrants, and rules of evidence; computer and email forensics, PDA and Blackberry forensics, cell phone and IM forensics.

CMP 465: Theory of Computation (3)

Prerequisites: CMP 330 Data Structures and Analysis

This course covers theoretical frameworks of computing and their relations to formal grammars and languages. Topics include: finite state machines; regular languages and their limitations; tape automata, pushdown automata; context free languages, normal form grammars; Turing machines, halting problem; unsolvable decision problems.

CMP 466: Programming for Mobile Devices (3)

Prerequisite: CMP 360 Web Development Methods

Internship / CPT Qualified

This programming course is designed to introduce and familiarize the student to programming mobile devices using current platforms and mobile device emulators. An overview of the most common tools and techniques for writing mobile applications are examined, with focus on the development of the user interface and the usability of the application.

CMP 467: Database Systems for Web Applications (3)

Prerequisite: CMP 350 Database Concepts

Internship / CPT Qualified

The student explores the software development life cycle for Web applications. It provides an in-depth coverage on critical Web application development topics combined with technical foundations and hands-on experiences, and implementation of real-world Web applications and secure Web transactions.

CMP 471: Special Topics in Computer Science (3)

Prerequisites: The Program Fundamental Core courses

Internship / CPT Qualified

This course will cover topics of current interest selected by the faculty. Subjects will be announced before each semester.

CMP 472: Special Topics in Information Technologies & Systems (3)

Prerequisites: The Program Fundamental Core courses

Internship / CPT Qualified

This course will cover topics of current interest selected by the faculty. Subjects will be announced before each semester.

CMP 489: Independent Study (3)

Prerequisites: The Program Fundamental Core courses and permission of the Dean

This course offers opportunity and challenge of self-directive, independent study; develops the individual's ability as an independent student; and enables the student to pursue needed study in a field in which appropriate courses are not being offered during a given term.

CMP 491: Internship Level III (3)

Prerequisite: Permission of the Dean

This course provides practical experience through hands on activities for undergraduate students in direct connection with the core courses taken in their program. Students will have the ability to apply theoretical concepts in real life applications, and to extend their knowledge base examples of real life applications. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

CMP 492: Internship Level IV (3)

Prerequisite: Permission of the Dean

This course provides practical experience through hands on activities for undergraduate students in direct connection with the core courses taken in their program. Students will have the ability to apply theoretical concepts in real life applications, and to extend their knowledge base

examples of real life applications. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

CMP 498: Capstone Project I (3)

Prerequisite: All 300-Level core courses

This is the first phase of a technical project that emphasizes engineering design principles on a specific topic in any field of computer science or engineering. It will be carried out by the senior student under the supervision of a faculty member. The first phase of the project includes identification of a topic and completion of the preliminary work. A progress report must be submitted at the end of the semester detailing the problem description, proposed solution approach, and a list of deliverables.

CMP 499: Capstone Project II (3)

Prerequisite: CMP 498 Capstone Project I

This is the second phase of the technical project that emphasizes engineering design principles on a specific topic in any field of computer science or engineering. It will be carried out by the senior student under the supervision of a faculty member. The first phase of the project must be completed in CMP 498. A written report summarizing the accomplishments of the project and an oral presentation are required in this course.

CAR 100: Career Planning and Development (3)

Prerequisite: None

In-depth exploration and assessment of career values, occupational interests, skills, personality style, work environment preferences; concentration and career exploration; exposure to career and occupational information resources. Students learn and practice job search strategies and tools, including resumes and interviewing skills; decision-making, goal-setting and action planning; and self-marketing techniques for effective career management.

General Education Courses

Course credits are shown in parenthesis, e.g., (3 credit hours), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.

ENG 145: Academic Writing (3)

Prerequisite: None

Academic Writing focuses on reviewing the fundamentals of standard written English. Students will practice writing common forms of business

and academic documents. This interactive class provides students with an opportunity to improve their communication abilities that are necessary for success in college and beyond.

GEC 101: English Composition I (3)

Prerequisite: None

This course is required by all undergraduate students. Students create and analyze writings that define social, professional, and cultural communication. This course includes six papers and a research project.

GEC 103: Oral Communication Skills (3)

Prerequisite: None

This course provides the skills needed to prepare and deliver informative and persuasive speeches. Students will focus on adapting communication styles and content to diverse speakers and audiences. This course emphasizes how to compose meaningful and coherent messages; conduct research; and develop effective presentation skills. Students will be required to deliver several oral presentations in front of the class during the course of the semester.

GEC 108: Business English (3)

Prerequisite: None

This course teaches students how to create several type of business document, including business letters, resumes, employment letters, interoffice memos, new releases, and business reports.

GEC 110: World History (3)

Prerequisite: None

World History is the only course offering students an overview of the entire history of humankind. The major emphasis is on the study of significant people, events, and issues from the earliest times to the present. Traditional historical points of reference in world history are identified as students analyze important events and issues in western civilization as well as in civilizations in other parts of the world.

GEC 112: World Geography (3)

Prerequisite: None

This course provides a survey of physical, cultural, and economic aspects of world regions. It serves as an introduction to how constituent parts of the world differ from one another in their associated resources, cultures, and economics. Attention is given to the interrelationships, interdependencies, and associations that bind together the diverse communities of the world.

GEC 114: Comparative Government (3)

Prerequisite: None

This course compares political processes and governing structures in European nations, the former Soviet Union, China, and the United States.

GEC 120: General Chemistry (3)

Prerequisite: None

This course introduces the fundamentals of chemistry including atomic and molecular structure, thermo-chemical changes, and conservation of energy.

GEC 122: College Physics (3)

Prerequisite: None

This course covers the principles of mechanics, heat, electricity, magnetism, optics, and atomic and nuclear physics.

GEC 124: General Biology (3)

Prerequisite: None

This course is an introduction to the fundamentals of biology. It includes cell structure, chemistry and function, adaptation, and ecology.

GEC 126: Introduction to Geology (3)

Prerequisite: None

This course provides an introduction to the dynamics of the earth – volcanoes, earthquakes, plate tectonics, rivers and streams, groundwater, glaciers, waves, wind, and landslides – with emphasis on the environmental applications of these processes. This course also covers the tools of the geologist, for example maps and aerial photographs.

GEC 130: Psychology (3)

Prerequisite: None

This course examines human and animal behavior, relating experimental studies to practical problems. It includes topics such as learning, memory, motivation, stress, emotion, intelligence, development, personality, therapy, psychopathology, and social psychology.

GEC 131: Sociology (3)

Prerequisite: None

This course examines patterns in political institutions, public policy, and conflict within and between communities and interest groups.

GEC 132: Philosophy (3)

Prerequisite: None

This course introduces the study of philosophy through the history of philosophical thought and texts. It also introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the

systematic questioning of basic assumptions about knowledge, meaning, reality, and values.

GEC 140: Introduction to Humanities (3)

Prerequisite: None

This course is designed to provide a conceptual understanding and overview of the major disciplines of the humanities including music, theatre, cinema, visual arts, philosophy, and literature. This course will help students to hone their critical thinking, interpretation, and discussion skills.

MATH 101: Pre-Calculus (3)

Prerequisite: None

This course is intended to prepare students for the study of calculus. It includes a review of algebra (arithmetic operations, fractions, factoring, the quadratic formula, radicals, and exponents). This course also serves as an introduction to linear, polynomial, trigonometric, rational and logarithmic functions. Graphs of functions are also covered throughout the course.

MATH 151: Calculus I (3)

Prerequisite: Math 101

This course covers functions, limits, the derivative, maximum and minimum problems, the integral, and transcendental functions.

Medical Administrative Assistant Program Courses

MED 101: Biology & Human Anatomy (3)

Prerequisite: None

This course is designed to introduce human anatomy and physiology of the endocrine, circulatory, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems.

MED 110: Accounting, Coding & Insurance Processing (3)

Prerequisite: None

This course is designed to introduce procedural and diagnosis coding in relation to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.

MED 115: Business Correspondence (3)

Prerequisite: None

This course will introduce the student to communication theories and their applications; the role of technology in communication; legality and ethics in communications; approaches to preparing business and personal documents; and the analysis and solution of business problems through effective letters and memos.

MED 120: Medical Terminology (3)

Prerequisite: None

This course will introduce the student to communication between medical specialists and supporting staff, which requires knowledge of a consistent and reproducible vocabulary. It is important for students to realize that accurate spelling, pronunciation, and usage of medical terms is of extreme importance in the care of a patient.

MED 201: Law & Ethics for Medical Assistants (3)

Prerequisite: None

The course is designed to provide instruction in the principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. Includes, current ethical issues and risk management as they relate to the practice of Medicine and fiduciary responsibilities.

MED 210: Computer Applications in the Medical Office (3)

Prerequisite: None

This course will introduce the student to various computer applications that are used in an office setting including Med Act, Microsoft Office, and IMS Medical Office Software.

MED 215: Patient Relations & Human Resource Management (3)

Prerequisite: None

This course examines the ways in which firms recruit, select, train, evaluate, and compensate employees. Current practices in industry are discussed as well as theories and labor law. Additionally, students are taught basic communication skills to utilize when dealing with clients.

MED 299: Medical Administrative Assistant Practicum (3)

Prerequisite: Completion of 12 credits in the program

This course prepares students for a successful career in the medical office administration environment. The course integrates job search, interviewing and office protocol skills with practical experience. Practical experience can include observing medical office administration staff, mentoring from a current medical office administrator, or hands-on volunteer practice in a medical office. This is a career focused course where students will keep a journal of different career opportunities they

have researched, jobs they have applied to, post-interview evaluations, and any practicum experience. The goal is for the student to find a practicum placement at the end of their program.

ESL Program Courses

Course hours are shown in parenthesis, e.g., (60 hours), following the course title. Course hours are based on class contact (lecture) hours unless otherwise stated.

ESL 102: Elementary Grammar (60 hours – core)

This course focuses on developing a solid core of basic English grammar skills for beginning learners of English. In particular, it covers the structure of declarative, interrogative and imperative sentences; simple present, past and future forms; personal and possessive pronouns; plural nouns; and simple conjunctions.

ESL 163: Elementary Speaking and Listening (90 hours – core)

This course aims at developing students' ability to handle a variety of basic social situations (introductions, ordering meals, asking directions, making purchases, taking & leaving simple messages, etc.). Students will learn to tell simple stories and describe pictures in simple sentences, and to understand simple narratives. They will also increase their vocabulary. The course includes an introduction to North American vowels and consonants as well as basic intonation patterns.

ESL 183: Elementary Reading and Writing (90 hours – core)

This course focuses on developing basic reading and writing skills. After completing the course, students are expected to be able to write short messages and descriptions; fill out simple forms; apply basic principles of capitalization and punctuation; read simplified short texts on familiar topics and answer factual questions about the reading; scan to locate information in text; categorize vocabulary (synonyms, antonyms). Students will also increase their vocabulary.

ESL 193: Introduction to Debate (30 hours – elective)

This elective course focuses on helping students build strong conversation skills through a variety of problem-solving activities and discussion of controversial issues.

ESL 194: Fluency Through Video I (30 hours – elective)

In this course, students will follow the adventures of six friends from different countries who are now living, studying, and working in exciting New York City. The course is designed to improve the students' listening comprehension skills and help them become confident and fluent

speakers of English. Useful cultural points and colloquial language will be explained throughout the course.

ESL 195: Vocabulary Development I (30 hours – elective)

In this course, students will learn and apply new vocabulary by associating words with colorful and engaging visual images. This approach encourages students to associate words with meanings rather than reverting to their native language for a definition. Vocabulary Development I uses a variety of engaging communicative activities and problem solving exercises.

ESL 196: Introduction to American History (30 hours – elective)

This content-based course is an introduction to the history of the United States, from its earliest days to the American Civil War (1865). The course has a significant reading and writing component. Students will learn new words, write a journal, and practice academic skills such as reading bar graphs and maps.

ESL 197: Life Skills (30 hours – elective)

This course teaches students the necessary life skills that they will need in order to function successfully and competently in an English-speaking society. Students will learn essential vocabulary and strategies to communicate effectively at home, at work, in school, and in their communities.

ESL 202: Intermediate Grammar (60 hours – core)

This course includes a review of basic sentence types and simple tense forms and introduces the students to a variety of higher-level grammatical constructions, with a particular focus on developing the students' ability to use simple, continuous and perfective forms; modal verbs; comparative constructions; and quantifiers.

ESL 210: The American Short Story I (30 hours – elective)

Students will read about 14 short stories by American writers and learn about the various elements of short fiction such as plot, character, setting, etc. Through the study and discussion of short stories, students will improve their vocabulary, reading, critical thinking, and public presentation skills.

ESL 215: Business English I (30 hours – elective)

Students will focus on improving their listening and speaking skills in key areas of business communication: taking part in meetings, telephoning, negotiating, and socializing.

ESL 216: Conversation Strategies (30 hours – elective)

This course offers students the opportunity to improve their conversation skills by learning to recognize and use a variety of subtle language cues that native speakers of English employ in order to understand a person's intentions and to achieve desired outcomes.

ESL 217: Introduction to American Culture I (30 hours – elective)

This is a content-based course covering various aspects of American culture such as famous people and places, important historical events, and traditions. The linguistic component of the course focuses on vocabulary and reading skills. The course will culminate with individual oral presentations or exhibits focusing on specific aspects of American culture.

ESL 218: Introduction to Public Speaking (30 hours – elective)

In this course, students learn to explain, support, and organize their own opinions, and to examine, question and refute opposing points of view. The course focuses on developing critical thinking, listening, and speaking skills; furthermore, the strategies learned in this course will also help students become more effective writers.

ESL 263: Intermediate Speaking and Listening (90 hours – core)

This course focuses on developing students' oral communication skills, including their ability to make simple oral presentations, retell simple stories, participate in face-to-face conversations on topics going beyond the most immediate needs, and identify the main ideas and factual information in level-appropriate listening passages. This course includes a review of English sounds, word-level stress, and reduction, linking, and contractions.

ESL 283: Intermediate Reading and Writing (90 hours – core)

In this course, students will improve their reading comprehension skills and begin to learn how to write well-structured paragraphs. Specifically, students will learn to use a variety of pre-reading strategies to become more effective readers, to identify main and supporting ideas of a text, and to identify pronoun antecedents. In addition, students will conduct basic internet searches and use word-processing software to write, edit, and format written assignments.

ESL 294: Fluency Through Video II (30 hours – elective)

Students will follow the adventures of six friends from different countries who are now living, studying, and working in exciting New York City. The course is designed to improve the students' listening comprehension skills and help them become confident and fluent speakers of English. Useful cultural points and colloquial language will be explained throughout the course.

ESL 295: Drama in English (30 hours – elective)

Through the study of short dramatic works, students will improve their skills in vocabulary, conversation, writing, listening, and reading. Students will rehearse and perform scenes and monologues and in so doing practice their pronunciation and speaking skills. Through the study and performance of drama, students will gain confidence in using English, in working collaboratively with others, and in public speaking. The course will culminate with a project in which students will write and perform original monologues or short dramatic scenes.

ESL 300: TOEFL Preparation – Intro (60 hours – elective)

Students will learn effective test-taking strategies and extensively practice completing all types of exercises found on the TOEFL iBT. This course serves as a spring board to advanced TOEFL preparation courses.

ESL 302: Advanced Grammar (60 hours – core)

This course includes a thorough review of the English tense and aspect system as well as basic principles of capitalization and punctuation. The course focuses on complex and compound sentences (including relative clauses and embedded questions), conditional forms; passive, gerunds, infinitives, and perfective forms with modal verbs.

ESL 310: The American Short Story II (30 hours – elective)

In this elective course, students will read about 14 short stories by American writers and learn about the various elements of short fiction such as plot, character, setting, etc. Through the study and discussion of short stories, students will improve their vocabulary, reading, critical thinking, and public presentation skills.

ESL 311: Creative Writing (30 hours – elective)

In this course, students are introduced to elements and techniques used in two major types of creative writing: poetry and the short story. Students will be exposed to a variety of authentic works and will work on exploring their own literary voice while paying special attention to clear and accurate usage of the English language.

ESL 314: Business English II (30 hours – elective)

The goal of the course is to familiarize the students with the basic communication modes of the modern American business world. The course includes extensive reading assignments and familiarizes students with basic forms of business writing such as memos, reports, invitations, resumes, letters, and agendas.

ESL 315: Current Events (30 hours - elective)

In this advanced elective course, students will read recent news stories, participate in debates, and learn to defend their point of view in writing.

ESL 316: Introduction to American Culture II (30 hours – elective)

This course explores traditional basic American values and how these values affect various institutions and aspects of life in the United States. The course aims to prepare ESL students for academic classes by introducing them to a variety of techniques to process longer reading segments and by teaching effective debate skills.

ESL 318: Brilliant Essays in 30 Minutes – TOEFL Writing (30 hours – elective)

This course focuses on developing note-taking and summarizing skills necessary for successful completion of integrated and independent writing tasks of the iBT TOEFL. Students will review the basic principles of paragraph and essay structure, learn effective note-taking techniques, develop time-management and stress-reduction strategies, and practice summarizing and synthesizing information from listening and reading passages.

ESL 322: Advanced Pronunciation (60 hours – core)

This course covers all aspects of pronunciation, from individual sounds to intonation, rhythm, and stress. Students will work on identification and articulation of vowels and consonants; produce and identify meaning change through intonation; use reduction, linking and contractions; stress polysyllabic words correctly; understand and apply the principles of sentential stress, rhythm, and phrasing.

ESL 324: Fluency Through Video III (30 hours – elective)

In this advanced elective course, students will follow the adventures of six friends from different countries who are now living, studying, and working in exciting New York City. The course is designed to improve the students' listening comprehension skills and help them become confident and fluent speakers of English. Useful cultural points and colloquial language will be explained throughout the course.

ESL 362: Advanced Speaking and Listening (60 hours – core)

This course focuses on developing students' listening comprehension, summarizing, and presentation skills. Students will understand main ideas and specific details of recorded passages on academic and general interest topics; take notes while listening and summarize the information orally; produce oral summaries of written material; prepare and deliver structured technology-assisted presentations on topics of general interest; participate in and orally summarize the outcome of group discussions; and develop an ability to support opinions, explain in detail, and hypothesize.

ESL 382: Advanced Reading and Writing (60 hours – core)

This course reviews the principles of paragraph structure and focuses on basic essay organization, formatting, and revision. In addition, the course

includes a review of punctuating complex and compound sentences, fixing run-ons and avoiding fragments. Students will work with a variety of academic reading materials to develop basic reading skills (skimming for main ideas and scanning for specific information) as well as higher-level skills (making inferences and distinguishing between fact and opinion). Students will also learn to deduce the meaning of unfamiliar words from contextual and structural clues.

ESL 394: English through Songs and Broadway Musicals (30 hours – elective)

The course will introduce the students to a range of timeless classics that have become an important part of American culture and language. This course is designed to help students increase their vocabulary, gain familiarity with colloquial speech patterns and nonverbal expressions, and improve their reading, listening, and writing skills.

ESL 395: Vocabulary Development II (30 hours – elective)

This course focuses on developing students' command of academic vocabulary. Students will also be introduced to a variety of strategies for dealing with unfamiliar vocabulary and for effective vocabulary learning and retention.

ESL 396: Introduction to Journalism (30 hours – elective)

Students will be introduced to the basic principles and ethics of journalism, learn how to prepare for and conduct effective interviews, how to take notes during an interview, and how to weave quotes into texts. A key component of this course is to produce a high-quality student publication that can be added to the school's website.

ESL 400: TOEFL Preparation (60 hours – core)

Students will learn effective test-taking strategies and extensively practice completing all types of tasks found on the TOEFL iBT.

ESL 401: College Preparatory Skills (60 hours – core)

The purpose of the course is to aid students in understanding and adapting to the social and educational systems in the USA and to help them develop strong study skills. In particular, this course focuses on the basic principles of taking effective lecture and textbook notes; writing and correctly formatting simple research papers, paraphrasing and summarizing skills, test-taking skills, and preparing and delivering formal presentations on academic subjects.

ESL 414: Business English III – Oral Skills (30 hours – elective)

In this course, students will improve their skills in the following key areas of business communication: taking part in meetings, telephoning, negotiating, presenting, and socializing.

ESL 415: Business English III – Writing (30 hours – elective)

This course introduces high-advanced ESL students to the style, vocabulary, and various formats of business writing.

ESL 416: English for Science and Technology (30 hours – elective)

In this course, high-advanced students will read about issues in science and technology to improve their reading, vocabulary, discussion, grammar, and writing skills.

ESL 422: Pronunciation Workshop (30 hours – elective)

In this course, students will engage in listening and speaking activities to develop clear speech and appropriate intonation. The course includes a review of the sound system and focuses on the patterns of English stress, intonation, and timing.

ESL 455: American Culture Through Songs and Movies (60 hours – elective)

This course helps high-advanced students develop skills in listening and reading comprehension as well as critical thinking. The films and music presented in this class will expose students to various aspects of American culture and history during the 20th and early 21st century.

ESL 456: Language of the News (60 hours – elective)

This course uses original news broadcasts and publications to help high-advanced students develop critical thinking skills and gain insight into American attitudes and values. The linguistic focus of the course is on listening and reading as well as on evaluating and summarizing material orally and in writing.

ESL 457: Expanding English Fluency (60 hours – elective)

This course for high-advanced students focuses on oral skills development. Students will improve their listening comprehension skills, learn effective conversation strategies, and practice giving presentations and participating in formal debates.

ESL 458: Hot Topics: Reading and Discussion (60 hours - elective)

This course helps high-advanced students develop their reading and discussion skills. The readings explore controversial issues such as family structure, immigration, religion, addiction, and mental illness.

ESL 462: College Prep Speaking & Listening (60 hours – core)

This course focuses on developing academic listening and speaking skills. Students will learn to give short structured presentations and improve their ability to comprehend and analyze academic discourse. The course includes an accent-reduction component that focuses on helping students speak clearly and with appropriate intonation patterns.

ESL 482: College Prep Reading & Writing (60 hours – core)

In this course, students will review the basic principles of paragraph organization and learn to write five-paragraph essays. Students will also develop their reading skills in the interpretation, analysis, summarizing, and criticism of ideas encountered in academic reading. The course includes a review of effective strategies for understanding unfamiliar academic vocabulary and a remedial needs-based review of higher-level grammatical constructions.

ESL 494: Grammar Workshop (30 hours – elective)

The Grammar Workshop focuses on developing self-editing skills that enable students to express themselves accurately in writing.

ESL 495: Vocabulary Development III (30 hours – elective)

This intensive course focuses on developing students' command of academic vocabulary. Students will also be introduced to a variety of strategies for dealing with unfamiliar vocabulary and for effective vocabulary learning and retention.

ESL 715: Skills for Academic Success* (42 hours – core for online only)

The purpose of the course is to aid students in understanding and adapting to the social and educational systems in the USA and to help them develop strong study skills. In particular, this course focuses on the basic principles of taking effective lecture and textbook notes; writing and correctly formatting simple research papers, paraphrasing and summarizing skills, test-taking skills, and preparing and delivering formal presentations on academic subjects.

ESL 725: High Advanced Speaking & Listening* (42 hours – core for online only)

This course focuses on developing academic listening and speaking skills. Students will learn to give short structured presentations and improve their ability to comprehend and analyze academic discourse. The course includes an accent-reduction component that focuses on helping students speak clearly and with appropriate intonation patterns.

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1st Edition effective August 26, 2013

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FIRST EDITION - EFFECTIVE AUGUST 26, 2013

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