

# Welcome

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## Welcome to Western International University

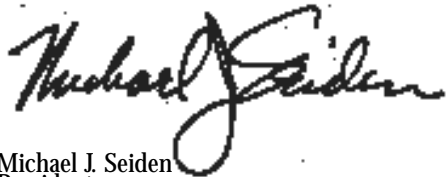
**W**estern International University is a private university with some very unique characteristics. The majority of our students are working adults who thrive on the strength of our educational programs while appreciating the flexibility and convenience of our course schedules and services. Courses are available during the evenings and on weekends, allowing students to continue to work and raise their families while completing their degree programs. Our two-month sessions allow students to accelerate their programs to the extent that they are capable of handling their own workloads. The University has developed excellent relationships with local employers, providing opportunities for their employees to attend WIU courses at a number of corporate and municipal sites across the region.

We strive to have a diverse, multi-cultural student population. Significant portions of our students have come to WIU from more than 40 different countries. Many of these students attend the university to learn English through our English as a Second Language (ESL) program prior to starting their coursework in degree programs. They recognize that, throughout the world, an accredited American degree is a valuable commodity. Services are provided to support these students while they learn English and become acclimated to our environment and culture.

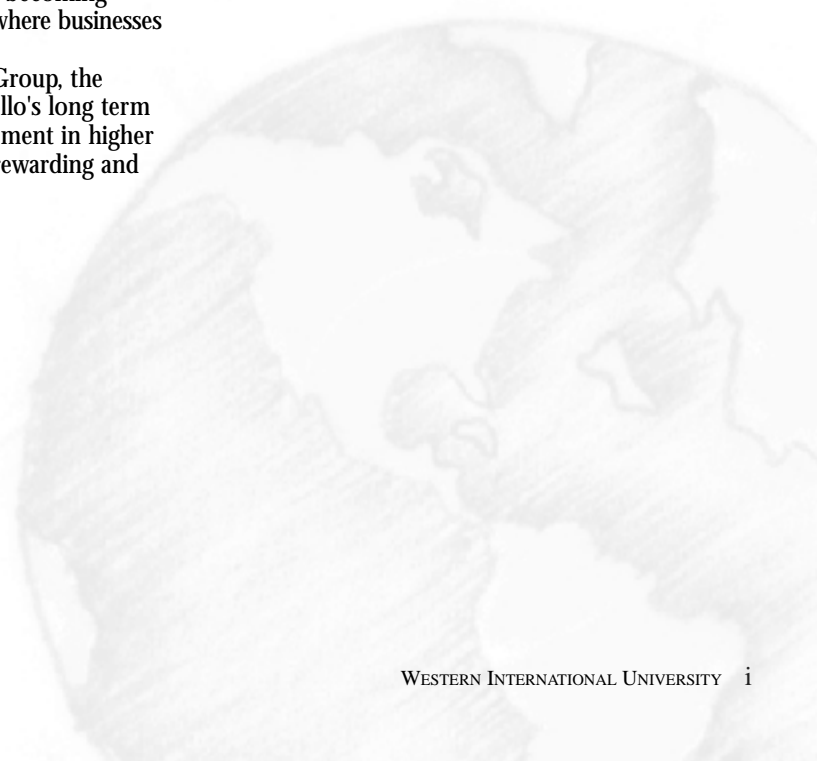
WIU faculty hold advanced degrees in their teaching fields and are also highly successful practitioners in their areas of expertise. While our course schedules may be "non-traditional" in form, our educational model and teaching style can be considered more "traditional". Faculty share their knowledge through lectures, presentations and class discussions. Students have the opportunity to demonstrate their achievements through individual quizzes, tests, papers, projects and presentations.

Global and technology issues are key themes throughout the WIU curriculum in all degree programs. Many of our faculty have international business experience. The international flavor of our student body provides ample opportunity to identify with and observe many cultures. What better preparation is there for building a career in a world that is becoming more "connected" through advanced communications and where businesses increasingly cross national and international boundaries?

Western International University is part of the Apollo Group, the leading educational corporation in the United States. Apollo's long term commitment to customer service and total quality management in higher education ensures that our students and faculty will have rewarding and exciting experiences at our institution.



Michael J. Seiden  
President



Effective September 1, 2002 - August 31, 2003

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Western International University is not responsible for information or claims made by individuals not affiliated  
with the University that are contrary to Western International University's published material.

WIU Website: <http://www.wintu.edu>

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# Campus Locations



WIU Main Campus

## WESTERN INTERNATIONAL UNIVERSITY

### Phoenix

#### Main Campus

9215 N. Black Canyon Highway  
Phoenix, AZ USA 85021

**Phone:** 602.943.2311

**Fax:** 602.371.8637  
602.943.3204

#### Chandler Campus

55 N. Arizona Place  
Chandler, AZ USA 85225

**Phone:** 602.943.2311

**Fax:** 480.726.3068

#### Scottsdale Campus

8860 E. Chaparral  
Suite 120  
Scottsdale, AZ USA 85250

**Phone:** 602.943.2311

**Fax:** 480.850.1338

#### Fort Huachuca Campus

Buffalo Soldier Training and  
Education Center/Rascon  
Building #52104, ATZS HRH-E  
Fort Huachuca, AZ USA 85613-6000

**Mailing:** PO Box 12426  
Ft. Huachuca, AZ USA 85670-2426

**Phone:** 520.459.5040

**Fax:** 520.459.7571

# Campuses


Western International University (WIU) was founded in 1978 as a private, non-profit institution and regionally accredited in 1980. In 1995, WIU was acquired by Apollo Group, Inc., and became a for-profit subsidiary of one of the leading educational corporations in the United States.

WIU is headquartered in Arizona, the Grand Canyon State. WIU's main campus, in northwest Phoenix, is conveniently located adjacent to the Black Canyon Highway. A second Phoenix metro area campus is situated in the East Valley suburb of Chandler and our most recent campus is located in Scottsdale, Arizona. The Southern Arizona campus is located on the Fort Huachuca Army Post in Sierra Vista.

Campus classrooms are designed to encourage student and faculty interaction and discussion. Computer facilities for hands-on instruction are readily available to students, as are various audio-visual aids. Learning Resource Centers at each University campus provide staff-assisted access to online research resources.

In addition to campus programs, Western International University provides on-site coursework at numerous corporate and governmental teaching sites including; Intel Corporation, Salt River Project, and Maricopa County.

## Programs by Campus Location

Degrees/Majors	Main Campus	Chandler Campus	Scottsdale Campus	Ft.Huachuca Campus
<b>AA</b> Associate of Arts	■	■	■	
<b>BA</b> Behavioral Science	■	■		■
<b>BA</b> Human Resource Management	■		■	■
<b>BS</b> Accounting	■		■	■
<b>BS</b> Business	■	■	■	
Minors:				
E-Commerce	■	■		
Finance	■		■	
Human Resource Management	■		■	
Marketing	■	■		
*And all other BS disciplines where offered				
<b>BS</b> Business Administration	■	■		■
<b>BS</b> Information Technology	■	■		■
<b>BS</b> International Business	■		■	
<b>BS</b> Management	■	■	■	■
<b>MBA</b> Finance	■		■	
<b>MBA</b> International Business	■		■	
<b>MBA</b> Information Technology	■		■	■
<b>MBA</b> Management	■	■		■
<b>MBA</b> Marketing	■			
<b>MS</b> Information Technology	■	■	■	■
<b>MS</b> Information Systems Engineering	■	■		■
<b>Professional Studies:</b>				
Accountancy	■			
CERTIFIED FINANCIAL PLANNER™ Certification Education Program (Certified Financial Planner Board of Standards Inc. owns the marks CFP®, CERTIFIED FINANCIAL PLANNER™ and  )	■	■	■	

Master of Public Administration (MPA) and Bachelor of Arts in Administration of Justice (BA/ADJ) are available by arrangement with minimum enrollment.

# Accreditations & Affiliations

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Western International University is accredited by The Higher Learning Commission; North Central Association of Colleges and Schools (30 N. LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, 312-263-0456) to offer courses and programs leading to Certificates, the Associate degree, Bachelor (arts and sciences and professional curricula) degrees, and Master (professional curricula) degrees. Copies for review of WIU's accreditation and licensure may be obtained upon written request to:

Office of the President  
Western International University  
9215 N. Black Canyon Highway  
Phoenix, AZ 85021

WIU holds membership in or is affiliated with the following:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Council on Education (ACE)
- Arizona Association of Collegiate Registrars and Admissions Officers (AzACRAO)
- Arizona Association of Student Financial Aid Administration (AASFAA)
- Arizona Veterans Program Association (AVPA)
- Council for Adult and Experiential Learning (CAEL)
- Independent Colleges and Universities of Arizona (ICUA)
- National Association of Foreign Student Advisors (NAFSA)
- National Association of Independent Colleges and Universities (NAICU)
- National Association of College and University Business Officers (NACUBO)
- National Association of Veterans Programs (NVPA)
- Pacific Association of Collegiate Registrars and Admissions Officers (PACRAO)
- Servicemembers Opportunity Colleges (SOC)
- Western Association of Student Financial Aid Administration (WASFAA)

## Western International University Mission Statement

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Western International University provides a broad educational foundation, including a focus on business and technology, designed to prepare students for leadership positions in a dynamic, global marketplace.

### Purposes

1. To provide education programs to a student population that includes working adults and international students
2. To provide education in a format and at times and locations conducive to the student population
3. To provide programs that meet educational needs identified by industry, government and other institutions of higher education in communities served by the University
4. To provide domestic and international students with an education that blends practical experience with a strong theoretical framework
5. To provide an international educational environment through implementation of global-oriented curriculum
6. To generate the financial resources to ensure financial viability
7. To provide for the personal professional development of staff and faculty through education, training and the encouragement of professional and community involvement
8. To provide and maintain an emphasis on continuous improvement of programs and services

# Admission

Western International University (WIU) welcomes applications from all students qualified to achieve the University's educational goals without regard to sex, race, creed, age, disability, national origin, or religious belief.

Since coursework at WIU begins monthly, applications and registrations are accepted on an on-going basis. Early submission is encouraged to allow sufficient time to process application materials. International students should begin the process well in advance of intended start date. A minimum of three months is recommended.

Students must complete all application requirements before being considered for admitted status. All students applying for admission to the University have the responsibility for submitting a complete and accurate application package including all academic and professional credentials required. Applications to the University are considered current/active for 12 months from the date of submission. Admission requirements must be met within 12 months of the application date. Should this not occur, students will receive written notification of expiration. Reapplication will be required should this occur. Special consideration is given to applicants who are active service members or reservists called to active duty.

There are four types of admission to Western International University - Provisional, Conditional, Registered, and Admitted. Applicants are allowed to begin their program of study under each status. The WIU Admissions Office grants admission status and reviews all transfer credit for applicability.

For admission and transfer credit purposes, WIU recognizes only coursework attempted and credit earned at regionally accredited (or equivalent) colleges and universities.

While admission requirements apply to all students entering the University, the admission process may vary for students studying at WIU locations in countries other than the United States.

## Degree Seeking Students

University applicants pursuing Associate, Bachelor and Master degrees at WIU are considered degree-seeking students. Students applying for financial aid must be accepted as degree seeking prior to financial aid being processed.

Students having completed the WIU application process and granted provisional status are considered eligible for enrollment. International students on WIU-issued student visas must also be admitted as degree seeking.

## Undergraduate Admission

### Eligibility

All applicants must meet the following requirements to be considered for admission to the University:

- High school graduation or equivalent from an institution that is regionally accredited and/or state licensed.

**NOTE:** In certain circumstances, a transfer Associate degree from a regionally accredited institution may be accepted in lieu of a high school diploma.

- United States (US) citizenship or appropriate legal status allowing University enrollment.

### Standards

To be considered for unrestricted admission to WIU, the following standards must be met:

- Applicants entering with 12 or more graded semester academic credits of college level work from regionally accredited post-secondary institutions must possess a cumulative grade point average (GPA) of 2.0 on a 4.0 scale for all coursework completed.
- Applicants entering with fewer than 12 graded semester academic credits of college level work from regionally accredited post-secondary institutions must possess an overall GPA of 2.5 on a 4.0 scale for all high school coursework, have passed the GED or completed the International Baccalaureate (IB).
- Students from countries where English is not the official language must demonstrate English language proficiency. (See page 8).

### Procedures

Candidates for Admission must:

- Submit a completed and signed WIU Application for Admission listing secondary and all post-secondary institutions attended. Applicants under the age of 18 must have the signature of a parent or legal guardian.

- Pay non-refundable application fee.

- Sign request form(s) for official transcripts from all previously attended regionally accredited colleges, universities, and national testing agencies. Students relying on foreign transcripts for admission must provide official academic records from all institutions attended outside the US.

**NOTE:** Applicants with fewer than 12 graded semester credits of college level work from a regionally accredited postsecondary institution must sign a request for high school transcripts or GED documentation.

## Graduate Admission

### Eligibility

All applicants must meet the following requirements to be considered for admission to the University:

- Conferral of a four-year baccalaureate degree or equivalent from a regionally accredited college or university. Should the student hold more than one baccalaureate or higher level degree, the most recent credential earned will be considered for admission.

**NOTE:** Students holding a first degree (minimum three years in length) may be considered for the WIU Foundational Bridge. (See page 5).

- United States citizenship or appropriate legal status allowing University enrollment.

### Standards

To be considered for unrestricted admission to WIU the following standards must be met:

- Applicants must have achieved a cumulative grade point average (GPA) of 2.75 on a 4.0 scale for all undergraduate coursework completed.

# Admission

- Applicants utilizing a previous graduate degree for admission must have achieved a minimum overall GPA of 3.0 on a 4.0 scale.
- Students from countries where English is not the official language must demonstrate English language proficiency. (See page 8).

## Procedures

Candidates for Admission must:

- Submit a completed and signed WIU Application for Admission listing secondary and postsecondary institutions attended.
- Pay non-refundable application fee.
- Sign request form(s) for official transcripts verifying bachelors or masters degrees from a regionally accredited college or university. Students relying on foreign education for admission must provide official academic records from all institutions attended outside the US.

## Foundational Bridge To Graduate Studies

The WIU Bridge Program is designed to assist those students who wish to enter a master-level program at the University and do not hold the equivalent of a four-year US bachelor degree. Qualified for this program are those students who possess first cycle degrees involving three years of study beyond their secondary (12th year) education.

The Bridge is comprised of an additional 30 - 33 upper level credits selected to prepare students for success in graduate management or technology studies. Students bridging into masters programs are considered graduate students. Completion of the Bridge Program does not constitute completion of a WIU Bachelor degree. Therefore, no diploma is issued.

All other admission and academic requirements apply to students participating in the WIU Bridge Program. Upper level coursework completed beyond the first cycle degree may be

considered to fulfill bridge requirements in accordance to standard transfer credit policies.

The University reserves the right to deny admission to this program based on the comparability of students' secondary and postsecondary studies to those in the US system.

## Registered Status

At WIU-affiliated sites in countries outside of the United States, Registered Status is granted to applicants who have presented qualifications meeting the University's published admission criteria. Degree-seeking students may attend a maximum of three courses under this status by completing an application packet and paying the application fee. Under extenuating circumstances, students may request permission from the Admissions Manager to enroll in additional courses prior to the admission decision being made. The University makes no guarantee of a favorable admission decision to students enrolled in coursework under Registered Status.

## Provisional Status

Provisional Status is granted to applicants who have presented qualifications meeting Western International University's published admission criteria.

Under this status, degree-seeking students are eligible to immediately enroll in and attend a maximum of three courses after submission of Application for Admission and payment of the application fee.

All students attending courses under Provisional Status must achieve the University's required academic standards by the end of the third course to be granted Admitted Status. Undergraduate students must achieve a cumulative grade point average of 2.0 or better. Graduate students must achieve a cumulative grade point average of 3.0 or above.

Students are granted Admitted Status upon receipt and review of academic documentation and successful completion of courses under Provisional Status.

■ Students whose previous academic credentials confirm compliance with the University's admission standards will be assigned Admitted Status upon review of documentation.

■ Students whose previous credentials do not meet University standards will be assigned Admitted Status upon successful completion of three courses under Provisional Status.

Students whose credentials do not meet Western International University's requirements and who do not achieve University academic standards by completion of their third course will be denied further enrollment and academically disqualified from the University.

## Conditional Admission Status

Applicants who meet all other admission criteria, but provide unofficial academic records from institutions outside the US, may be eligible for Conditional Admission Status. Under this status, students may attend a maximum of three (3) degree courses during a six (6) month period. Prior to the end of this time frame, students must obtain and submit official academic documents. Upon acceptance of the documentation by the WIU Admissions Office, students will be fully admitted to the University. Students attending under this status must meet and maintain acceptable academic standards.

Failure to produce official documentation by the end of the Conditional Admission period will result in dismissal.

## Admitted Status

The Admissions Office processes all applications, evaluates transcripts, and makes decisions regarding acceptance and application of allowable transfer credits to the program of study. Applicants whose academic records present special situations are referred to the Admissions Committee for review.

Submitting incomplete, false, or misleading information is considered grounds for denial and dismissal at any time.

# Admission

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The University reserves the right to cancel admission or registration of an individual whose attendance at the University, in the opinion of the appropriate administrative officials, would not be mutually beneficial to the student and the institution.

Students are granted Admitted Status after all documents have been received, the admission file has been evaluated, and all admission requirements have been met.

## Denial of Admission

Students will be denied Admitted Status and academically disqualified from Western International University under the following circumstances:

- Pay non-refundable application fee. Under Provisional Status, they have presented documents that do not meet the University's published admission requirements and they have not met the required grade point average by the end of their third graded course.
- Pay non-refundable application fee. Under Conditional Status, they have failed to present official academic documentation within the allowed timeframe.

Upon notification of University denial and academic disqualification, students may elect to complete any course(s) currently in progress or immediately withdraw. Students who continue with course(s) in progress will be responsible for all tuition and fees associated with the course(s). All future registrations will be cancelled. Students may apply for reconsideration after a 12-month period.

Students who present false, misleading, or incomplete information for admission purposes will be denied Admitted Status and academically dismissed from Western International University. Upon notification of University denial and academic dismissal, students may not complete any course(s) in progress and will not be considered for readmission at any time in the future.

## Non-Degree Seeking Students

Students are not required to enter a degree program if enrolling in classes for personal or professional reasons only or if pursuing Professional Studies.

### *General Non-Degree Seeking Status*

Students under a general Non-degree Seeking Status may take a maximum of nine credits hours at WIU. Non-degree seeking students are not eligible to receive most types of financial aid or veterans benefits. This classification is not available for international students on WIU-issued student visas. Documentation of previous coursework is not required for admission under this status. It is the student's responsibility to ensure eligibility for the courses in which enrolled.

### *Professional Studies*

Students pursuing Professional Studies are admitted under Non-degree Seeking Status and may complete the maximum number of credits required for the selected certificate. These credits must be in coursework required to complete the certificate for which the student has applied. Professional Studies students must provide documentation of eligibility for the certificate.

Students wishing to continue at WIU beyond Non-degree Seeking Status must apply to transfer to Degree Seeking Status by completing a new WIU Application for Admission that indicates the desired degree and major. Requirements of degree seeking students must then be met. Registered Status is not available for students moving from Non-degree Seeking to Degree Seeking Status.

Specific situations may warrant exceptions to the maximum number of credits allowable under Non-degree Seeking Status. The Admissions Committee makes this determination.

## Notification of Admission Status

Students are notified of admission decisions by mail within four weeks of receipt of all application materials including official transcripts.

If the decision is favorable, students must meet with their Academic Counselor to review transfer credits, remaining degree requirements and to develop a course of study.

If the decision is not favorable, students may complete course(s) in progress or withdraw at time of notification with no penalty. No further registrations will be accepted.

## Admission Appeals

An applicant whose admission to the University is denied may file a written appeal of the decision. The appeal should be directed to the attention of the Admissions Committee. Students are not allowed to register for courses during the appeal process.

The applicant must provide an explanation of extenuating circumstances or other pertinent information that is, in the student's opinion, relevant to the decision. Upon receipt of the written appeal and supporting information, the Admissions Committee will review the appeal and render a decision. Applicants will be notified by mail of the committee's decision, which may include specific requirements and/or recommendations.

Should the denial be upheld, further appeals will not be considered for 12 months from the date of the denial. At that time, the student may petition for admission by submitting a letter describing the reasons for previous academic deficiencies and a statement explaining how these issues have been resolved. Readmission applications should be submitted to the attention of the Admissions Committee.

## Readmission

Students who interrupt their enrollment for more than 12 consecutive months must apply for readmission by completing a new WIU Application for Admission and paying the non-refundable reapplication fee. Students must meet degree requirements in effect at the time they are readmitted. Official transcripts from all colleges or universities attended since the last enrollment at WIU will be required.

# International Student Admission

Western International University (WIU) welcomes students from around the world. International students are defined as those who are neither citizens nor permanent residents of the United States (US). WIU is authorized to accept and enroll qualified, degree seeking non-immigrant students (F-1 status) by the United States Immigration and Naturalization Service (INS).

Sessions begin monthly at WIU. Therefore, applications are accepted on a continuous basis. International applicants should begin the admission process well in advance of the desired enrollment date. A minimum of three months is recommended.

## Eligibility

International Candidates for Admission to WIU are expected to meet the same requirements for admission as applicants from the US. These include:

- Appropriate visa status allowing University enrollment.
- All bachelor degree applicants must have completed the equivalent of a US high school degree (12th grade-secondary school).
- All master degree applicants must have the equivalent of a US bachelor degree (16th year) from a regionally accredited institution. Students holding a first degree (minimum 3 years in length) may be considered for the WIU Foundational Bridge. (See page 5).

## Standards

To be considered for unrestricted admission to WIU, the following standards must be met:

- All applicants, who are from countries where English is not the official language must demonstrate English language proficiency.

- All bachelor degree applicants entering with the equivalent of 12 or more graded semester academic credits of college level course work must possess a cumulative grade point average (GPA) of 2.0 on a 4.0 scale (C level) for all work completed.

- All bachelor degree applicants entering with the equivalent of fewer than 12 graded semester academic credits of college level coursework must possess a cumulative GPA of 2.5 on a 4.0 scale (C+ level) for all high school (secondary) work completed.

- All master degree applicants must have achieved the equivalent of a cumulative grade point average (GPA) of 2.75 on a 4.0 scale for all undergraduate coursework completed.

## Procedures

Candidates for Admission who reside in countries other than the US must:

- **Submit a signed WIU International Student Application for Admission form.** All parts of the form must be filled accurately and completely. Applicants under the age of 18 must have the signature of a parent or legal guardian. Applicant name should appear as indicated on passport.

- **Pay non-refundable application fee in US funds, which must be submitted with the WIU International Student Application for Admission form.**

- **Provide official academic records from all secondary and postsecondary schools attended outside the US.**

An official academic record/document is an original or true copy, which includes seal, stamp, and signature of the institution. Copies must be certified by an official of the institution attended, US Consular official, or US Information Agency (USIA) office. All documents must be in English

or accompanied by a certified English translation. Graduation date, degree earned (if applicable), courses, grades, and years of attendance should be clearly indicated. Students desiring transfer credit must furnish catalogs and/or course descriptions. The University reserves the right to request official documents be sent directly from the issuing institution or request students provide a professional evaluation from a WIU approved agency.

- **Submit documentation of English language proficiency or apply to the Western International University English as a Second Language (ESL) Program.**

Students from countries where English is the official language are not required to provide proof of English proficiency. All other international applicants must provide English proficiency documentation.

## F-1 Students only

- **Submit completed and signed Financial Guarantee Statement with Bank Certification.**

Evidence of current financial support, verifying sufficient funds and living expenses are available for a minimum of one year of study, is required by US Immigration policy. This form, which is located on the International Student Application, must have been completed in full within the past three months and contain all necessary signatures and the seal or stamp of the financial institution. Funds must be in US currency.

The Admissions Office reviews and evaluates applications after all required documents have been received. Candidates are notified by mail within four weeks of the receipt of all materials.

# International Student Admission

## F-1 Student Procedures

1. Upon receipt of the letter of admission, all students residing outside the US must remit tuition deposit for medical insurance and first month of ESL or first degree course. This deposit is refundable upon proof of visa denial.
2. Upon receipt of students' course deposit indicating their intention to attend WIU, the I-20 Form will be sent. Students residing in the US are expected to sign the I-20 at the campus.
3. Students residing outside the US are required to present Form I-20 and evidence of financial support to the American Consulate to obtain student visa status.
4. Upon arrival at WIU, students must contact the International Program Liaison (IPL) and present I-20 form and passport as well as attend the International Student Orientation.

Prior to enrolling in degree courses, all students will receive and review the WIU orientation binder.

## International Transfer Students

International students transferring from a college or university within the United States must submit the following additional documents:

- Copy of current F-1 student visa.
- Copy of the front and back of I-20 issued by the previously attended school.
- Copy of the Form I-94 from the passport.
- Completed Postsecondary Reference Form for Non-Immigrant Applicants. This form is available from the WIU International Programs Office (IPO).

Applicants on immigration status other than F-1 should contact the

## WIU International Programs Office. English Language Proficiency

To be considered for admission into WIU degree programs, applicants from countries where English is not the official language are required to demonstrate English proficiency or complete WIU's ESL program. Documents verifying proficiency must be sent directly to the University by the issuing institution. Proficiency may be demonstrated by:

### ■ US high school graduation

Completion of at least two (2) years of coursework at a regionally accredited secondary school with a cumulative GPA of 2.0 on a 4.0 scale (C level).

### ■ US college or university attendance

Completion of at least 24 semester credits at a regionally accredited US college or university with a cumulative GPA of 2.0 on a 4.0 scale including completion (with a grade of C or better) of two semesters of English Composition equivalent to ENG 101 and ENG 102.

### ■ Completion of a baccalaureate program (or higher) in which English is the medium of instruction or for which graduation is granted after successfully demonstrating English proficiency.

The IPO maintains a listing of educational systems that meet the English proficiency requirement.

### ■ Completion of Combined English Language Skills Assessment (CELSA)

WIU will accept CELSA scores from tests taken within two years of application with a score of 70+. This examination is administered on-site at the University.

### ■ Completion of Test of English as a Foreign Language (TOEFL)

WIU will accept TOEFL scores from tests taken within two years of application. A minimum score of 500 (paper-based) or

173 (computer-based) is required for admission to bachelor degree programs. A minimum score of 550 (paper-based) or 213 (computer-based) is required for admission to master degree programs. The Test of Written English (TWE) with a passing score of five (5) should be included. If the TWE is not included or the student has a low TWE score, an ESL test of writing must be taken upon arrival at WIU. Students who do not pass the ESL test of writing are required to successfully complete ENG 070 Business Writing.

TOEFL results must be sent to the University directly from the reporting agency. To have results sent or to obtain information regarding testing locations and dates of testing in any country, applicants may write:

TOEFL  
Box 6154  
Princeton, New Jersey  
USA 08541-6154

OR

Contact TOEFL at their website:  
<http://www.toefl.org>

### ■ Completion of International English Language Testing System (IELTS)

WIU will accept scores from tests taken within two years of application. A minimum band score of 6.5 is required for admission to the University. For further information, students may contact IELTS at their web site, <http://www.ielts.org>

**NOTE:** Students not achieving the minimum score on their chosen ESL examinations are not eligible to submit new scores or retake the test for one year or until such time as the student can demonstrate additional efforts have been made to improve English language proficiency (e.g. documentation of English language tutorial courses, etc.)

# International Student Admission

## ■ Completion of WIU ESL Program

Students unable to demonstrate proficiency must successfully complete the WIU English as a Second Language (ESL) program prior to entering an academic degree program.

**NOTE:** WIU reserves the right to require an internal assessment or recognized examination to confirm English proficiency.

## English as a Second Language Program (ESL)

The ESL program is an intensive program designed for non-native students to develop or improve their English skills in the areas of listening, speaking, reading, and writing. Emphasis at the top two levels of the program is placed on academic skill building and on acquiring a basic knowledge of business concepts and vocabulary.

■ Students entering the ESL Program should have at least a high beginning level of English proficiency. Students who are at a beginning level of English should complete English courses at a language school before applying to the ESL Program at WIU.

■ Each ESL course is two months long. Normally students take a minimum of two and a maximum of eight months of ESL instruction.

■ WIU English Proficiency Assessment testing is administered before the beginning of each two-month session to determine the appropriate class placement.

Students enrolled in the advanced ESL class (ESL 110) or ENG 070 may also enroll in one regular university-level class. Upon success-

ful completion of either class, students who are admitted to a WIU degree program are eligible to begin full enrollment in their academic course of study.

Enrollment in the ESL program is available to all international students, US citizens and non-citizens. International students who require the issuance of a Form I-20 to apply for a student visa must apply for and be admitted to a degree program or the ESL program before an I-20 is issued.

ESL tuition may be refunded according to the following guidelines:

■ Students who withdraw during the first four days of the course receive a 100% refund.

■ Students who withdraw during the fifth – eighth days receive a 66% refund.

■ No tuition refunds are issued for withdrawal after the eighth day of class.

## International Student Responsibilities

While attending WIU, each international student is responsible for understanding and complying with requirements associated with the student visa and WIU policies. These include:

■ Maintaining full-time attendance according to institutional policy. For Department of Immigration and Naturalization Services (INS) compliance purposes, completion of a minimum of 24 credit hours in a 12-month period is required for undergraduate students and a minimum of 18 credit hours in a 12-month period is required for graduate students.

■ Notifying University personnel of any changes in address, telephone number, and/or student

status, program or transfer.

■ Completing at least 2 courses at WIU before requesting release of I-20 status to another institution.

■ Notifying the International Program Liaison (IPL) of any extended leave of absence. The IPL must endorse student's I-20 prior to any travel outside the US.

■ Maintaining major medical insurance while attending WIU.

## International Student Insurance Requirements

Due to the high cost of medical care in the US, major medical insurance coverage is mandatory for all students attending the University from other countries. Coverage must be obtained immediately upon arrival at the University. At minimum, a six-month policy must be obtained from the WIU preferred provider. The International Program Liaison (IPL) will assist students in obtaining this insurance upon arrival. Coverage must be maintained throughout course of study at WIU. Coverage must include:

■ Minimum dollar coverage of \$250,000

■ Outpatient Care Coverage (Doctor Visits, Outpatient Surgery)

■ Hospitalization

■ Medical evacuation and/or repatriation benefit

A waiver statement may be accepted if the international student provides proof of insurance, with comparable coverages and limits, at the time of enrollment. Proof of insurance must be in English or accompanied by certified English translation. This requirement is monitored by the IPL throughout students' attendance at WIU.

# Academic Advising

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Western International University (WIU) provides academic guidance to all students throughout their academic careers at the University. Enrollment Advisors assist students entering the University with the selection of their first three courses. Upon admission, students are assigned an Academic Counselor who will work with them throughout the balance of their degree programs.

Students are expected to schedule a counseling session with their Academic Counselor upon receipt of their letter of admission to the University. This will usually occur

prior to the end of students' third courses. During this meeting, admission transfer credit implications and credit alternatives, such as Assessment of Prior Learning and national testing programs, will be explained. A plan of study, designed to support the students' successful completion of their academic goals, will also be developed. This schedule will incorporate prerequisite requirements and the appropriate sequencing of courses.

Students are further expected to work with their Academic Counselor regarding any issues that may affect

their academic performance, to develop all course schedules and to utilize the Counselor's expertise. Registration for Independent Studies and the Applied Thesis courses are managed by Academic Counselors.

Students are responsible for following University policies, knowing their degree requirements, adhering to their plan of study and contacting their Academic Counselor to make adjustments to or extend their schedule.

*At a minimum, all students must meet with their Academic Counselor upon admission and prior to graduation.*

## Student Associations

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### International Student Association (ISA)

The International Student Association works closely with the staff and faculty in coordinating student activities and providing opportunities for students' personal and professional advancement. ISA's primary responsibility is to act as a liaison between the student body, the administration and faculty.

All international students are strongly encouraged to participate in the special activities sponsored by ISA. Such experiences significantly enhance college life.

### Alumni Network

The WIU Alumni Network provides services and benefits to Western International University graduates, as well as current degree seeking and certificate students. The Network exists to foster the mission and purposes of the University, promote communication among alumni, students, faculty, and administration,

and to support members in the achievement of their professional goals. The network provides information regarding professional development, current University activities, scholarships, career services, and continued access to online research.

Upon graduation, students are added to the database. However, current WIU students are also welcome to join the Network and take advantage of the services offered. Students and alumni may join and continue to update their information by accessing and registering on the Alumni Network web page at <http://www.wintu.edu/alumni/>. No dues or fees are associated with the Alumni Network.

### Delta Mu Delta

Western International University students may join Delta Mu Delta, a national honor society in Business Administration. Members must have distinguished themselves

scholastically and demonstrate good character and leadership potential. Undergraduate members must have completed 60 credits and have a minimum cumulative GPA of 3.5. Graduate members must have completed 18 credits with a minimum GPA of 3.75. Candidates satisfying these requirements are invited to join the society.

### Information Technology Association (ITA)

The goal and purpose of the Information Technology Association is to provide a regular venue for IT students and faculty to discuss current information technology issues as well as explore and exchange career information. The ITA provides a platform for guest speakers to address University students, faculty and staff on issues relevant to this field. The organization occasionally sponsors social gatherings based on the wishes of the membership.

# Student Support Services

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## **Learning Resource Center (LRC)**

Students have access to Western International University's Learning Resource Center to accommodate their research requirements and quiet educational studying needs. The LRC provides electronic access via the Internet to databases throughout the world. Special access rights have been obtained from many database sources to ensure that WIU students have the most up-to-date information available to back up their course requirements. Instruction in the use of LRC resources is available. In addition, the LRC has hard copy periodicals, reference books, and other resources to accommodate students' educational learning processes.

A variety of services is available through the LRC. Students needing assistance with writing structure and

style may schedule appointments for individualized tutoring with papers, case studies, thesis, and employment resumes.

Workshops on topics such as writing, oral presentations, math, and the WIU writing style, are also available through the LRC, along with a variety of computer software packages for individual learning.

The LRC offers computer facilities that provide resources for instructional and research purposes at all WIU campuses. The computer labs provide access for students and faculty to support educational activities through multiple software programs and Internet access.

Guidelines for use of University computers can be found on page 22.

## **International Program Office**

Western International University recognizes the level of trust placed in the University by students who leave their home countries to study at WIU. These students receive additional support from the International Program Office (IPO).

Assistance is available to students upon their arrival in the United States. Locating housing, opening bank accounts, acquiring a driver's license and social security card as well as performing the functions necessary to begin life in a different country are addressed by the IPO.

Throughout the student's stay at WIU, the staff of the IPO will consult with and advise the student to maintain compliance with INS regulations and to assist in making this educational experience a positive one.

# University Policies

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## Course Registration

Students are encouraged to register for classes at least two weeks prior to the start of the session. Failure to register prior to the first class meeting or by the published deadline will result in a late registration fee. Students who attend courses without registering will be administratively registered after the second class meeting. Students will be billed late registration and payment fees in addition to tuition.

Complete registration includes fulfilling all financial obligations for the course. No student will be guaranteed enrollment in a course until registration has been completed.

Students must register prior to the 20th of the preceding month for classes located at sites requiring security clearances.

WIU policy permits students to register at any time during regular administrative office hours. Registration may be initiated in person, by telephone, or by mail to the Registrar's Office.

## Student Contact Information

It is the responsibility of each student to maintain current personal and contact information on file with the University. A Change of Information form may be completed with Academic or Financial Counselors or the Registrar's Office. All official University documentation will be issued in the student's name as indicated on the WIU Application for Admission. Any request for change of name must be accompanied by legal documentation and submitted to the Registrar's Office.

## Drop/Add Policy

The Registrar's Office must be notified of the student's intent to drop a course or the student may be subject to full tuition costs. For students utilizing Financial Aid, schedule changes affect Financial Aid eligibility. These students should contact their FA Counselor if dropping or adding any coursework. Courses dropped after the third class meeting will be recorded on the student's permanent record with a grade of W.

Faculty and Registrar approval is required to withdraw after the seventh class meeting. Without Faculty and Registrar approval, the student's earned grade will be posted. Non-attendance does not constitute an official withdrawal.

No withdrawals are allowed for courses taken as Independent Study.

## Schedule Adjustments

The University reserves the right to cancel any course due to low enrollment. Students enrolled in a course that has been cancelled should contact their advisor for assistance in making another course selection.

Based upon University faculty and classroom availability, additional sections will be added to courses with registrations exceeding classroom capacity. The University reserves the right to transfer students to newer sections, based on date of registration.

## Class Attendance

Three-credit courses require nine four-hour meetings, and attendance is mandatory. Absences from a course may impact a student's grade. Special instructional activities may be scheduled on weekends or at other times convenient to both students and faculty members. Class attendance requirements are as follows:

1. Students must attend first and/or second class meeting.
2. Students may not miss more than three meetings in a nine meeting course. Students with more than three absences during the first seven meetings will be administratively withdrawn and receive a grade of W.
3. Students whose fourth absence occurs in class meetings eight or nine will receive the appropriate earned grade. These students are not eligible for a grade of W.

Any exceptions to attendance policies require faculty recommendation and Registrar approval.

## Independent Study Attendance

Courses completed through independent study require weekly contact with the assigned faculty member. This attendance contact must be direct communication by the following: phone, fax, meeting, electronic/online. It is the student's responsibility to initiate weekly contacts with the faculty for each of the scheduled weeks of the course. Grades of W and I will not be issued for independent study courses (see page 17).

## Withdrawal from the University

All students who find it necessary to interrupt their attendance at the University, withdraw from the program, or take a leave of absence for any reason, must contact their Academic and Financial Counselors to complete appropriate paperwork.

For those students receiving financial aid, a change in enrollment status may result in a loss of financial aid eligibility or cancellation of funds.

## Re-entry to the University

The University considers students who allow a time lapse of 12 months between the completion of one WIU course and the beginning of the next course to be on inactive status. To regain active status, students must submit a new Application for Admission accompanied by a re-application fee. The University Re-entry Advisor assists students with this process as well as scheduling appropriate coursework following re-enrollment.

Bachelor degree candidates will re-enter under current catalog degree requirements unless all four of the following criteria have been met:

- A minimum of 36 credits that are applicable to the student's program have been earned at WIU.
- All major coursework (within six credits) has been completed at WIU.
- The combination of previously completed WIU coursework and courses remaining ensures that the student will accomplish a minimum of 54 upper division (3-400 level) credits.

# University Policies

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- The student will be able to complete the program within eight years from its original start date.

Students meeting all four of the above requirements may re-enter under their original catalog's degree requirements.

Master degree candidates may re-enter under their original catalog requirements if the following criteria have been met:

- All coursework (including prerequisites) has been completed except for the Thesis.
- The student will be able to complete the program within six years of the original start date.

All students are subject to University policies in affect at the time of re-entry.

## Residency Requirements

At the undergraduate degree level, a minimum of 36 upper division (300-400 level) credits must be earned through WIU resident courses for issuance of a WIU degree. Undergraduates must earn a minimum of 54 upper division credits and a maximum of 72 lower division credits to meet bachelor degree requirements.

At the graduate level, a minimum of 34 credits must be earned in residency.

## Transfer of Credit

Transfer credits from regionally accredited postsecondary institutions are generally accepted for courses that are recommended by the issuing institution for transfer to baccalaureate and graduate programs. All official transcripts received and evaluated by the Admissions Office are considered the property of WIU and will not be released. Only coursework documented on official transcripts will be evaluated.

The regional accreditation agencies with commissions on colleges or institutes of higher education are:

- Middle States Association of Colleges and Schools

- New England Association of Schools and Colleges (Commission on Higher Education only)

- North Central Association of Colleges and Schools

- Northwest Association of Schools and Colleges

- Southern Association of Colleges and Schools

- Western Association of Schools and Colleges

WIU also considers for transfer credit earned through personal, professional and military experience, institutional exam or assessment, and national tests for credit.

## Evaluation of Credit

A preliminary estimate of transfer credit may be provided at the time of application for admission to the University. This unofficial estimate is provided only to assist with initial course selection. The official transfer credit evaluation will be completed by the Admissions Office within four weeks of receipt of all application materials and official documents. Any questions regarding the evaluation must be addressed by the student with an Academic Counselor within 60 days of the date of admission notification. The evaluation of prior academic credit will be considered final after this period.

The University engages in transfer credit articulations with various institutions. These articulations are designed to support the academic mission of University programs and supercede the University's standard transfer credit policies. Unless otherwise notified, the Admissions Office will evaluate prior credit based on these articulations. Any request for re-evaluation of credits under general policies must be made in consultation with the Academic Counselor and submitted in writing within the 60-day period.

Policies pertaining to dual admission and co-enrollment opportunities with partner institutions are specified in published guidelines provided to students upon initial enrollment.

## Eligible Credit

Transfer credit is accepted if the coursework is applicable and an acceptable grade has been earned. Grades earned at other institutions are considered for admission but are not included in computing a student's cumulative grade point average at WIU.

## Limitations

For undergraduate students, lower-division credits will be accepted up to a maximum of 72 semester credit hours. A maximum of 18 upper division semester credits may be accepted. A course is evaluated as upper or lower division based on its level at the issuing institution. Semester hour courses are transferred with the credit hour value assigned by the issuing institution. Quarter hour credit earned is equivalent to two-thirds of a semester credit hour. A transfer course must bear a minimum weight of 2.5 semester credits to fulfill a specific course requirement at WIU. A total of six upper division credits may be applied to the major requirements.

Within these limits, a maximum of 60 credits may be applied from non-classroom sources: prior life/work experience assessment, military experience, institutional exam and national tests for credit. Credits by assessment or institutional exam will only be accepted when transcribed by specific course titles with assigned credit and grade earned.

## Non-Eligible Credit

Transfer credit will not be awarded for non-credit courses, workshops, activities or seminars offered by postsecondary institutions as part of continuing education or professional development programs. Courses identified by the issuing institution as not applicable to a baccalaureate degree or otherwise pre-college level are not transferable. Vocational courses are not transferable unless specified in a University articulation agreement. Coursework in information technology must have been completed within five years of the date of application to be applied toward specific IT courses at WIU.

# University Policies

## ***Military Training***

Military training is considered for transfer credit for the courses approved by the American Council on Education (ACE) or Program on Non-Collegiate Sponsored Instruction (PONSI) and evaluated according to ACE or PONSI recommendations.

Students relying on transfer credit from military service must provide official current copies of form DD295 or copies of form DD214.

An official transcript from the Army/ACE Registry Transcript System (AARTS) is recommended.

## ***Servicemembers Opportunity College (SOC)***

WIU participates in the Servicemembers Opportunity Colleges four-year degree network for the Army (SOCAD-4). Applicants to the University must execute SOC/AD Student Agreement form to participate. Residency requirements for SOC/AD students are reduced to 30 upper division semester credits. A maximum of 72 lower division and 24 upper division credits are allowed in transfer. The six-credit maximum of transfer credit applied toward major requirements is waived. Students who elect to transfer into the University through the SOC/AD program may not participate in any other transfer articulation programs available.

Non-degree seeking students may request extended enrollment to complete SOC/AD degree requirements of their home institution.

## ***Credit by Examination***

Transfer credit and/or advanced placement may also be awarded for successful completion of the following national program tests:

- DANTES (SST) - Subject Standardized Tests (formerly USIF)
- CEEB/AP - College Entrance Examination Board Advanced Placement Examinations
- CLEP - College Level Examination Program

- Excelsior College Examinations - Previously known as ACT/PEP and RCE/PEP

## ***Assessment of Prior Learning***

Students with personal and professional experience that is equivalent to college-level learning may earn undergraduate credits through the Assessment of Prior Learning Program. Examples of such learning include:

- Credits from nationally accredited institutions
- Documentation of professional training courses
- Licenses and certificates earned
- Essays relating to life experiences (30-credit maximum)

Meeting with an Academic Counselor and attendance at a Student Assessment Workshop are mandatory. A maximum of 60 credits may be earned through any combination of APL and credit by examination.

## **COMPASS**

All undergraduate students are required to take the COMPASS test (Computerized Placement Assessment and Support System) as part of the orientation process. The COMPASS test provides students with an opportunity to establish a baseline level of skills and knowledge in mathematics, reading, and writing. At the end of the degree program, students retake the COMPASS test during the capstone course to evaluate the change in skills.

When appropriate, students' test results will be used in Academic Advisement to enroll students in appropriate level math and English courses that will provide a solid knowledge base and increase their opportunity for success in subsequent coursework.

COMPASS test results also provide WIU with a means of monitoring the quality of educational products and procedures and serves as a basis for continuous program improvement.

## **Technology Assessment**

IT 110 Fundamentals of Computers and IT 300 Management Information Systems are General Education and Common Body of Knowledge requirements for all bachelor degree programs. IT 300 is also a prerequisite for the MBA program. Because many students feel their computer competence meets course requirements, WIU offers a no-cost, one-time opportunity to demonstrate proficiency and test out of IT 110 and/or IT 300. Students who are successful in testing out of IT 110 or IT 300 receive no academic credit or reduction in degree credit requirements, but may replace the waived course with an elective.

## **Change of Major/Minor**

Students who wish to change their program major or minor must meet with their Academic Counselor to petition their request. A student's new program of study will be based on degree requirements as stated in the most current University catalog. Prior transfer and institutional credits will be evaluated for applicability to the new degree major, and an official notice of acceptance will be issued by the Admissions Office. A fee is assessed for the second and subsequent change requests made.

## **Dual Majors**

Undergraduate students, in all programs except the Bachelor of Science in Business, may simultaneously complete two majors provided both majors lead to the same degree (i.e. Bachelor of Science). A minimum of 23 credits must be completed in residence at WIU for the second major. A maximum of nine credits (institutional and transfer) may be shared between both majors.

Master of Business Administration students may simultaneously complete two majors that lead to the MBA (i.e. management and finance). A minimum of 18 credits must be completed in residence for the second major. RES 601 and 785 must be completed for each major. A maximum of three credits (institutional and transfer) may be shared between both majors.

All requirements for each major must be satisfied. No one course may apply

# University Policies

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to both majors unless it is specifically required in both or applied to a major elective requirement. The request for a second major must be indicated prior to completion of the first. Completion of the second major will be based on degree requirements in effect at the time of the request. Prior transfer and institutional credits will be evaluated for applicability to the new major. Only one diploma will be issued.

Students must meet with their Academic Counselor to initiate the process. The Admissions Office will issue an official notice of acceptance.

## Second/Dual Degrees

Students cannot be awarded more than one of the same degree from WIU. To earn both a Bachelor of Arts and a Bachelor of Science degree, a minimum of 36 additional credits must be completed for the second degree. Graduate students, except Information Technology majors, may earn one of each degree type: Master of Business Administration, Master of Public Administration, or Master of Science. Second Degrees (excluding certificates) may be pursued simultaneously or sequentially.

To petition for a second degree, students must meet with their Academic Counselor prior to completion of the first degree. Completion of the second degree will be based on degree requirements in effect at the time of request. Prior transfer and institutional credits will be evaluated for applicability to the new degree. A maximum of nine credits (institutional and transfer) may be shared between both degree major requirements. All requirements must be met for the second degree including any capstone course, portfolio or thesis. An official notice of acceptance will be issued by the Admissions Office.

## Minors

Students enrolled in the Bachelor of Science in Business program may elect to declare a minor by concentrating 15 upper division credits in one discipline. Any 5 courses from the ACC, INB, IT or MGT majors may be selected for a minor. E-Commerce, FIN, HRM, and MKT

minor courses are listed on page 35. All prerequisites must be met. Only one minor may be declared. Courses fulfilling other degree requirements may not be applied to the minor. Students may declare a minor at any time after admission and prior to completion of 120 credits.

## The Americans with Disabilities Act (ADA) of 1990

Western International University recognizes and accepts its obligations under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1974, prohibiting discrimination on the basis of a disability and requiring the University provide reasonable accommodations to qualified disabled students in all University programs and activities.

Students have the responsibility to both self disclose and request accommodation through the Executive Director of Operations (EDO). Communication with faculty or other staff members does not constitute in itself fulfilling the University ADA accommodation requirements. Verification through documentation from a health care provider is required prior to determination and fulfillment of accommodations. Students must allow several weeks between self-disclosure and accommodations being made and should schedule course work accordingly.

No student shall be retaliated against for seeking accommodation through this policy or for participating in any complaint procedures brought against the University for noncompliance with this policy.

## Nondiscrimination Policy

Western International University does not discriminate on the basis of race, color, national origin, sex, disability or veteran status in its educational programs, activities or employment practices. The University complies with Title IX of the Education Amendments of 1997, Titles VI and VII of the Civil Rights Act of 1964 and regulations, and Section 504 of the Rehabilitation Act of 1973.

## Student Grievance

The University has a responsibility to protect the rights of students and ensure compliance with its nondiscrimination policy by providing an appeal process for those who wish to file a grievance. All grievances must be submitted in writing.

A student alleging discrimination based on race, color, national origin, sex, disability, or veteran status, or violation of University policy by administration or faculty member must present the grievance in writing to the President of the University.

Office of the President  
9215 N. Black Canyon Highway  
Phoenix, AZ 85021

A University Grievance Committee will be convened to investigate and review the charges. A University Director, assigned by the President, will chair the committee, which will be comprised of University stakeholders. The members may hold staff, faculty, or Board of Director positions. All grievances will be reviewed and responded to within thirty days of receipt.

If a complaint cannot be resolved through the University's grievance procedures, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student may contact the State Board for further instructions.

## Student's Right to Privacy

Educational records of students at WIU are maintained in compliance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) (amended January 1975 and appearing in its final form June 1976).

Students are provided access to their official records. This does not include private records maintained by instructional, supervisory or administrative personnel. Students who wish access to their records should contact the Registrar with a written request specifying which records they wish to view. Information will be provided for viewing within 30 days.

Written student consent is required for the release of records to outside

# University Policies

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parties, except for those agencies entitled to access under the provisions of the Act (i.e. University officials, federal educational and auditing officials and accrediting organizations as defined in The United States Code 152). Only directory information which is defined as student name, program of study and enrollment status may be released.

Questions with respect to a student's prerogatives under FERPA should be directed to the Registrar's Office.

## **Choice of Catalog**

Students whose attendance at the University has not been interrupted will graduate under the curriculum and course requirements in effect at the time of enrollment.

Changes of major or program will be evaluated under catalog requirements in effect at time of request.

WIU catalogs are published annually. Students may choose to graduate under the program requirements of

any subsequent catalog issued while they are in attendance.

In determining graduation requirements, a student may use only one catalog.

# Academic Policies & Procedures

## Independent Study

Independent study courses will be considered under extenuating circumstances to meet a student's special needs. These courses are available on a limited basis to degree-seeking students only.

The following limitations are applied to Independent Study:

- Students must have completed a minimum of four courses at WIU in the classroom prior to any request for Independent Study.
- Students must have a minimum GPA of 3.0 (undergraduate) and 3.5 (graduate) to be considered.
- No more than two courses at the undergraduate level and one course at the graduate level may be approved as Independent Study.
- Because of course content/competencies, certain courses will not be approved for Independent Study under any circumstances.
- Courses available in the classroom within two months at any location will not be approved as Independent Study.
- No Withdrawals (W) or Incomplete (I) grades may be issued for Independent Study courses. Students' earned grades will be posted at the end of the session. Students who do not fulfill Independent Study course requirements will receive an F.
- Once students have registered for an Independent Study, refunds will not be made.
- Independent Study courses may not be requested more than 60 days prior to the anticipated start date, but must be requested no later than the 1st of the month preceding the session requested.

- The University will assign the most appropriate faculty for the Independent Study. Students may indicate a faculty preference, but should not base request decisions on an anticipated instructor.

To apply for Independent Study, students must contact their Academic Counselor for a Request For Independent Study form. This written request must include the specific course and the justification for requesting the exception. The Independent Study fee must accompany the request.

## Experiential Learning Program

Western International University recognizes the importance of extending education beyond the walls of the classroom. To this end, courses are offered throughout the year which allow students hands-on experiences. The Experiential Learning Program encourages integration of theory and practice by providing site involvement for lecture and discussions. Site involvement ranges from local excursions to trips abroad. Participation in this program is elective. Experiential courses are identified in the WIU schedule and may require additional costs.

## Graduate Internship Program

A Graduate Internship is a working and learning arrangement. Internships provide opportunities for students to earn academic credit for approved work programs at cooperating businesses and organizations. The internship, which is three to six months in duration, is open to qualified graduate students. The student is responsible for negotiating an internship proposal with the sponsoring business or organization. This proposal must be approved by the appropriate program chair.

## WIU Writing Style

Western International University has adopted a modified American Psychological Association (APA) style for resource documentation of papers. A handbook of the approved style is available on the WIU website. It is the student's responsibility to learn to document papers in the established format.

## Grading Procedures

Formal grade reports are issued to students upon completion of each course. Grade reports indicate the course taken, the credits received and grade assigned. Students who have failed to make payment for tuition of courses will have grades withheld until payments are made.

Faculty members are required to forward final grades to the University for processing within seven (7) calendar days of completion of the course.

WIU uses the following grading system to evaluate student performance:

Letter Grade	Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
F	.00
I	Incomplete
P	Pass
NP	No Pass (ESL only)
HP	High Pass (ESL only)
Non-Grade Symbols	
R	Repeat
X	Audit
W	Withdrawal
WV	Waiver

# Academic Policies & Procedures

The University has established the following grading guidelines for faculty compliance.

**A =** Clearly stands out as excellent performance. Has unusually sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next step in progression of ideas.

**B =** Grasps subject matter at a level considered to be good to very good. Is an active listener and participant in class discussion. Speaks and writes well. Accomplishes more than the minimum requirements. Work in and out of class is high quality.

**C =** Demonstrates a satisfactory comprehension of the subject matter. Accomplishes only the minimum requirements and displays little or no initiative. Communicates orally and in writing at an acceptable level for a college student, with acceptable understanding of all basic concepts.

**D =** Quality and quantity of work in and out of class is below average and barely acceptable.

**F =** Quality and quantity of work in and out of class is unacceptable.

**I =** INCOMPLETE. (see section below).

**HP =** HIGH PASS. Quality and quantity of work in and out of class exceeds required competencies.

**NP =** NO PASS. Quality and quantity of work in and out of class do not meet required competencies.

**P =** PASS. Quality and quantity of work in and out of class meet required competencies.

The University has established the following non-grade symbol guidelines for faculty compliance:

**R =** REPEAT. Posted with the first grade earned in a course that is later retaken.

**W =** WITHDRAWAL. Students who attend at least one class and miss at least four class sessions prior to the eighth meeting will receive a W. W grades do not factor into the GPA.

**WV =** WAIVER. Course requirement alternatively fulfilled.

**X =** AUDIT. Student attends and participates in a course with no credit or grade awarded.

## Incompletes

An incomplete grade (I) may be issued when extenuating circumstances prevent a student from completing course requirements by the end of the session. All incompletes may be assessed a penalty of one full letter grade by the faculty upon completion. Final grades for three credit courses must be submitted within eight weeks of the course completion date. Final grades for one credit courses must be submitted within four weeks of course completion date. During the incomplete period the posted Incomplete (I) is not factored into the cumulative GPA.

Upon issuance of the earned grade, the GPA will be amended to reflect the earned grade for the course. The student record will permanently reflect both the I and the final grade earned (i.e. IB+, IB, IB-, IC+).

Incomplete grades will revert to an F at the end of the incomplete period if the coursework is not completed. In the event that the student still wants credit for the course, the student must register for the course again and pay full tuition.

**NOTE:** Incompletes are not awarded for independent study courses.

## Course Repeat Policy

Normal registration procedures are followed when students repeat courses. A new grade earned in a repeated course will be computed in the student's cumulative GPA at the appropriate undergraduate or graduate level. Students' academic transcripts will record both the initial grade and the subsequent repeat grade. Once the course is retaken, R (repeat) will be posted with the initial course grade, and that grade will no longer factor into the student's cumulative GPA. The earned grade from the subsequent course will be posted as the official grade and factored into students' GPA.

Electing to repeat courses in which passing grades have been earned may adversely affect Satisfactory Academic Progress for purposes of VA Educational benefits, Financial Aid or corporate funding.

Students may not take the same course more than three times.

## Course Audit Option

Students are permitted to enroll in a course to obtain information, for personal development, or to enhance specific skills. With instructor approval, a student may audit a class and participate in all class activities. Writing assignments and examinations are not mandatory. No grade is assigned and audited courses carry no credit toward the GPA or degree requirements. A non-grade symbol of X is assigned. Approval of Audit Status must be arranged prior to start of the course.

The tuition for audited courses is the same as those taken for credit. Audited courses may not be covered by Financial Aid.

## Academic Load

Each three credit course at Western International University represents 36 contact hours (12 hours per 1 credit). Students are expected to budget a minimum of two hours out-of-class study for each hour spent in class.

The recommended course load is two courses each session. Students may not enroll in more than three three-credit courses simultaneously without prior permission. This maximum includes courses taken in overlapping sessions. Students

# Academic Policies & Procedures

should contact their Academic Counselor to request an exception.

All credits issued for successfully completed WIU coursework are in semester increments.

## Academic Standards

Grade point average (GPA) is determined by credits earned times grade points earned divided by total credits attempted.

Undergraduate students must maintain a minimum GPA of 2.0 and achieve a minimum of a C (2.0) in the capstone course. Graduate students must maintain a minimum grade point average of 3.0 and achieve a minimum of a B (3.0) grade in the Applied Thesis. Students must be in good academic standing for conferral of degrees or certificates.

## Honors

Undergraduate students achieving high academic standards are awarded honors upon completion of their degree requirements. Honors designations are indicated on the diploma and transcript. Honors are recognized at commencement ceremonies only for those students who have completed all degree requirements a minimum of 60 days prior to the date of ceremony. No exception to this policy is possible.

■ <b>Summa Cum Laude</b>	3.95-4.00
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■ <b>Magna Cum Laude</b>	3.80-3.94
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■ <b>Cum Laude</b>	3.60-3.79
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WIU does not issue honors designations at the graduate level.

## Academic Probation

Academic Probation will occur when a student's grade point average falls below acceptable levels (2.0 undergraduate, 3.0 graduate). The student is notified in writing by the Registrar of placement on Academic Probation. Students are allowed to complete three courses subsequent to the assignment of Academic Probation during which cumulative GPA must be raised to an acceptable level. Students must continue to enroll in courses applicable to their degrees and may be required to repeat

courses with unacceptable grades. Students are advised to meet with Academic Counselors at this time. Veterans' benefits and Financial Aid students may continue to receive funds while on Academic Probation.

## Academic Suspension

Academic Suspension will result if a student fails to clear Academic Probation Status during the three course probationary period. Suspended students are not eligible for readmission for a period of one year, and only upon evidence presented to and approved by the Director of Curriculum and Academic Affairs, that academic conditions have been met. Financial Aid students will be considered Financial Aid Disqualified and will not receive funding.

Students readmitted within a reasonable time frame following the year of suspension may return under previous catalog requirements.

## Academic Dismissal

Academic Dismissal will result if a student fails to maintain an acceptable grade point average (2.0 undergraduate, 3.0 graduate) upon completion of the third class after readmission due to Academic Suspension. Academic Dismissal may also occur due to academic dishonesty and/or plagiarism. Students who are academically dismissed from WIU are not eligible for readmission.

## Academic Disqualification

Provisionally admitted students, who are then denied admission, and students whose admission denial is upheld through the appeals process, are academically disqualified from the University. Disqualified students must cease enrollment at the University for a minimum of 12 months. At that time, further appeals for readmission will be considered.

## Academic Integrity

Acts violating academic integrity include, but are not limited to, plagiarism, cheating on an examination, forging an instructor's signature, copying themes or tests from other students, altering college records,

enlisting another person to write a paper for any class, or conduct detrimental to the student or other members of the class. Students charged with a violation of academic integrity are subject to course withdrawal and Academic Suspension.

## Academic Dishonesty and Plagiarism

All the work submitted by a student must represent the student's original endeavor. Where outside sources are used as references, work submitted by the student should identify the source and make clear the extent to which the sources have been used. The University considers plagiarism and falsification of documents, including documents submitted to the University for other than academic work, a serious matter and may result in the following sanctions:

- 1. Warning** - notice given orally or in writing that any further misconduct may result in more serious discipline.
- 2. Forfeiture** - loss of all or part of the credit for work conducted in association with academic dishonesty.
- 3. Suspension** - separation from the University for a specified period of time.
- 4. Dismissal** - permanent separation from the University.

Charges of academic dishonesty brought against a student shall be made in writing by the faculty member and submitted to the Director of Curriculum and Academic Affairs. The faculty member must assign the student an F grade for the specific assignment or for the entire course within the usual seven-day grade reporting time.

The Director of Curriculum and Academic Affairs will send written notification of charges of academic dishonesty to the student and request that the student respond within 10 working days. Students who do not respond within 10 working days will be suspended. Once the Director of Curriculum and Academic Affairs has completed the investigation, the find-

# Academic Policies & Procedures

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ings will be forwarded to the University Academic Council with recommendations for action. The Council is responsible for reviewing all referred cases and for recommending the appropriate sanctions.

Students found not to be in violation of standards of academic honesty, and who were suspended, shall be reinstated automatically without further petition. Students found in violation of academic dishonesty standards shall receive written notice of the findings and sanctions.

Charges of falsification of information will follow procedures similar to charges of academic dishonesty or plagiarism.

## Student Appeals

Students requesting an exception to University policy may submit a written appeal to the Student Appeals Committee through their Academic

or Financial Counselor. It is incumbent upon the student to submit all relevant documents or statements of support with the appeal. The committee will review and provide a written response to all requests within 30 working days of receipt. Decisions of the Student Appeals Committee are considered final.

## Grade Appeals

It is incumbent upon the student to attempt to resolve a grade issue directly with the faculty member. This dialogue must be initiated within six weeks of the course end date. The faculty is obligated to respond to the student's inquiry within a reasonable timeframe, explain the rationale for the grade issued, and review grade calculations for accuracy.

If a grade dispute cannot be resolved, the student may present

the issue to the Student Appeals Committee for consideration. Upon the recommendation of the committee, the Director of Curriculum and Academic Affairs may elect to pursue mediation with the student and faculty member.

The committee will only review grade appeals that have been initiated within the proscribed timeframe and previously been jointly reviewed by the student and faculty member. No grade appeals will be considered by the committee if the above guidelines have not been met.

In all cases of administrative and academic student appeals, if the issue cannot be resolved through the University's procedures, the students may file a complaint with the Arizona State Board for Private Postsecondary Education. Students may contact the State Board for further instructions.

# Transcripts

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The Registrar's Office will release transcripts upon written request from the student. The request must include the student ID number, date of last attendance, and name(s) used while in attendance at WIU. No official transcripts will be released until all

financial and other obligations to the University have been met. Each student is issued one transcript free of charge at time of graduation. There is a charge for each additional transcript.

Transcripts may be requested in

person, by mail or fax from the Registrar's Office. Requests will not be accepted from, or released to, third parties without a written permission from the student. Transcripts issued to students will be stamped "Unofficial Issued to Student".

# Graduation

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Since coursework begins monthly at Western International University, students complete degree requirements and are graduated from the University on a monthly basis. Diplomas are posted with the last date of the month during which the degree requirements are met.

## Commencement Ceremony

The commencement ceremony for the University is held once a year in early summer. All students completing their degrees during the previous year or who are within nine credits of degree completion at the time of the ceremony are eligible to participate. Students are notified by the Registrar's Office of eligibility. Students are allowed to participate in only one ceremony per degree earned. Participation in the commencement ceremony is not mandatory.

Honors are recognized at the ceremony for those undergraduate students who have met the academic requirements and completed their degrees a minimum of 60 days prior to the date of the ceremony. (See page 19).

## Graduation Clearance Procedure

Students must apply for graduation by submitting a request for graduation clearance to the Registrar's Office or

an Academic Counselor at least 9 credits or 90 days prior to expected completion date. Upon receipt of the request, the Registrar's Office updates the student's program evaluation, and the student can then meet with an Academic Counselor to review remaining requirements and make arrangements for capstone courses.

## Diploma Request Procedure

Students must contact the Registrar's Office upon receipt of their final grade to initiate final degree audits and order their diplomas. Students who receive government financial aid must complete and sign an exit interview form available in the Financial Aid office.

Students must be in good academic standing, clear any indebtedness to the University, and pay the Graduation Fee prior to release of the diploma and official transcript indicating the award of the degree. Students who plan an additional program at the University must remain out of attendance for a 30 day period during degree posting.

Issuance of the diploma is delayed two weeks to allow funds to clear if the student writes a check for the diploma fee or to clear any debts to the University. Students who have met all degree requirements and financial

obligations may request from the Registrar a letter verifying degree completion prior to receiving their diplomas.

## Graduation Deadlines

All WIU students are expected to complete their programs within a reasonable time frame. The following timelines have been determined as reasonable for completion:

- Associate of Arts degree:  
Five years from start of program
- Bachelor degree:  
Eight years from start of program
- Master degree:  
Six years from start of program
- Certificate:  
Three years from start of program

The time away from the University will not be counted against graduation deadlines for those students who leave the University and return as a re-entry student.

# Computer Usage Guidelines

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## Computer Usage Guidelines

Computers are available for students and faculty at each University campus. These computers should be used in educational and professional pursuits. Adherence to the following guidelines, which are also posted at the sites, is expected of all users. Violation of these rules may result in loss of computer access.

- Nothing may be downloaded from the Internet to the PCs. Materials may be downloaded to a diskette on the A drive.
- No files, programs, or documents may be saved to the PC. Materials may be saved on a diskette.
- The set up of the PC may not be altered in any way.
- No more than one copy of a document may be printed on University provided printers.
- Users may occupy only one computer at a time.
- No inappropriate (pornographic or other) websites may be visited.
- During high usage times, use of the computers should be limited to 30 minutes.
- No food or drink is allowed in the LRCs or Computer Labs.
- Staff members must be notified of any computer problems immediately. Users should not attempt to correct problems themselves.

# Student Code of Conduct

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Students are expected to demonstrate good citizenship, to observe University regulations, to devote themselves earnestly to their studies and to uphold and promote the image of the University.

Disciplinary sanctions, which may include suspension, will be imposed on students who engage in any of the following:

- Verbal or physical abuse of any person or conduct that threatens or endangers the health or safety of any such person on University premises or at University sponsored functions.
- Theft of University property or of property of a member of the University community on campus.
- Willful, wanton, or reckless damage to University premises, property or the property of a member of the University community.
- Fraud, forgery, alteration, or unauthorized use of documents, University records or instruments of identification.
- Obstruction or disruption of teaching or other components of the academic process, administration or University activity.
- Failure to comply with published University policy or with directives of University officials while performing their duties.
- Unlawful manufacture, distribution, dispensation, possession, or use of alcohol and/or controlled substances on the University premises or during University activities; participation in any University activity while under the direct or residual influence of any controlled substance, alcohol, misused or overused legal drugs to the extent of causing impairment.
- Possession, use, selling or distributing of any firearms, fireworks, explosives, illegal drug paraphernalia, dangerous weapons, or any other materials/substances prohibited by law on University premises or at University sponsored events.
- Unauthorized use of the University's name or logo that is the property of the University.
- Harassment, sexual or otherwise, or intimidation of any member of the University community while on University premises or during University sponsored events.

# Tuition & Fees

Type of Fee	Phoenix Amount	Ft. Huachuca Amount	When Due
<b>Application Fees</b>			
Resident	\$85	\$85	Paid when application submitted
International	\$100	\$100	Paid when application submitted
<b>Curriculum Tuition Per Credit</b>			
Undergraduate-Resident (includes U.S. Mexico, and Canada)	\$275	\$240 Non-Military \$185 Military	Paid prior to first class meeting
Undergraduate-International	\$290		Paid prior to first class meeting
Graduate-Resident (includes U.S. Mexico, and Canada)	\$300	\$265 Non-Military \$215 Military	Paid prior to first class meeting
Graduate-International	\$325		Paid prior to first class meeting
Executive MBA	\$375		Paid prior to first class meeting
English as a Second Language (ESL) Per course	\$2000		Paid prior to first class meeting
CERTIFIED FINANCIAL PLANNER™ Certification Education Program	\$975		Paid prior to first class meeting
Interactive Online (per credit)	\$350	\$350	Paid upon registration
<b>Assessment of Prior Learning</b>			
Pre-evaluated Training Evaluation (one-time) Credit Awarded (per credit)	\$85 \$30	\$85 \$30	Paid with first submission Paid upon notification
Portfolio Evaluation (one-time) Credit Awarded (per credit)	\$175 \$50	\$175 \$50	Paid with first submission Paid upon notification
<b>Miscellaneous Charges</b>			
Additional Diploma Copy (limit one)	\$25	\$25	Paid upon completion of program
<b>Change of Major/Minor/Catalog</b>			
First Change	No Charge	No Charge	
Each Change Thereafter	\$50	\$50	Paid upon notification
Graduation	\$75	\$75	Paid with Application For Diploma
Independent Study (per credit)	\$75	\$75	Paid with Request
Reapplication Fee	\$50	\$50	Paid with readmission application
RES 785 Extension (one extension limit)	\$100	\$100	Paid at time of request
Transcript	\$5	\$5	Paid upon request
Late Payment	\$25	\$25	Paid upon notification
Late Registration	\$25	\$25	Paid upon notification
Declined Credit Card	\$25	\$25	Paid upon notification
Returned Check	\$25	\$25	Paid upon notification

*ALL FEES ARE NON-REFUNDABLE AND SUBJECT TO CHANGE*

*ALL PAYMENTS NOT MADE ON TIME ARE SUBJECT TO LATE FEES*

# Financial Policies & Procedures

## Payment Policies

All tuition and applicable fees are due and payable as specified by the student's payment option. There will be a late payment fee if payment is not received consistent with the terms of the student's chosen financial option. There will be a fee for declined credit cards or for checks returned for any reason. If a student's checks are returned from the bank on two occasions, the student will be required to pay all future charges in cash, cashier's check or money order.

Students are required to clear any indebtedness to the University before grades or transcripts will be issued or the degree awarded. All costs of collection, court fees and reasonable attorney's fees will be added to delinquent accounts collected through third parties.

**NOTE:** Failure to pay tuition and fees in accordance with the student's chosen financing agreement can result in administrative withdrawal, no course credit, account holds, assessment of late fees, referral to collections and unfavorable credit reference. Failure to comply with terms of the chosen financial option may result in a student being defaulted to the "Cash" option. Further violation of these policies will jeopardize eligibility for deferment and re-entry into school. All tuition and fees of the University are subject to change.

## Cash Payment Option

Students who have selected the Cash Payment Option, or have been defaulted to Cash Payment Option, are required to pay all tuition and fees prior to the first night of class. At WIU, checks, credit cards and cash are all considered as "cash".

Students who have not paid tuition prior to the first class meeting may not be allowed to attend the course and, if allowed to continue, will be subject to applicable late fees.

## Direct Bill Option

Students who request Western International University bill employers or another agency directly for the cost of tuition must submit approved

tuition vouchers or letters of credit to the Accounting Office prior to the first class meeting of each course. A late fee per course will be assessed and the student's account may be placed on hold should the student's direct billing paperwork not be received prior to the first class meeting of the course.

Currently, the University has direct billing arrangements with several employers. Each direct bill program has specific requirements that the student must meet. Students may contact the Accounting Office for further information. Students must contact their employer to determine if this option is available to them.

This program does not relieve students of their financial obligation to the University. Students retain full responsibility for ensuring that all tuition and fees are paid in full and in a timely manner.

## Military Payment Option

Students utilizing military tuition assistance must submit appropriate documentation and pay their portion of the tuition and fees prior to the first class meeting of each course. A late fee per course will be assessed and the student's account placed on hold should the student's military assistance paperwork and/or payment not be received prior to the first class meeting of the course.

This program does not relieve students of their financial obligation to the University. Students retain full responsibility for ensuring that all appropriate tuition and fees are paid in a timely manner.

## Deferred Corporate Reimbursement Option

This option is available to students whose employers have an approved written reimbursement policy. 100% of tuition is deferred until 60 days after the course start date. The student must submit a credit card and authorization to charge automatically to secure the deferment. Debit cards will not be accepted. The student's credit card will be charged 60 calendar days after the course start date. Tuition is deferred for a maximum

of two courses per session. A Declined Credit Card fee will be charged to the student's account for each declined credit card transaction.

For students under the deferred option who do not wish to use credit card deferral option, 25% of the tuition must be paid in cash prior to the first class meeting. The remaining tuition balance must be paid in full within 60 calendar days from the course start date.

## Veterans Educational Assistance

Formal application for admission to the University should be completed before applying for Veterans Educational Assistance. Each WIU program, course, and location requires separate Arizona Veterans Service Commission approval for the training of veterans. Students should contact their local campus for information on current approvals.

Application for VA benefits should be sent to the local campus for submission to the Department of Veteran Affairs with enrollment certification. WIU does not participate in the Department of Veterans Affairs advance pay program.

VA Benefit eligibility and assistance rates vary depending on each individual's military history and the educational program being pursued. Only the Department of Veteran Affairs can determine a VA applicant's eligibility. To contact a Department of Veteran Affairs representative, students may call toll free 1-800-827-1000.

To avoid overpayments, VA educational benefit recipients should promptly report any changes in enrollment or dependency status to the VA Coordinator at the University and the Department of Veteran Affairs. The University is required to notify the Department of Veteran Affairs within 30 days of a change in student status during previously certified periods of enrollment. Changes include withdrawal, reduction in training time, unsatisfactory academic progress or conduct, and assignment of a non-punitive grade. Upon receipt of the notice, the Department of Veteran Affairs is required to take prompt and aggressive action to recover benefit overpayments.

# Financial Policies & Procedures

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## DANTES Reimbursement

Independent study courses have Defense Activity for Non-Traditional Education Support (DANTES) approval for tuition reimbursement. For information on this program, students may contact the Educational Service Office on their base.

## Refund Policy

All fees, including application, assessment, student services fees, graduation, independent study and lab fees are non-refundable. (Additional fees see page 23).

Students are eligible for a tuition refund under the following conditions:

1. Withdrawal from the course prior to the 2nd class meeting of a 3-credit course: Refund 100% of tuition paid.
2. Withdrawal from the course prior to the 3rd class meeting of a 3-credit course: Refund 66% of tuition paid.
3. There is no tuition refund for students who withdraw after the 3rd class meeting of a 3-credit course.
4. There is no tuition refund for students who withdraw after the 2nd class meeting of a 1-credit course.
5. Students who begin a program under Registered Status pending the completion of their admission file and are subsequently denied admission, are eligible for a refund of the full tuition amount for the courses in which currently enrolled. Tuition will not be refunded to the student for any course that has been completed.
6. Students who are administratively withdrawn from a course are not eligible for a tuition refund.

Non-attendance in a course does not constitute a withdrawal. The student must contact the Registrar's Office at the University to be officially withdrawn

from a course. Tuition paid for a course that the student withdraws from during the refund period will remain on account to apply to the next course taken. All requests for refunds must be submitted in writing to the Accounting Office. The University requires 30 days for processing.

Students in the Certified Financial Planning Certificate Program are entitled to a refund adjusted for materials supplied.

## Additional Refund Policies for Students Receiving Financial Aid

If students drop temporarily, Financial Aid refunds will be applied toward future tuition. If the student has not re-entered the program after 30 days or as of the agreed upon return date, the credit balance will be issued to the lender. If students permanently withdraw from the University, refunds will be issued within 60 days.

If students withdraw and have completed at least 60% of the first half of their academic year at the University a refund calculation will be completed, and the largest amount refunded based on the following policies:

1. Western International University Refund Policy: See Refund Policy
2. Federal Refund Policy: This calculation allows the University to retain a certain percentage of the institutional charges based upon the percentage of the academic year students have attended.

If students withdraw and have not completed 60% of the first half of their academic year at the University an additional refund calculation will be performed.

Students will be notified of the results of this refund calculation and have 14 business days to respond to the University. If no response is received, any funds remaining on the students' accounts will be returned to the lender.

In some cases the amount to be returned to the lender will result in a balance owing on the student's account with the University. This balance will be collected from the

student. For more details regarding the refund policy for students receiving financial aid, students should contact their Financial Counselor.

## Financial Charges Grievance

The University has a responsibility to protect the rights of students and ensure compliance with its non-discrimination financial policy by providing an appeal process for those who desire to file a grievance against the University.

All disputes relating to charges must be initiated within six (6) weeks from the charge date and must be submitted in writing to the Accounting Manager.

## Financial Appeals

All student appeals or requests for policy exceptions must be submitted in writing and include all relevant documents or statements of support. Appeals may be submitted through the student's Academic or Financial Counselor or may be mailed to:

Student Appeals Committee  
Western International University  
9215 N. Black Canyon Highway  
Phoenix, Arizona 85021

The Student Appeals Committee will review the student's submissions as well as any other relevant information and render a written decision within 30 working days from receipt of the grievance.

# Financial Aid

Western International University (WIU) participates in five Title IV Financial Aid programs designed to give students who need or desire assistance several alternatives in financing their education. Information and/or application forms may be obtained from the Finance Office at each campus.

Students may borrow to the federal limits of their financial aid eligibility once every academic year and 360 hours (not less than 30 weeks) of instruction time. At WIU, students are required to successfully complete at least 30 credits. This type of funding method is called borrower-based. Therefore, students may be eligible to apply for two, three or four loans and/or two, three or four grants during their program. Normal processing time is 30 to 60 days. Students must complete the credits approved under the first loan of their academic year before receiving disbursement of a new loan.

All students applying for financial aid at WIU will have loan documents reviewed for eligibility and approval by the WIU Financial Aid Office prior to each disbursement of financial aid loans and/or grants. Students must reapply for financial aid at least 60 days prior to the expiration date of their current loan period.

All students receiving financial aid must comply with the requirements of WIU's Satisfactory Academic Progress Policy (SAP) for Title IV recipients. Those students not making satisfactory academic progress may be academically disqualified and/or financial aid disqualified.

## **Federal Pell Grant Program**

A Federal Pell Grant is an award that helps qualified undergraduate students (who have never obtained a bachelor degree) supplement a portion of their education. Unlike loans, repayment of Federal Pell Grants is not required, as long as students complete the required amount of coursework. Eligibility is based on a formula revised and approved each year by Congress.

## **Federal Stafford Student Loans (Subsidized and Unsubsidized)**

Federal Stafford Loans (formerly

GSL loan program) are low-interest loans. Loans are made by lenders such as banks or credit unions. These loans are insured by the appropriate national or state guarantee agency and reinsured by the federal government. Loans must be repaid once students graduate or withdraw from the University.

The federal government pays the interest on Subsidized Federal Stafford Loans while the student is in school. For Unsubsidized Federal Stafford Loans, the student has the option of deferring interest although the interest continues to accrue.

The Subsidized Federal Stafford Loan is made to borrowers who demonstrate financial need according to the federal methodology. The Unsubsidized Federal Stafford Loan is available to all borrowers who meet the requirements for student aid eligibility.

Students cannot borrow more than their cost of education at WIU less any other financial aid received. Other financial aid could include, but is not limited to, tuition assistance, scholarships and veteran benefits. Funding amounts are based on the level of credits students have reached in their academic progress. Information on current interest rates, loan limits, insurance premiums and guarantee fees can be obtained from WIU's Financial Aid Office.

After students graduate or leave school, they have a six - month grace period before beginning repayment for the Federal Stafford Loans. During the grace period, students receiving subsidized funds are not required to pay for interest or principal. For an Unsubsidized Federal Stafford Loan, students have the option of deferring interest but it will continue to accrue.

The WIU Financial Aid Office will provide loan applicants with a list of lenders who participate in the federal loan programs. All financial aid students must select a lender from this list.

## **Financial PLUS Loans**

The Federal PLUS Loan is available to parents of dependent students. This loan is based on "credit worthiness" as determined by the lender.

Repayment begins 60 days from the date the loan is fully disbursed by the lender.

## **Campus Based AID**

The Federal Supplemental Educational Opportunity Grant (FSEOG) Program awards grants, and the Federal Perkins Loan Program offers low interest loans. These programs are campus-based and administered directly by the Financial Aid Office. Unlike the Federal Pell Grant Program, which provides every eligible student with funds, campus-based programs receive a limited amount of funds from the federal government each year. Once the available funds have been distributed, no further awards can be made from campus-based programs for that year.

## **FSEOG**

FSEOG is available for undergraduates with exceptional financial need. This is defined as students with the lowest Expected Family Contributions (EFC). Students who receive Federal Pell Grants are given priority. FSEOG does not need to be paid back by students who successfully complete the required coursework during the award period.

## **Perkins Loans**

The Perkins Loan is a low-interest (5 percent) loan for both undergraduates and graduate students with exceptional financial need. This loan is made with WIU as the lender. The loan is comprised of government funds and a portion contributed by the school. Perkins loans must be repaid to the school. Repayment begins nine months after students graduate, leave school, or drop below half-time status. This nine-month period is called a grace period. At the end of the grace period, students must begin repaying the loans. Students may be allowed up to 10 years to repay this type of loan.

## **Alternative Loans**

Students who do not want to apply for federal funds or are not eligible to receive federal funds may consider an alternative loan. These loans are available through a variety of lenders

# Financial Aid

and are based on credit worthiness. Interest rates and repayment options vary by lender. Additional information concerning other sources of funding may be obtained from the WIU Financial Aid Office.

## Loan/Grant Disbursement

Loan applications may be certified and disbursed while students have an acceptable admission status. Additionally, students must be making Satisfactory Academic Progress as defined by federal regulations and outlined in this catalog.

Federal disbursements are made in two payments; at the beginning of the loan period and after successfully completing approximately one-half of the credits for that loan period. Any processing fees will be divided in half and deducted from both payments. The loan check will be co-payable to the University and the student, or funds will be transferred via EFT (Electronic Funds Transfer) directly to WIU. With authorization from the borrower, the University will apply all financial aid monies toward tuition for the current half of the academic year. Any excess monies will be refunded to the student. Federal regulations require a delay in disbursement of loan monies to first-time borrowing students until after 30 days of attendance. Since WIU does not have standard fall/spring semesters, funding is borrower-based.

Grant disbursements are made to eligible students at the beginning and midpoint of the grant period.

## Satisfactory Academic Progress

Students are expected to demonstrate academic progress toward a degree, with a minimum cumulative GPA of 2.0 or better at the bachelor level, and 3.0 at the master level, to be considered in good academic standing. Students whose GPAs drop below the minimum requirements will be placed on academic probation and given the opportunity to reach acceptable standards. (See Academic Probation on page 19).

Students receiving Title IV financial aid funds must maintain the minimum grade point average for their degree program as outlined above. In addition,

these students must also make satisfactory progress toward completing their degree programs within the maximum time frame allowed according to Federal regulations. The maximum time frame allowed is based on the required number of credits for graduation from the degree program, less any transfer or assessed credits, times 150%. For further information, contact the WIU Financial Aid Office.

This maximum time frame will be evaluated for all periods of attendance at the University, including periods during which the student did not receive aid. Students who transfer between programs, majors or drop and re-enter, will have their maximum time frame evaluated based on courses that apply to the new program and/or major. This approach to maximum time frame will be used each time the student changes degree and/or major and/or drops and re-enters.

Students must complete a minimum of 16 credits during each 24 attempted credit increment to make Satisfactory Academic Progress. Non-punitive or failing grades do not count as completed credits. A non-punitive grade is an incomplete (I) or a withdrawal (W). A failing grade is an (F). Each counts as an attempted credit as does each course the student begins. For repeated courses, only the repeated course that receive a punitive passing grade counts as a completed course.

Students, who are not making Satisfactory Academic Progress at the end of a 24-attempted credit increment, will be placed on Financial Aid Probation. The student has two future 24 attempted credit increments from the increment during which the student was placed on probation to make up the credit deficiency. Students who do not make up the deficient credits within their two probationary increments, do not maintain the minimum credit requirement in the probationary increment (16), or are more than 8 credits deficient at the end of the second probationary increment, will be placed on Financial Aid Disqualification at which time all Title IV funding will cease.

At the time of certification and each

disbursement, the Financial Counselor requests a SAP audit to be performed by the Student Services Department.

The students are evaluated on the number of credits required for graduation in their degree program to determine the maximum time frame. The minimum number of credits required for graduation is 126 credit hours for undergraduates and 40 credit hours for graduate students. Listed below are the number of cumulative credit hours that must be earned by the end of each incremental period in order to avoid probation or, eventually, suspension. If the audit results in a regular or probationary status, the Financial Aid Office will be notified to release or certify funds.

The Student Services Department notifies students in writing if they have been placed on Academic Probation. If the SAP audit results in Financial Aid Disqualification, WIU Financial Aid Office will notify the student in writing. Students may continue to take courses at WIU, subject to University policies. However, students will not be eligible for financial aid at that time.

The following example assumes that students have no transferred or applied credits for their program.

### *Undergraduate Student*

<b>Increment</b>	<b>Completed</b>	<b>Attempted</b>
1	16 completed	24 credits
2	32 completed	48 credits
3	48 completed	72 credits
4	64 completed	96 credits
5	80 completed	120 credits
6	96 completed	144 credits
7	112 completed	168 credits
8	126 completed	189 credits

In the 8th increment, students only need 14 credits to graduate. Therefore, the student must complete 14 out of 21 credits attempted in order to not exceed the maximum time frame.

### *Graduate Student*

<b>Increment</b>	<b>Completed</b>	<b>Attempted</b>
1	16 completed	24 credits
2	32 completed	48 credits
3	48 completed	72 credits
4	64 completed	96 credits
5	66 completed	99 credit

# Financial Aid

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In the 5th increment, students only need 2 credits to graduate. Therefore, students must complete 2 out of 3 credits attempted in order to not exceed the maximum time frame.

## Leave of Absence

On occasion, students may find it necessary to take a Leave of Absence (LOA). The LOA serves several purposes. While in a current academic year, it serves to maintain eligibility within the financial aid process. It also serves to delay students' grace/repayment periods for federal student loans. For students requesting an LOA, the following applies:

1. The LOA must be requested in writing, using the LOA Request Form. This form is available at the WIU Financial Aid Office.
2. Under most circumstances only one LOA can be granted in any 12-month period.
3. Under most circumstances the LOA should not exceed 60 calendar days (1 two-month term).
4. The LOA Request Form must be received in WIU's Financial Aid Office within 30 days of the student's last date of attendance.

All students requesting LOAs will be notified of their status (approved or denied) by the WIU Financial Aid Office. Financial aid loan disbursements cannot be released while a student is on a Leave of Absence. An LOA may also effect the amount of funding that the student may receive. The WIU Financial Aid Office will re-evaluate the funding based on the number of months in the loan period and the amount of credits that will be completed during the loan period. Students will be notified of any changes.

# Student Right-To-Know

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## Campus Safety

Western International University is strongly committed to crime prevention and to the safety of the University community. The University considers the personal physical safety of its students and employees necessary for a successful learning environment. In the event of an emergency while on campus, students should call 911 for immediate assistance. In a non-emergency situation, students should contact a campus administrator or available security personnel for assistance. All criminal activity is logged and, if possible, action taken to avert further incidents (i.e. additional security personnel, increased parking lot lighting, etc.). Security personnel are stationed on campus to ensure student, employee, and property safety. Local law enforcement agencies will be notified of crimes warranting their involvement (i.e., robbery, aggravated assault, etc.).

## Campus Statistics

Under the Federal Student Right-To-Know and Campus Security Act, Western International University (WIU) is obligated to publish statistics regarding on-campus crimes that have been reported to campus security authorities or local law enforcement services. Campus locations that are to be included in this report are only those that fall under the jurisdiction of WIU.

Crime statistics may be found on the WIU website. [www.wintu.edu](http://www.wintu.edu).

## Sexual Assault Prevention Programs and Sexual Harassment

Sexual Assault Prevention programs and literature are available from the local law enforcement agency. If a student is sexually assaulted, it is recommended that the local law enforcement agency be notified immediately (dial 911). Students who believe they have been sexually harassed by faculty, administrative

personnel, or other students, are urged to report these incidents to the Executive Director of Operations. An immediate investigation of all complaints will be undertaken. Anyone found, after appropriate investigation, to have inappropriately harassed a student or employee, will be subject to sanctions. Student sanctions may include written warnings and/or dismissal. Faculty members and employees are subject to written warnings and/or terminations.

## Student Completion Rate

In accordance with the Higher Education Act of 1965, each educational institution must publish its student completion rate excluding graduate programs.

Western International University's completion rate averages 60% across all programs.

# Drug & Alcohol Prevention Program

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The U.S. Department of Education requires institutions of higher education to provide a drug prevention and awareness program for their students and employees.

## Standards of Conduct

All students are expected to conduct themselves as mature adults and members of an academic community. The consumption of alcohol or drugs while attending class or meeting with campus personnel is prohibited.

## Associated Health Risks

There are dangers related to specific drugs. Listed below are the names of some of these drugs and the dangers that accompany them.

### *Marijuana*

Can slow reflexes, diminish mental power, impair judgement and cause forgetfulness. Can damage lungs, the reproductive system and brain functions.

### *Cocaine*

Can create the illusion of being superhuman, can impair judgement and decision-making ability, cause emotional problems, mood swings, loss of dependability and can increase workplace crime due to the high cost of the drug. Can damage the respiratory and immune systems and can cause malnutrition, seizures and loss of brain functions.

### *Heroin*

Can cause lack of interest in workplace safety. The high cost of the drug can cause an increase in workplace crime. Dirty needles and other such paraphernalia can cause an increase

in the spread of diseases such as AIDS. Can diminish personal productivity, damage relationships, and cause loss of financial stability. An overdose can cause a coma and/or death. Heroin is addictive, even in small amounts, and withdrawal is difficult and painful.

### *Hallucinogens (PCP, LSD, Ecstasy)*

Can cause hallucinations that distort audio and visual perceptions. Can cause sudden changes in behavior that may result in attacks on others. Can also cause loss of concentration and memory after the drug has worn off.

### *Amphetamines*

Can cause the feeling of being rushed and result in pushing oneself beyond capacity. Can disrupt family life and cause serious health problems such as kidney and liver disease.

### *Sedatives*

Can slow mental reflexes, causing danger for those in positions that require mental alertness. Can disrupt family life and cause serious health problems such as kidney and liver disease.

### *Alcohol*

Can cause loss of concentration and judgement, tardiness and absenteeism, placing a greater share of the workload on co-workers. Can also increase the inability to deal with problems at work. Can cause liver and kidney disease. Excessive use can result in alcoholism.

## Sanctions the School will Impose

Any student found consuming or selling alcohol or drugs on school property will be subject to discipline on a case-by-case basis. Disciplinary

action will be based on the seriousness of the situation. Some cases may result in dismissal from school. In all cases, the school abides by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol by minors. All illegal drugs are governed by the program.

## Counseling, Treatment and Rehabilitation Programs

In order to assist any student who may have a drug or alcohol problem, the following national toll-free phone numbers are provided. These associations can assist in identifying a counseling, treatment, or rehabilitation program.

- **Al-Anon**  
1-800-356-9996
- **American Council on Alcoholism Helpline**  
1-800-527-5344
- **Cocaine Hotline**  
1-800-COCAINE
- **National Council on Alcoholism**  
1-800-NCA-CALL
- **National Institute on Drug Abuse Hotline**  
1-800-662-HELP
- **National Institute on Drug Abuse Helpline**  
1-800-843-4971

# University Teaching and Learning Model

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At Western International University the focus is on business. Each degree program provides a foundation in general education, followed by the fundamentals of business activity, and then the specialty of the selected major. Those successfully completing the Associate, Bachelor or Master degrees will be prepared, at various levels, for employment and/or advancement in the national and international work environments.

The WIU Teaching and Learning Model is a unique one: combining both the traditional and non-traditional approaches that best serve our adult and international student populations. Each session is two months in length, and new sessions start every month. On-ground classes meet nine times during that two-month period and are scheduled for four hours each, generally from 6 p.m to 10 p.m., Monday through Thursday, with occasional Saturday classes.

The WIU Faculty is also a blend of traditionally and non-traditionally prepared (Master-degree or higher) and working professionals; many with international experience. They bring both theoretical and practical knowledge and skill to their teaching and facilitate student collaboration to maximize teaching and learning.

To accommodate a variety of learning styles, teaching methods include lecture, discussion, in-class small group work, case study, projects, student presentations, and application of concepts and theory to real world situations. Students are encouraged to target their assignments to issues and projects directly related to their work.

To prepare students for successful employment and advancement in the business world, WIU also incorporates global, multicultural, and international perspectives in its curriculum and emphasizes communication (both written and oral),

critical thinking, and computer skill development.

It is the University's belief that any student who might benefit from enrollment in its programs is welcome. However, academic standards remain rigorous and require that students come to WIU prepared for university-level work or seek the preparation they need either before they begin their coursework or during their initial enrollment period. Learning is a social, and often a sequential, experience. Therefore, it is critical that students enroll with the commitment to attend and actively participate in all classes. It is important to take classes in the recommended order as detailed in the following program descriptions. All course prerequisites must be met prior to enrolling in courses which require them.

## WIU Interactive Online

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Western International University Interactive Online learning offers a unique opportunity for students who wish to pursue their degrees but because of travel, time constraints, or simply preference, do not want to attend classes in an on-ground setting. Unlike most computer or web-based programs, WIU Interactive Online offers students the best of classroom interactivity combined with the flexibility of "no place and no time" constraints.

Unlike other online opportunities, WIU Interactive Online is not merely text and email-based. The curriculum has been carefully designed to meet

the needs of all types of learners by utilizing a variety of delivery methods. WIU Interactive Online combines live and recorded audio- and visual-based courses with web-based support. An easily accessed virtual classroom is created that provides visual presentations, group discussion, lectures, Internet exploration, and informal chat with other students and faculty. If unable to participate in the live sessions, students may access recordings of them at a later time. The program combines the benefits of interactivity with maximum flexibility without a demand for sophisticated computer equipment and software.

University curriculum has been adapted to the WIU Interactive Online learning. Numerous degree programs are currently under development. Information regarding this program may be obtained from the University Enrollment or Academic Counseling Departments.

Students enrolled in WIU Interactive Online courses are considered full-time students and follow all University policies and procedures regarding application, admission, registration, and course attendance.

The toll-free number for out of state inquiries is 1-866-WIU-INFO.

# Academic Program Requirements

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## Associate of Arts Degree

The Associate of Arts degree provides students with a solid background of general knowledge in addition to a broad-based business foundation. WIU's AA program is designed so that students wishing to continue their education are prepared to move directly into the Core and Major course requirements of any Bachelor degree program offered at WIU.

**Total number of credits required – 60**

### *AA Degree Requirements:*

- General Education Core Requirements – 42 credits  
Courses that fulfill General Education Requirements are listed under the Bachelor degree requirements.
- Common Body of Knowledge Requirements – 18 credits  
Courses that fulfill CBK requirements are listed under the Bachelor degree requirements.

### *Additional Requirements:*

- A minimum of 24 credits must be earned in residence at WIU.
- Students must maintain a minimum cumulative grade point average of 2.0 (C) or higher for all coursework at WIU.

*The University reserves the right to make course substitutions*

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## Bachelor Degree Programs

Each Bachelor degree program provides students with foundations for life-long learning as well as productive careers. The General Education requirements encompass a breadth of knowledge that offers students an overall understanding of global issues and the basic skills useful in the continual learning process.

126 credits are required to receive a Bachelor degree from WIU. Credits are broken into five categories, each of which has a specific set of credit requirements. Because the courses in each category build upon those in the category before (i.e. Common Body of Knowledge build on General Education, and core courses build on Common Body of Knowledge), it is strongly recommended that they be taken in the order listed to achieve the greatest degree of understanding and success throughout the degree program. Also, since courses are scheduled in rotations, taking them in order will prevent students from missing courses that may not be offered for another year. (B.S. International Business degree requirements are categorized differently.)

**Total numbers of credits required – 126.**

### *Bachelor Degree Requirements:*

- General Education Core – 42 credits
- General Education Selectives – 18 credits
- Common Body of Knowledge (CBK) – 18 credits
- Core Requirements – 15 credits
- Major Requirements – 33 credits

### *Additional Requirements:*

- Students must earn a minimum of 36 credits in residence at WIU.
- A maximum of 72 lower division (100- and 200-level) credits may be applied to a WIU Bachelor degree program.

All courses listed as applicable to specific categories are offered by WIU. Transfer courses from other institutions that meet the intent of

WIU course requirements may be applied. Transfer courses may be different from those offered by WIU but still may be applicable to General Education requirements. This is especially true in areas of social and behavioral sciences, mathematics and natural science. Please refer to the Transfer of Credit section of this catalog for additional information.

### *Integrated Capstone Course*

The undergraduate Integrated Capstone course is a graduation requirement for all WIU undergraduate students. The course focuses on the integration of the General Education, Common Body of Knowledge, and Major course contents, and on the demonstration of mastery of the University and Program competencies.

Utilizing the skills and knowledge learned at WIU, students address real world issues in a collaborative format, and deliver results in a professional presentation at the end of class. Although the process is collaborative in nature, students are individually assessed and graded. A grade of C or better must be earned for graduation.

*The University reserves the right to make course substitutions*

# Academic Program Requirements

## General Education Requirements

General Education courses provide foundation knowledge for all undergraduate degree programs. The requirements consist of 42 credits in the General Education Core and 18 credits in the General Education Selective block.

### Total General Education Requirements – 60 Credits

### General Education Core Requirements – 42 Credits (All courses are 3 credits)

■ Language & Culture – 18 Credits		*INDICATE COURSES REQUIRING A PREREQUISITE	
•ESL 100 (eligible students only)*	<b>Select two of the following Language/ International Studies courses:</b>	•FRN 258 French I	•INS 323 Cultural and Social Environment: Latin America
•ESL 110 (eligible students only)*		•FRN 259 French II*	•INS 324 Cultural and Social Environment: Middle East and Africa
•ENG 101 English Composition I	<b>Select one of the following courses:</b>	•GER 262 German I	•INS 326 Cultural and Social Environment: Australia and New Zealand
•ENG 102 English Composition II*		•GER 263 German II*	•INS 328 Cultural and Social Environment: Oceania
•CRT 201 Critical Thinking		•SPN 254 Spanish I	
•COM 210 Written Communication*		•SPN 255 Spanish II*	
•COM 259 Oral Communication		•INS 320 Cultural and Social Environment: Pacific Rim	
		•INS 321 Cultural and Social Environment: Europe and Russia	

Please note that languages and some INS courses are also applicable to the International Business degree. Since a single course may not fill more than one requirement, i.e. general education and INB major requirements, please select/schedule enough courses to fulfill all requirements.

### ■ Information Technology – 3 Credits

•IT 110 Fundamentals of Computers

### ■ Humanities – 6 Credits

#### Select two of the following courses:

•HUM 201 World Culture and the Arts      •LIT 205 World Literature  
 •HUM 127 Religions of the World      •PHI 101 Introduction to Philosophy

### ■ Social & Behavioral Sciences – 6 Credits

•ETH 123 Cultural Diversity	<b>Select one of the following courses:</b>	•GOV 260 Government Systems of the World	
		•BEH 221 Introduction to Behavioral Science	•HIS 268 World History
		•ECO 276 Money and Banking	•SOC 101 Introduction to Sociology
		•GOV 250 Economic Geography	•SOC 122 Cultures of the Southwest

### ■ Mathematics – 6 Credits

■ Mathematics – 6 Credits		*INDICATE COURSES REQUIRING A PREREQUISITE
•MAT 105 Basic Math	•MAT 109 Business Mathematics *	•MAT 110 Algebra I*

### ■ Natural Science – 3 Credits

#### Select one of the following courses:

•SCI 244 Geology      •SCI 264 General Physics      •SCI 270 Environmental Science

### General Education Selective Requirements – 18 Credits

The General Education Selective credit block offers students the opportunity to pursue a variety of topics of interest, and fulfill prerequisites for their major.

# Academic Program Requirements

## Common Body of Knowledge (CBK)

A portion of all Bachelor degree programs are comprised of Common Body of Knowledge (CBK) courses which represent the competencies necessary for effective performance in business environments.

Common Body of Knowledge (CBK) Requirements – 18 credits		*INDICATE COURSES REQUIRING A PREREQUISITE	
Courses providing competencies common across all degree programs at WIU:	•IT 300	Management Information Systems*	
	•MGT 340	Organization Theory and Behavior	
•ECO 301	Economic Theory	•MGT 350	Political, Legal and Ethical Issues in Business
•INB 300	International Business	•RES 311	Quantitative Methods for Decision Making*

## Core Requirements

Because WIU's Degree Programs are specialized, the University is divided into two colleges that provide focus to each degree program. The degree program or major chosen will determine the core requirements.

College of Business and Technology		*INDICATE COURSES REQUIRING A PREREQUISITE
The College of Business and Technology provides education to equip students for assuming leadership positions in a variety of organizations. Majors that are housed in the College of Business and Technology are:	<b>Business Core – 15 credits</b>	<b>IT Core – 15 credits</b>
	Core requirements for ACC, BUS, BA, INB, and MGT are as follows:	Core requirements for IT are as follows:
<ul style="list-style-type: none"> <li>■ Accounting (ACC)</li> <li>■ Business (BUS)</li> <li>■ Business Administration (BA)</li> <li>■ Information Technology (IT)</li> <li>■ International Business (INB)</li> <li>■ Management (MGT)</li> </ul>	<ul style="list-style-type: none"> <li>•ACC 301 Financial Accounting</li> <li>•ACC 302 Managerial Accounting*</li> <li>•FIN 317 Financial Management*</li> <li>•MGT 370 Operations Management*</li> <li>•MKT 308 Marketing Management</li> </ul>	<ul style="list-style-type: none"> <li>•IT 311 Fundamentals of Programming with Algorithms and Logic*</li> <li>•IT 316 Analysis &amp; Design of Information Systems*</li> <li>•IT 318 Information Systems Architecture*</li> <li>•IT 319 Computer Networking*</li> <li>•IT 440 Project Planning &amp; Execution*</li> </ul>

College of Liberal Arts		*INDICATE COURSES REQUIRING A PREREQUISITE
The College of Liberal Arts provides a broad education for professionals through specialized programs. Majors that are housed within the College of Liberal Arts are:	<b>LA Core – 15 Credits</b>	
	Core requirements for ADJ, BEH, and HRM are as follows:	
<ul style="list-style-type: none"> <li>■ Administration of Justice (ADJ)</li> <li>■ Behavioral Science (BEH)</li> <li>■ Human Resource Management (HRM)</li> </ul>	<ul style="list-style-type: none"> <li>•BEH 304 Ethics &amp; Values in a Free Society</li> <li>•BEH 311 Social Psychology</li> <li>•BEH 331 Human Relationships &amp; Interpersonal Communications</li> </ul>	<ul style="list-style-type: none"> <li>•HRM 335 Human Resources Management</li> <li>•MGT 337 Supervision and Leadership</li> </ul>

# Academic Program Requirements

## ■ Bachelor of Arts in Administration of Justice

\*INDICATE COURSES REQUIRING A PREREQUISITE

The Administration of Justice major provides foundations in criminal justice and law enforcement systems with a focus on management. Through exploration of common theory, methods and issues, students are provided background for further advancement.

The Bachelor of Arts in Administration of Justice program is offered only to organizations that wish to provide site-based instruction to their employees. The program has minimum enrollment requirements and enrollment is only open to employees of the sponsoring organization.

### **General Education Requirements – 60 Credits**

### **Common Body of Knowledge and Liberal Arts Core – 33 Credits**

### **Major Requirements – 33 Credits**

- ADJ 310 Justice System in America
- ADJ 320 Introduction to Criminology
- ADJ 330 Ethics and Administration of Justice
- ADJ 410 Police in the Community
- ADJ 420 Organizational Communication in Administration of Justice

- ADJ 430 Probation, Parole and Contemporary Corrections
- ADJ 440 International Justice Systems
- ADJ 450 Crime From the Streets to the Boardroom
- ADJ 460 Legal Issues in Criminal Justice

- 1 upper division elective from: ACC, BEH, FIN, HRM, INB, INS, IT, MGT and MKT

- CAP 485 Integrated Capstone\*

**Credits Required for Degree: 126**

## ■ Bachelor of Arts in Behavioral Science

\*INDICATE COURSES REQUIRING A PREREQUISITE

The Bachelor of Arts in Behavioral Science degree program offers students a basic foundation in the diverse fields of psychology, social psychology, and human development and behavior. The program is experience-based and emphasizes the reciprocity of knowledge and direct application. Because of the breadth of its offerings, this major can be directly applied in multiple areas of business and corporate operations. It also has direct and immediate application in human services positions and operations, or can provide a solid base for advanced study in various behavioral science disciplines. Participation in this program will also enhance personal

development through the acquisition of new knowledge and insight into group interactions and communications.

### **General Education Requirements – 60 Credits**

### **Common Body of Knowledge and Liberal Arts Core – 33 Credits**

### **Major Requirements – 33 Credits**

- BEH 312 Personality Theories
- BEH 314 Humanistic Psychology
- RES 321 Behavioral Research Design, Tests & Measurement\*

- BEH 405 Learning & Cognition
- BEH 407 Motivation & Achievement
- BEH 411 Lifespan Development\*
- BEH 423 Group Dynamics: Teambuilding, Negotiation & Conflict Management

- BEH 430 Theories of Counseling\*
- BEH 440 Abnormal Psychology\*
- BEH 490 Contemporary Issues in Behavioral Science

- CAP 485 Integrated Capstone\*

**Credits Required for Degree: 126**

## ■ Bachelor of Arts in Human Resource Management

\*INDICATE COURSES REQUIRING A PREREQUISITE

Human Resource professionals must respond to the challenges of federal, state, and local regulations. In addition, Human Resource professionals must be adept at dealing with behavioral dynamics in the workplace. Designed according to HRCI's Body of Knowledge recommendations for the Professional in Human Resources (PHR) certification, WIU's Bachelor of Arts in Human Resource Management prepares HR professionals to deal with organizational issues, employment practices, compensation and benefits, labor relations, and health, safety, and security programs. The degree prepares students for such positions as HR Generalist, HR Coordinator,

Personnel Specialist, Training & Development Manager, Compensation Analyst, and Labor Relations Specialist.

### **General Education Requirements – 42 Credits**

### **Additional Degree Requirements – 6 Credits**

- COM 259 Oral Communications
- MAT 109 Business Math\*

### **Selectives – 12 Credits**

### **Common Body of Knowledge and Liberal Arts Core – 33 Credits**

### **Major Requirements – 33 Credits**

- BEH 405 Learning & Cognition

- BEH 407 Motivation & Achievement
- MGT 370 Operations Management
- MGT 445 Corporate Training & Development\*
- HRM 410 Staffing & Employment Practices\*
- HRM 420 Health & Safety in the Workplace\*
- HRM 430 Employment Law\*
- HRM 460 Labor/Management Relations\*

- 2 upper division electives from ACC, BEH, FIN, INB, INS, IT, MGT

- CAP 485 Integrated Capstone\*

**Credits Required for Degree: 126**

# Academic Program Requirements

## ■ Bachelor of Science in Accounting

\*INDICATE COURSES REQUIRING A PREREQUISITE

The Bachelor of Science degree in Accounting is designed to provide students with the professional background necessary for a rewarding and challenging career in public, private, or governmental accounting. The foundation courses needed for professional certification are included in the curriculum.

### **General Education Requirements – 60 Credits**

### **CBK and Business Core – 33 Credits**

#### **Major Requirements – 33 Credits**

- ACC 303 Cost Accounting\*
- ACC 304 Intermediate Accounting I\*
- ACC 306 Intermediate Accounting II\*
- ACC 317 Auditing\*
- ACC 319 Federal Income Taxation\*
- ACC 405 Accounting Information Systems
- ACC 406 Governmental Fund Accounting\*

- ACC 450 Corporate Taxation\*
- ACC 460 Advanced Accounting\*

- 1 upper division elective from: BEH, FIN, HRM, INB, INS, IT, MGT or MKT

- CAP 485 Integrated Capstone\*

**Credits Required for Degree: 126**

*Students interested in Arizona CPA Examination requirements, see page 40.*

## ■ Bachelor of Science in Business

\*INDICATE COURSES REQUIRING A PREREQUISITE

The Bachelor of Science in Business program is designed for students who want to acquire a solid foundation in general business, but have not yet decided in which area of business to specialize, or for those who wish to individualize their program. Students have the option to combine general business studies with a distinctive and rigorous minor in a selected business discipline. Minor courses provide excellent preparation for further graduate study.

Students may choose 300- and 400-level courses (prerequisites must be met) in any discipline or combination of disciplines to fulfill 30 credits of major requirements.

### **General Education Requirements – 60 Credits**

### **Common Body of Knowledge and Business Core – 33 Credits**

#### **Major Requirements – 33 Credits**

- 10 upper division electives from:

ACC, FIN, HRM, INB, IT, MGT, MKT and no more than 3 each from BEH and INS.

#### **OR**

Students may also elect to declare one minor as part of this program by concentrating 15 of the major credits in one discipline. [Note: Minors listed below carry specific requirements.]

- CAP 485 Integrated Capstone\*

**Credits Required for Degree: 126**

### **E-Commerce Minor Requirements**

\*INDICATE COURSES REQUIRING A PREREQUISITE

- IT 312 Internet Concepts\*
- IT 350 Commerce on the Web\*

- MGT 426 E-Commerce\*
- MGT 431 Human Computer Interaction\*

- MKT 460 Marketing on the Internet\*

**Credits required for minor: 15**

### **Finance Minor Requirements**

\*INDICATE COURSES REQUIRING A PREREQUISITE

- FIN 325 Portfolio Management\*
- FIN 332 Professional Financial Planning

- FIN 341 Financial Markets\*
- FIN 412 Working Capital Management\*

- FIN 423 Financial Systems and Institutions

**Credits required for minor: 15**

### **Human Resource Management Minor Requirements**

\*INDICATE COURSES REQUIRING A PREREQUISITE

- HRM 335 Human Resource Management
- HRM 410 Staffing & Employment Practices\*

- HRM 420 Health & Safety in the Workplace\*
- HRM 430 Employment Law\*

- HRM 460 Labor/Management Relations\*

**Credits required for minor: 15**

### **Marketing Minor Requirements**

\*INDICATE COURSES REQUIRING A PREREQUISITE

- MKT 415 Buyer Behavior Issues & Analysis

- MKT 434 Consumer Communications & Sales Management
- MKT 452 International Marketing\*

- MKT 460 Marketing on the Internet\*
- MKT 470 Strategic Issues in Marketing

**Credits required for minor: 15**

# Academic Program Requirements

## ■ Bachelor of Science in Business Administration

\*INDICATE COURSES REQUIRING A PREREQUISITE

Many organizations are interested in employees who have general business-related skills. Broad-based business skills are obtained by taking courses in the Common Body of Knowledge area and at least one course in each of the other business-related major areas: Accounting, Information Technology, Finance, Management, Marketing and International Business.

### **General Education Requirements – 60 Credits**

### **Common Body of Knowledge and Business Core – 33 Credits**

### **Major Requirements – 33 Credits**

- ACC 303 Cost Accounting\*
- FIN 341 Financial Markets\*
- IT 316 Analysis & Design of Information Systems\*
- HRM 335 Human Resource Mgt.
- MGT 465 Organization Development\*

- MGT 492 Seminar on Strategic Management Issues
- MKT 434 Consumer Communications & Sales Management

- 3 upper division electives from: ACC, BEH, FIN, HRM, INB, INS, IT, MGT or MKT

- CAP 485 Integrated Capstone\*

**Credits Required for Degree: 126**

## ■ Bachelor of Science in Information Technology

\*INDICATE COURSES REQUIRING A PREREQUISITE

The Bachelor of Science in Information Technology degree program provides a solid foundation for students who wish to pursue careers as information technology professionals, or for those who desire a more concrete understanding of the integral ways in which information technology impacts the business environment globally. Graduates are well prepared for entry-level positions in specialized areas such as systems analysts, business applications programming, business database design, decision support systems, networking technologies, and are also well prepared to advance from those positions. The CBK component of the BSIT program provides students with the knowledge of principles and practices required to achieve success in any of WIU's business degree programs. The Technology Core enables students to understand and integrate the basic components in the IT environment,

while building the logic skills necessary for system development. The major requirements introduce the most current and relevant topics affecting information technology in business.

### **General Education Requirements – 60 Credits**

### **Common Body of Knowledge and Technology Core – 33 Credits**

### **Major Requirements – 33 Credits**

Select three programming courses from:

- IT 302 Visual Basic\*
- IT 306 C++ Programming\*
- IT 307 Java Programming\*
- IT 308 XML/HTML\*
- IT 402 Advanced Visual Basic\*
- IT 406 Advanced C++ Programming\*

- IT 407 Advanced Java Programming\*
- IT 408 Advanced XML/HTML Programming\*

And take the following courses:

- IT 312 Internet Concepts\*
- IT 421 Database Management\*
- IT 423 Software Engineering\*
- IT 450 Evaluation, Selection, & Implementation of Application Software\*
- IT 460 Quality Assurance & Configuration Management\*
- IT 480 IT Management\*

- 1 upper division elective from: ACC, BEH, FIN, HRM, INB, INS, IT, MGT, MKT

- CAP 485 Integrated Capstone\*

**Credits Required for Degree: 126**

# Academic Program Requirements

## ■ Bachelor of Science in International Business

\*INDICATE COURSES REQUIRING A PREREQUISITE

The global market and the Internet have forever changed the way the world does business. Graduates with skills and knowledge that go beyond national borders have become increasingly valuable and sought-after. WIU's Bachelor of Science in International Business program introduces students to international finance, marketing, economics, and import/export, in addition to providing the opportunity to study the social, cultural, political, economic, and business nuances of selected regions of the world.

### **General Education Requirements – 60 Credits**

### **Common Body of Knowledge and Business Core – 33 Credits**

### **Language Requirement – 6 Credits**

Six credits of one language that have not been taken in satisfaction of the General Education requirements:

- FRN 258 French I
- FRN 259 French II\*
- GER 262 German I
- GER 263 German II\*
- SPN 254 Spanish I
- SPN 255 Spanish II\*

### **Major Requirements – 27 Credits**

- HIS 378 History of World Economies

- GOV 380 World Political & Economic Systems
- INB 420 Import/Export Mgt.\*
- FIN 455 International Finance\*
- MKT 452 International Marketing\*

- 1 upper division elective from: ACC, BEH, FIN, HRM, INB, INS, IT, MGT or MKT

### **Select one of the following regional focuses:**

- INB 411 Economic and Business Environment: Europe & Russia  
**AND**
- INS 321 Cultural & Social Environment: Europe & Russia  
\_\_\_\_\_
- INB 412 Economic and Business Environment: Middle East/Africa  
**AND**
- INS 324 Cultural & Social Environment: Middle East & Africa  
\_\_\_\_\_

- INB 413 Economic and Business Environment: Latin America  
**AND**

- INS 323 Cultural & Social Environment: Latin America  
\_\_\_\_\_

- INB 414 Economic and Business Environment: Pacific Rim  
**AND**

- INS 320 Cultural & Social Environment: Pacific Rim

**\*Note: INS 326 or INS 328 do not apply to this degree program**

- CAP 485 Integrated Capstone\*

**Credits Required for Degree: 126**

## ■ Bachelor of Science in Management

\*INDICATE COURSES REQUIRING A PREREQUISITE

Effective management requires individuals who can implement the process involved in creating the proper business environment. A professional business background is required to enable managers to achieve bottom-line results. Furthermore, the management graduate must be trained in a broadbased leadership program. The Management degree curriculum provides graduates with skills necessary to lead and manage effectively within a dynamic business environment.

### **General Education Requirements – 60 Credits**

### **Common Body of Knowledge and Business Core – 33 Credits**

### **Major Requirements – 33 Credits**

- HRM 335 Human Resource Management
- BEH 423 Group Dynamics: Teambuilding, Negotiation & Conflict Management E-Commerce\*
- MGT 426 Corporate Training and Development\*

- HRM 460 Labor/Management Relations\*

- MGT 461 Project Management
- MGT 463 Management of Small Business

- MGT 465 Organization Development\*

- MGT 492 Seminar on Strategic Management Issues

- 1 upper division elective from: ACC, BEH, FIN, HRM, INB, INS, IT, MGT or MKT

- CAP 485 Integrated Capstone\*

**Credits Required for Degree: 126**

# Academic Program Requirements

## Master Degree Programs

Each Master Degree Program is comprised of Core and Major course requirements. The undergraduate prerequisites provide foundation for the theoretical concepts and analytical techniques critical to understanding graduate level coursework.

The core builds on the prerequisite courses, extending the application of the concepts and techniques of business functions. **Core courses are to be completed after the prerequisites and prior to taking major courses.** Core courses also build upon each other, therefore it is strongly recommended that they be taken in the order listed to achieve the greatest degree of understanding and success throughout the degree program. Also, since courses are scheduled in rotations, taking them in order will prevent students from missing courses that may not be offered for another year.

Major course requirements provide students with the opportunity to build competence in a specific business discipline.

A maximum of 6 graduate level transfer credits may be applied to the managerial core and/or major requirements.

40 credits are required to receive a Master Degree from WIU exclusive of prerequisites. Credits are broken into three categories, each with a specific set of course requirements.

### ■ Undergraduate Prerequisite Requirement

**Please note:** Students must earn a C or better in coursework to be applied to undergraduate prerequisite requirements. Assessment of Prior Learning and credit-by-examination options also may be pursued in fulfillment of these requirements. Students are encouraged to fulfill these courses prior to enrolling in graduate coursework. At a minimum, prerequisites must be completed prior to enrollment in RES 601. Failure to complete prerequisite requirements prior to completion of graduate courses will not waive or remove this requirement.

### ■ Core Requirements

### ■ Major Requirements

#### **Students must:**

- Achieve a cumulative grade point average of at least 3.0 for all graduate work at WIU.
- Earn a minimum of a B grade in RES 785.

#### **Applied Thesis**

All Master degree programs at WIU require successful submission of an Applied Thesis for graduation. This allows students to relate coursework to real-world situations. The first

course required is RES 600 Graduate Research Methods. During this course, students gain knowledge and skills of applied and major coursework for development of their topic of study.

After completion of the Core requirements, students complete RES 601 Applied Thesis Fundamentals. This course provides orientation to the Applied Thesis process as well as confirms and develops the topic of study for RES 785 Applied Thesis Seminar.

The Applied Thesis is an in-depth and critical analysis of a topic selected for study and is expected to be approximately 100 pages. The analysis must demonstrate integration of the knowledge and skills obtained in the Master degree, use of the research process, collection of primary and/or secondary data to answer the stated question, a conclusion and specific recommendations as well as effective writing skills and appropriate use of the University's [Writing Style Guidelines](#).

Students are required to develop and deliver a professional presentation on the findings, conclusions and recommendations of their Applied Thesis.

Students must have achieved a 3.0 GPA to be eligible to enroll in RES 785.

*The University reserves the right to make course substitutions*

## Master of Business Administration Degrees

For business professionals interested in moving into higher management, an MBA is an important prerequisite. Many professionals currently working as managers also pursue MBA degrees to update their business skills. WIU's Master of Business Administration degree programs prepare students for responsible leadership positions in

the fields of finance, information technology, international business, management or marketing by focusing on the application of up-to-date business theories and principles to real world situations.

*MBA Undergraduate Prerequisites – 9 credits*

- Managerial Core Requirements – 19 credits
- Major Requirements – 21 credits

**Total number of graduate credits required – 40**

### ■ Master of Business Administration Undergraduate Prerequisites – 9 Credits \*INDICATE COURSES REQUIRING A PREREQUISITE

The following undergraduate courses or their equivalents are required prior to taking any of the major courses. If knowledge has been gained through means other than completion of

courses, students should contact their Academic Counselor for information on the Assessment of Prior Learning program.

- ACC 305 Financial and Managerial Accounting
- FIN 317 Financial Management\*
- MGT 340 Organization Theory and Behavior

# Academic Program Requirements

## ■ Managerial Core Requirements – 19 Credits

\*INDICATE COURSES REQUIRING A PREREQUISITE

The Managerial Core courses are uniquely designed to provide the MBA degree candidate with a broad perspective of the business environment prior to entering into a major area of concentration. As all functions of business interrelate, the Managerial Core assists students in being able to integrate these functions prior to specialization.

The Managerial Core is a prerequisite to the major and must be completed before taking major courses.

- RES 600 Graduate Research Methods
- MGT 625 Strategic Management\*
- MKT 646 Strategic Concepts in Marketing

- INB 601 International Business Environment
- IT 620 Information Resource Management
- FIN 645 Corporate Finance\*
- RES 601 Applied Thesis Fundamentals (1 credit)\*

## ■ Master of Business Administration in Finance

\*INDICATE COURSES REQUIRING A PREREQUISITE

\*\*CREDITS NOT APPLIED TOWARD DEGREE REQUIREMENTS

Financial analysis and decision-making is central to the corporate environment. Because business conditions continue to be unpredictable, there will be a greater need for highly educated yet practical financial managers. The MBA in Finance is designed to provide a quantitative and qualitative concentration of courses leading to a corporate-related finance position.

**MBA Undergraduate Prerequisites – 9 Credits\*\***

**Managerial Core Requirements – 19 Credits**

**Major Requirements – 21 Credits**

- FIN 660 Security Analysis\*
- FIN 665 Money and Capital Markets
- FIN 670 Mergers and Acquisitions\*
- FIN 675 Multinational Financial Management
- FIN 680 Financial Modeling

**Select one of the following courses:**

- IT 641 Global Information Systems
- MGT 642 Legal & Ethical Issues in Business
- MGT 699 Seminar on Current and Future Trends\*
- MKT 610 International Marketing
- RES 785 Applied Thesis Seminar\*

**Credits Required for Degree: 40**

## ■ Master of Business Administration in Information Technology

\*INDICATE COURSES REQUIRING A PREREQUISITE

\*\*CREDITS NOT APPLIED TOWARD DEGREE REQUIREMENTS

The MBA Information Technology program prerequisites provide general business foundations upon which the Managerial Core builds executive management skills. The IT Major extends this knowledge by integrating and leveraging the technology concepts of collection, retention, and dissemination of information for management planning control, decision-making, and competitive advantage. The program blends theory and practice into a learning experience that develops skills applicable to complex business problems.

**MBA Undergraduate Prerequisites – 9 Credits\*\***

**Managerial Core Requirements – 19 Credits**

**Major Requirements – 21 Credits**

- IT 615 Integrated/Strategic Information Systems\*
- IT 630 Technology Project Management\*
- IT 638 Economics of Information Systems and Proposal Management\*
- IT 645 Internet Business Strategy\*

- IT 699 Seminar on Issues and Trends in IT\*

- 1 graduate elective from ACC, FIN, INB, IT, ITS, MGT

- RES 785 Applied Thesis Seminar\*

**Credits Required for Degree: 40**

# Academic Program Requirements

## ■ Master of Business Administration in International Business

\*INDICATE COURSES REQUIRING A PREREQUISITE

\*\*CREDITS NOT APPLIED TOWARD DEGREE REQUIREMENTS

The evolving global economy is increasing demand for highly skilled managers with knowledge of international business practices, foreign cultures, finance, marketing, economics, and information technology. WIU's MBA in International Business prepares students to assume major responsibilities within international, multinational, and global organizations. Students learn to evaluate risk and adapt business practices to conform to different cultural and political environments.

**MBA Undergraduate Prerequisites – 9 Credits\*\***

**Language/Int'l Studies Courses – 6 Credits**

**Managerial Core Requirements – 19 Credits**

**Major Requirements – 21 Credits**

- INB 641 Managing in the Global Cross-Cultural Environment\*
- INB 643 International Business Policy, Strategy, and Long Term Investment

- INB 650 Structure of the Global Economy\*
- INB 670 Legal Environment of International Business

**Select two of the following courses:**

- FIN 675 Multinational Financial Management
- IT 641 Global Information Systems
- MGT 665 Corporate Power, Politics and Negotiations
- MKT 610 International Marketing
- RES 785 Applied Thesis Seminar\*

**Credits Required for Degree: 40**

## ■ Master of Business Administration in Management

\*INDICATE COURSES REQUIRING A PREREQUISITE

\*\*CREDITS NOT APPLIED TOWARD DEGREE REQUIREMENTS

Corporations are looking for leaders and managers who are able to meet the challenges of leadership, empowerment, critical thinking, data/information management, transition management, managing change, globalization and communication. The MBA in Management program provides students with the skills and knowledge to become key decision makers.

**MBA Undergraduate Prerequisites – 9 Credits\*\***

**Managerial Core Requirements – 19 Credits**

**Major Requirements – 21 Credits**

- MGT 634 Entrepreneurship/ Intrapreneurship
- MGT 636 Managing Organizational Change
- MGT 642 Legal & Ethical Issues in Business

- MGT 665 Corporate Power, Politics and Negotiation
- MGT 675 Management of Innovation & Creativity

•1 graduate elective from: ACC, FIN, INB, IT, ITS, MGT or MKT

- RES 785 Applied Thesis Seminar\*

**Credits Required for Degree: 40**

## ■ Master of Business Administration in Marketing

\*INDICATE COURSES REQUIRING A PREREQUISITE

\*\*CREDITS NOT APPLIED TOWARD DEGREE REQUIREMENTS

Major corporate changes occur quickly. The challenge of aligning these changes is placed on the marketing organization. Companies in a state of transition attempt to refocus their domestic market and prepare for future domestic and global markets. As competition increases worldwide, corporations are becoming more sophisticated in meeting operational needs for timely product development and marketing. The MBA in Marketing prepares students

for the challenges of the future.

**MBA Undergraduate Prerequisites – 9 Credits\*\***

**Managerial Core Requirements – 19 Credits**

**Major Requirements – 21 Credits**

- MKT 610 International Marketing
- MKT 636 Supply Chain Management
- MKT 642 Buyer Behavior & Sales Promotion

- MKT 654 Marketing Research Intelligence

**Select two of the following courses:**

- MKT 650 Industrial and Government Marketing
- MGT 642 Legal & Ethical Issues in Business
- MKT 660 E-Commerce Marketing
- RES 785 Applied Thesis Seminar\*

**Credits Required for Degree: 40**

# Academic Program Requirements

## Master of Public Administration Program

### ■ Master of Public Administration

\*INDICATE COURSES REQUIRING A PREREQUISITE

\*\*CREDITS NOT APPLIED TOWARD DEGREE REQUIREMENTS

The ability to exercise responsible leadership in a public service setting is the goal of WIU's Master Degree Program in Public Administration. The program is designed to provide advanced study in the public and non-profit sectors and focuses on analytical and managerial skills, coupled with operational and administrative theory and practice for government and/or non-profit organization management.

The Master of Public Administration Program is offered only to organizations that wish to provide site-based instruction to their employees. The program requires a minimum enrollment and is open only to employees of the sponsoring organization.

### *MPA Undergraduate Prerequisites – 9 Credits*

The following undergraduate courses are required prior to taking major courses:

- ACC 305 Financial and Managerial Accounting\*\*
- MGT 340 Organization Theory and Behavior\*\*
- MGT 350 Political, Legal and Ethical Issues in Business\*\*

### *Managerial Core Requirements – 10 Credits*

- RES 600 Graduate Research Methods
- IT 620 Information Resource Management
- MGT 625 Strategic Management\*
- RES 601 Applied Thesis Fundamentals (1 credit)\*

### *Major Requirements – 30 Credits*

- MGT 665 Corporate Power, Politics and Negotiation

- MPA 610 Strategic Planning and Implementation in Public Administration
- MPA 630 Managing Public Policy
- MPA 642 Public Finance: Government Accounting and Control
- MPA 646 Procurement and Contract Administration
- MPA 650 Human Behavior and Resource Administration
- MPA 667 Public Finance: Politics of the Budgetary Process
- MPA 670 Public Administrator and the Law

•1 graduate elective from: ACC, FIN, INB, IT, ITS, MGT and MKT

•RES 785 Applied Thesis Seminar\*

**Credits Required for Degree: 40**

## Master of Science Degrees

The Master of Science (MS) Degree Program offers coursework to prepare IT professionals for advanced information technology design and engineering. Both the Information Technology and the Information Systems Engineering

degrees position graduates for maximum marketability in a rapidly changing and growing technical arena.

*MS Undergraduate Prerequisites – 9 credits*

■ Information Technology Core – 22 Credits

■ Major Requirements – 18 credits

**Total number of graduate credits required – 40**

### ■ Master of Science Undergraduate Prerequisites – 9 Credits

\*INDICATE COURSES REQUIRING A PREREQUISITE

The IT undergraduate prerequisites provide the principles and concepts necessary for success in the Master of Science degree programs and are required prior to taking any of the major courses:

- IT 311 Fundamentals of Programming with Algorithms and Logic\*

- IT 316 Analysis & Design of Information Systems\*

Select one from:

- IT 302 Visual Basic\*
- IT 306 C++ Programming\*
- IT 307 Java Programming\*
- IT 308 XML/HTML\*
- IT 402 Advanced Visual Basic\*

- IT 406 Advanced C++ Programming\*

- IT 407 Advanced Java Programming\*

- IT 408 Advanced XML/HTML Programming\*

# Academic Program Requirements

## ■ Master of Science, Information Technology Core – 22 Credits

\*INDICATE COURSES REQUIRING A PREREQUISITE

The IT Core provides advanced knowledge of software engineering, integrated data resource management, and e-business strategies.

- RES 600 Graduate Research Methods
- IT 615 Integrated/Strategic Information Systems

- IT 630 Technology Project Management
- IT 638 Economics of Information Systems and Proposal Management
- IT 645 E-Business Strategies
- IT 650 Software Engineering Methodology

- IT 654 Integrated Data Resource Management
- RES 601 Applied Thesis Fundamentals\*

## ■ Master of Science in Information Systems Engineering

\*INDICATE COURSES REQUIRING A PREREQUISITE

\*\*CREDITS NOT APPLIED TOWARD DEGREE REQUIREMENTS

Preparing students for leadership roles in design, development and implementation of information systems, the MSISE degree focuses on the theory, methods and practices of building effective systems. Prior to beginning the MSISE, students must demonstrate fundamental knowledge of information technology principles, either through a technical baccalaureate degree or through successful completion of the undergraduate prerequisites. The MSISE major extends students' knowledge from the

IT Core through coursework in topics specifically related to engineering and building information systems.

**Information Systems Undergraduate Prerequisites – 9 Credits\*\***

**IT Core Requirements – 22 Credits**

**Credits Major Requirements – 18 Credits**

- IT 643 Telecommunication/Satellite Systems Engineering Architecture\*

- IT 660 Security Systems Engineering\*
- IT 670 Project Verification & Validation\*
- IT 680 Intrusion Detection & Analysis; Security Beyond the Firewall\*
- 1 graduate-level IT elective or IT-related internship
- RES 785 Applied Thesis Seminar

**Credits Required for Degree: 40**

## ■ Master of Science in Information Technology

\*INDICATE COURSES REQUIRING A PREREQUISITE

\*\*CREDITS NOT APPLIED TOWARD DEGREE REQUIREMENTS

The Master of Science in Information Technology program is designed to provide the knowledge and skills necessary to design, develop, implement and manage the Information Technology function within the enterprise environment. The major requirements provide valuable knowledge in the use of technology within the global environment and the role of the technology professionals.

**Information Systems Undergraduate Prerequisites – 9 Credits\*\***

**IT Core Requirements – 22 Credits**

**Major Requirements – 18 Credits**

- IT 641 Global Information Systems\*
- IT 642 Information Networks\*
- IT 674 Leadership Skills for Technology Managers\*

- IT 699 Seminar on Issues and Trends in Information Technology\*

- 1 graduate-level IT elective or IT-related internship
- RES 785 Applied Thesis Seminar

**Credits Required for Degree: 40**

# Professional Studies

WIU's Certificate Programs have been specifically designed to provide the functional knowledge required for effectiveness in accountancy and financial planning and to prepare students to sit for state board exams.

- Certificates are awarded upon successful completion of the program with an overall GPA of 2.0

- Certificate program course syllabi are available to professional organizations for continuing educational units (CEUs)

### **Enrollment Process:**

Applicants for admission into Certificate programs must:

- Complete and sign WIU Application for Admission form

- Pay a non-refundable application fee
- Provide documentation of eligibility for enrollment in selected program
- Attend WIU New Student Orientation

## Post-Bachelor Certificates

### ■ Accountancy Certificate

\*INDICATE COURSES REQUIRING A PREREQUISITE

Students seeking to prepare for the Certified Public Accountant Examination per requirements of the Arizona State Board of Accountancy may enroll in WIU's 51-credit Accountancy Certificate Program. To qualify for the state CPA exam, stu-

dents must hold a bachelor degree (in any discipline) from WIU or other regionally accredited college or university. Included within (or in addition to) the degree program, students must have 24 accounting credits and 18 credits of related coursework.

Students with bachelor degrees in disciplines other than accounting can prepare for the state's requirements by completing the certificate program below. Students may apply up to 9 transfer or assessed credits to the WIU Accountancy certificate program.

### **Arizona State Board of Accountancy Exam Qualifications**

To qualify for examination applicants must:

Hold a baccalaureate degree from an accredited college or university. The transcript must include 24 credit hours of accounting courses (12 of which must be upper division) and 18 hours of related course work.

#### **Certificate Program Prerequisites**

- MAT 109 Business Mathematics\*  
OR  
MAT 110 Algebra I\*
- ECO 301 Economic Theory
- RES 311 Quantitative Methods for Decision Making\*

#### **Certificate Requirements**

- ACC 301 Financial Accounting
- ACC 302 Managerial Accounting\*
- ACC 303 Cost Accounting\*
- ACC 304 Intermediate Accounting I\*
- ACC 306 Intermediate Accounting II\*
- ACC 317 Auditing\*
- ACC 319 Federal Income Taxation\*
- 1 ACC Elective
- MGT 350 Political, Legal and Ethical Issues in Business

•Any 15-credit combination of related courses from the following:

- FIN 317 Financial Management\*
- FIN 325 Portfolio Management\*
- FIN 332 Prof. Financial Planning
- FIN 341 Financial Markets\*
- FIN 412 Working Capital Mgt.\*
- FIN 423 Financial Systems & Institutions
- FIN 455 International Finance\*
- HRM 335 Human Resources Mgt.
- MGT 337 Supervision & Leadership
- MGT 340 Org. Theory & Behavior
- MGT 370 Operations Management\*
- MGT 426 E-Commerce\*
- MGT 431 Human Computer Interaction\*

- MGT 445 Corp. Training & Develop.
- MGT 463 Management of Small Business
- HRM 460 Labor/Mgt. Relations\*
- MGT 465 Organizational Develop.\*
- MKT 308 Marketing Management
- MKT 415 Consumer Behavior Issues & Analysis
- MKT 434 Consumer Communications & Sales Management
- MKT 452 International Marketing\*
- MKT 460 Marketing on the Internet\*
- MKT 470 Strategic Issues in Marketing

# Professional Studies

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## Professional Development

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### ■ CERTIFIED FINANCIAL PLANNER™ Certification Education Program


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Clients' increasing knowledge and financial sophistication is applying new pressure to the financial services industry for financial planners to be certified. The WIU CERTIFIED FINANCIAL PLANNER™ Certification Education Program is comprised of five two-month courses that meet the educational component of the CFP Board's CFP® certification requirements, and prepares students for certification in just ten months. The classroom setting gives students an opportunity to establish relationships with peers and professionals from a variety

of areas within the financial services industry. A test is required at the completion of each course; students must pass all course tests before sitting for the CFP® Certification Examination. For our students' convenience, WIU has traditionally been used as a test site for the CFP® Certification Examination. Financial planning courses do not carry academic credit. Students may submit these courses for evaluation by the Assessment of Prior Learning Center to receive academic credit applicable at WIU.

- FP1101 Financial Planning Process and Insurance
- FP1102 Investment Planning
- FP1103 Income Tax Planning
- FP1104 Retirement Planning and Employee Benefits
- FP1105 Estate Planning

*See page 58 for course descriptions.*

Certified Financial Planner Board of Standards Inc. owns the marks CFP®, CERTIFIED FINANCIAL PLANNER™ and .

Western International University does not certify individuals to use the CFP®, CERTIFIED FINANCIAL PLANNER™, and  marks. CFP certification is granted solely by the Certified Financial Planner Board of Standards to individuals who, in addition to completing an educational requirement such as this CFP Board-Registered Program, have met ethics, experience and examination requirements.

# Course Descriptions

**W**estern International University courses listed below are offered as part of current programs or former programs still in progress.

## **ACC 301 Financial Accounting**

The basic knowledge of the financial accounting process is covered in this course. Major topics include accounting terminology, concepts, standards, and the accounting cycle that measures business activities in the form of transactions and transforms them into financial statements. (3 credits)

## **ACC 302 Managerial Accounting**

This introductory course to corporate accounting emphasizes the needs of corporate management to obtain not only meaningful financial reports, but also to gather information that enables them to operate effectively. Accounting for manufacturing entities and various costing systems is emphasized. (3 credits)  
*Prerequisite: ACC 301*

## **ACC 303 Cost Accounting**

This course reviews planning and control functions of a cost accounting system, e.g. cost data accumulation methods, responsibility accounting and reporting, and planning and control of manufacturing costs and profits. Different cost systems are studied as well as pricing philosophies related to the alternate systems. (3 credits)  
*Prerequisites: ACC 301 and 302*

## **ACC 304 Intermediate Accounting I**

This course provides an in-depth discussion and analysis of theory and techniques for preparing corporate financial statements. It covers an expanse of accounting principles and practices with emphasis on integrated applications and systems. (3 credits)  
*Prerequisite: ACC 303*

## **ACC 305 Financial and Managerial Accounting**

This course provides an overview of the integral role of accounting information in making key business decisions. It includes a study of basic financial and managerial accounting theory and practices. Emphasis will be on the uses of accounting information for financial statement analysis, managerial decision-making, planning, control and budgeting. (3 credits)  
*Prerequisite for MBA and MPA degrees*

## **ACC 306 Intermediate Accounting II**

This course provides an in-depth discussion and analysis of significant accounting principles as well as an in-depth study of corporate financial statements. There is a major focus on the principles for recording transactions involving stocks, bonds, leases and various long-term investments. (3 credits)  
*Prerequisite: ACC 304*

## **ACC 317 Auditing**

The philosophy and theory of professional auditing practices are covered in this course. It includes a study of auditing standards, professional ethics and the legal liability of auditors. An analysis of the major audit opinions, audit reports and steps in the auditing process are emphasized. (3 credits)  
*Prerequisite: ACC 306*

## **ACC 319 Federal Income Taxation**

The major focus of this course is on tax issues for individuals, understanding the current federal tax structure, and the integration of techniques for tax preparation, planning and management. Taxation of partnerships, corporations, trusts, and estates is also covered. (3 credits)  
*Prerequisites: ACC 306*

## **ACC 405 Accounting Information Systems**

The design and operation of a computer/information system accounting process is the focus of this course. Additional topics include: current developments/issues related to accounting; procedures required within the software/hardware environment; and concerns arising from accounting and information systems integration. (3 credits)

## **ACC 406 Governmental Fund Accounting**

This course covers accounting practices and procedures for governmental and non-profit entities. Topics include developing major fund accounts, account groups, budgets and financial statements. Current financial and compliance auditing standards are also covered. (3 credits)  
*Prerequisites: ACC 301 and ACC 302, or ACC 305*

## **ACC 450 Corporate Taxation**

A comprehensive study of corporate federal income taxation, this course includes corporation formation, capital structure, operations, and liquidations. Although the emphasis of the course is on

the corporate entity, the student will also be exposed to the taxation of partnerships, estates, limited liability companies and trusts. (3 credits)

*Prerequisite: ACC 319*

## **ACC 460 Advanced Accounting**

The focus of this course is on accounting principles relating to combined corporate entities, partnerships, governmental units and international operations. Consolidations, business combinations, branch office accounting, foreign exchange rates and financial statements are included. Exploration of the major literature in accounting, including the publications of the associations and regulatory bodies, is an integral part of the course. (3 credits)  
*Prerequisite: ACC 306*

## **ADJ 310 Justice System in America**

This course examines the criminal justice system as a process, including the laws upon which it is based. The main thrust is to establish an understanding of the roles of police, corrections, probation and parole, and the underlying structure of law and the U.S. legal system. (3 credits)

## **ADJ 320 Introduction to Criminology**

The purpose of this course is to study the theories of causation of crime and the effects of deviant behavior on the law and its enforcement. The major focus will be on the various motivations that cause individuals to choose to violate society's standards. (3 credits)

## **ADJ 330 Ethics and the Administration of Justice**

Criminal justice professionals are faced with a myriad of issues that can bring into question their integrity or that of the organization. This course examines the profession, ethical issues and ways to resolve them. (3 credits)

## **ADJ 410 Police in the Community**

This course explores the dynamic roles and perspectives that impact the police in their relationships with the communities they serve. Included is a study of the variety of cultures/cultural differences professionals face. (3 credits)

## **ADJ 420 Organizational Communication in the Administration of Justice**

This course addresses the various levels and styles of communication used by managers and supervisors in justice

# Course Descriptions

organizations. It will critically examine the manner in which justice agencies communicate internally and externally, including collaboration within and across various public bureaus. (3 credits)

## **ADJ 430 Probation, Parole and Contemporary Corrections**

The focus of this course is on the development of modern correctional systems, including community-based alternatives to incarceration for offenders. Various community residential programs will be analyzed. (3 credits)

## **ADJ 440 International Justice Systems**

A variety of international systems will be compared and similarities and differences will be reviewed and evaluated. (3 credits)

## **ADJ 450 Crime from the Streets to the Boardroom**

This course explores the broad aspects of criminal activity from the gangs on the street to the corporate level. Justice managers must be aware of the insidious aspects of crime and how it affects their agencies. Areas covered include the traditional view of organized crime, gangs and white-collar crime. This course will also address the impact of this crime both at national and international levels. (3 credits)

## **ADJ 460 Legal Issues in Criminal Justice**

This course examines the legal issues affecting the justice manager including civil liability, labor law, civil rights and current case law. Cases will be reviewed to understand and appreciate the legal factors, public policy and methods of reducing risk. (3 credits)

## **BEH 221 Introduction to Behavioral Science**

As a survey in behavioral sciences, this course focuses on human motivation, personality, learning and cognition. The theories and insights of major figures in psychology are discussed. (3 credits)

## **BEH 304 Ethics and Values in a Free Society**

This course examines core social and cultural values, norms, and ethics in a free and democratic society. Specific ethical and values issues relating to materialism, race, gender, power, truth, religion, aggressiveness, peace, achievement,

altruism, and other areas are also explored. Possible explanations for the development of values and ethics are discussed (e.g., structural-functional analysis, social conflict theory, and sociobiology.) (3 credits)

## **BEH 311 Social Psychology**

This course provides students with an introduction to social psychology. Topics to be covered include social perception, attitudes, social influence, group and interpersonal processes, assertiveness and strategies for promoting healthy relationships. (3 credits)

## **BEH 312 Personality Theories**

This course explores major theories and approaches to understanding human personality. Thought-provoking societal, cross-cultural and gender issues, and practical applications are integrated into the course content to enhance critical thinking. (3 credits)

## **BEH 314 Humanistic Psychology**

This course introduces the basic, more applicable, ideas and principles of Humanistic Psychology. This study encompasses an examination of a range of contributors and contributions to the field. Attention will be directed to how these concepts are already manifest and/or can be applied in everyday life. (3 credits)

## **BEH 331 Human Relationships and Interpersonal Communication**

An analytical approach to communication in close relationships, including friendships, marriage, and family, this course explores effective vs. ineffective (dysfunctional) relating and communicating across various interpersonal dimensions (e.g., assertiveness vs. passivity and aggressiveness). (3 credits)

## **BEH 405 Learning and Cognition**

This course examines theories and concepts of learning and memory. Other cognitive areas explored include human information processing, concept attainment, problem solving, reasoning, decision-making, and creativity. (3 credits)

## **BEH 407 Motivation and Achievement**

This course explores evolutionary, sociobiological, environmental, and cognitive influences on human motivation and achievement. Students examine the attributes, attitudes, and abilities (e.g., learned optimism, assertiveness, creativity, and

internal "locus of control") that increase personal effectiveness and facilitate achievement. (3 credits)

## **BEH 411 Lifespan Development**

Introducing the principles and problems of human development, this course explores life stages from the prenatal period through old age. Emotional, social, psychosocial, cognitive, moral, personality, psychological and physical development at each stage of life is addressed in this course. (3 credits)  
*Prerequisite: BEH 221*

## **BEH 423 Group Dynamics: Teambuilding, Negotiation and Conflict Management**

This course examines effective vs. ineffective functioning of groups and teams and how leaders emerge. Conceptually and through simulated (role-playing) activities, brainstorming, group problem solving and decision-making, negotiating, and "no-lose" conflict resolution are explored. (3 credits)

## **BEH 430 Theories of Counseling**

This course examines various theoretical approaches to counseling and psychotherapy. Ethical issues, integrative perspectives, and counseling models are illustrated by the use of case studies. (3 credits)  
*Prerequisite: BEH 312*

## **BEH 440 Abnormal Psychology**

This course examines major categories of emotional, psychological, and mental disorders, using both the textbook and the Diagnostic and Statistical Manual (DSM-IV). Psychological influences, lifespan development, cultural factors, and societal change are explored relative to the manifestation and treatment of psychopathology. The course provides information useful for work in employee assistance programs, human resource departments, and in risk assessment. (3 credits)  
*Prerequisites: BEH 312 & BEH 411*

## **BEH 490 Contemporary Issues in Behavioral Science**

A list of broad topic areas in Behavioral Science/Human Services, developed by the faculty, will be provided for student selection. A topic will be formulated, researched, written, and eventually presented to the class. At the discretion of the instructor, other basic issues in Behavioral Sciences may be presented and examined. The course will also provide an opportunity to examine

# Course Descriptions

future options for graduate study and/or career opportunities in Human Services. (3 credits)

## **CAP 485 Integrated Capstone**

The Integrated Capstone Course helps students to synthesize the knowledge and skills that were learned in General Education and Common Body of Knowledge classes with the functional, theoretical and technical skills and knowledge acquired in the Core and Major courses. The goal of the course is to create a dynamic inter-disciplinary learning experience, where organizational issues are viewed from various perspectives. Students will also assess and demonstrate their mastery of University and program competencies. (3 credits)

*Prerequisite: Must be taken within six credit hours of graduation.*

## **COM 210 Written Communication**

Internal and external business communications using non-verbal techniques are addressed in this course. Major topics are how to effectively write job-related communiqués such as letters, memos, résumés, bids and proposals. (3 credits)

*Prerequisite: ENG 102*

## **COM 259 Oral Communication**

This course covers interpersonal, small group and public oral communication with an emphasis on committee reporting, management briefing, television conferencing and public presentations using multi-media technologies. (3 credits)

## **CRT 201 Critical Thinking**

This course is designed to help students develop the ability to think both clearly and critically. Emphasis is placed on recognizing fallacious reasoning; unclear or misleading language including sexism and connotative terms; and manipulative techniques used in various forms of communication. (3 credits)

## **ECO 276 Money and Banking**

Money in all its forms and its role in the banking system underpin the economic conditions of all developed countries. This course examines the effects of money on the U.S. economy and its interactions internationally. Topics include the Federal Reserve System, instruments of central banks, electronic banking, monetary and fiscal policy of government and its effects on economic activity. (3 credits)

## **ECO 301 Economic Theory**

This course introduces fundamental economic theory in both microeconomics and macroeconomics. Economic principles are studied and their application and impacts on all aspects of economic life are analyzed and discussed. Topics covered include supply, demand, consumption, production, investment, money, inflation, interest rates, unemployment and economic growth. (3 credits)

## **ENG 070 Business Writing**

Business Writing is a foundational course designed to develop writing skills essential to academic success at WIU and in the world of international business. Students learn essay writing techniques, how to write a summary and analysis, methods of research paper completion, business letter writing and ways to successfully answer essay-type exam questions. ESL students may enroll concurrently in one other WIU course. Grading for this course is P/F. (3 credits)

## **ENG 101 English Composition I**

This course promotes standard writing skills and helps students become better readers and writers. It emphasizes grammatical usage, mechanical writing skills, writing for coherence and correctness and basic documentation skills. Expository techniques of paragraphs, short messages and research reports are covered. (3 credits)

## **ENG 102 English Composition II**

This course continues to build writing skills as students explore the strategies for organizing, writing and documenting a research paper in a specified style. (3 credits)

*Prerequisite: ENG 101*

## **ESL 070 Business English for Special Programs**

This is a non-degree course designed for international students enrolled in special programs such as the Executive Master of Business Administration (EMBA) degree program. This ESL course is customized to meet the needs of groups at various levels of English proficiency. The course will help students develop their knowledge of business vocabulary and concepts. In addition, academic skill building in the areas of speaking, researching topics and writing may be included. (3 credits)

## **ESL 080 Basic English Communication Skills**

This is a high-beginning course that

emphasizes developing a student's English language competence, especially in speaking and listening. Emphasis is also placed on reading as a means of expanding vocabulary and general language ability. (3 credits)

*Prerequisite: ESL placement test.*

## **ESL 090 English Communication Skills**

This is an intermediate course designed to develop English competency in all language areas. Students practice academic skills such as lecture/note-taking and using the computer as a word-processing and information gathering tool. Basic English vocabulary and concepts for the business world are introduced at this level. (3 credits)

*Prerequisite: ESL 080 or ESL placement test*

## **ESL 100 Business English for the Classroom I**

This is a high intermediate course designed to give the student maximum exposure to the language needed to survive in university-level classes that have a business focus. All language skills are practiced in the context of general business. Basic library research skills as well as the case study approach to business are introduced at this level. (3 credits)

*Prerequisite: ESL 090 or ESL placement test*

## **ESL 110 Business English for the Classroom II**

This is an advanced course that combines language practice for the students' future work in business-related courses with an emphasis on strengthening research skills. Special emphasis is placed on formal academic writing and speaking. Students at this level may co-enroll in a regular academic course. (3 credits) *Prerequisite: ESL 100 or ESL placement test*

## **ETH 123 Cultural Diversity**

This course is designed to educate students about issues of diversity, including, but not limited to, race/ethnicity, gender, sexual orientation, age, disability, and class, and to provide the tools necessary to promote a more respectful and inclusive society. (3 credits)

## **FIN 317 Financial Management**

This course introduces the student to all aspects of the finance industry through analysis of industry, corporate and government information. Major areas

# Course Descriptions

covered include asset management, financial analysis, sources and uses of funds, budgeting, cost of capital and financial planning. (3 credits)

*Prerequisites: ACC 301 and ACC 302 (or ACC 305 for MBA prerequisites)*

## **FIN 325 Portfolio Management**

An overview of information needed to invest successfully, this course covers analysis of risk and return, portfolio theory, stock and bond management, measurement, measures of investment performance, options and futures and definitions of market efficiency. The effects of government policies, both national and international, are discussed. (3 credits)

*Prerequisite: FIN 317*

## **FIN 332 Professional Financial Planning**

An introduction to the concept of an overall financial plan and the elements of creating and executing such a plan for individuals is the course focus. Topics covered include money management, investment alternatives, taxation, retirement planning and establishing financial goals. Individual personal financial plans are developed and reviewed by each student. (3 credits)

## **FIN 341 Financial Markets**

This course covers all the participants in national and global markets, both individual and institutional, and analyzes their motivations, operations and measurements of performance. The interaction of governments, corporations, individuals and financial markets is defined and discussed to gain understanding of the impacts of each on the capital markets. (3 credits)

*Prerequisites: ECO 301*

## **FIN 412 Working Capital Management**

This course introduces the guidelines, objectives and methodologies to successfully manage national and international corporate short-term assets, liabilities and working capital. Emphasis is given to liquidity levels, cash management, credit policies, bank relationships, factoring, inventory controls and current asset and liability management. (3 credits)

*Prerequisites: ECO 301 and FIN 317*

## **FIN 423 Financial Systems and Institutions**

This course examines the structure and operations of the U.S. financial system and institutions, including commercial

banks, investment banks and other financial service organizations, as well as government agencies. Areas covered include income and balance sheet analysis, effects of government policies, the many variables that interact and cause changes in worldwide capital markets, and international financial management. (3 credits)

## **FIN 455 International Finance**

An overview of all aspects of the major international markets, with some study of emerging markets, is presented in this course. Students learn international financing alternatives, currency fluctuation sources, international situations, the effects of government actions, international lending policies and balance sheet effects of international financing. (3 credits)

*Prerequisite: FIN 317*

## **FIN 645 Corporate Finance**

This course focuses on the various methods necessary to analyze all aspects of corporate financial management. Major areas covered include balance sheet and income statement analysis, leverage, operating and capital budgets, capital structure, liquidity, cost of capital and lease financing. The analysis and interpretation of interest rates, inflation, monetary and fiscal policies as they impact corporate financial growth are discussed. Real world situations are emphasized. (3 credits)

*Prerequisite: FIN 317 or equivalent*

## **FIN 660 Security Analysis**

This course covers all aspects of corporate financial analysis for individual companies, as well as major industry participants. It addresses the importance of understanding structures and history of corporations, balance sheet and income statement analysis, ratio analysis, industry comparisons, analysis of historical growth patterns and valuations techniques for the capital markets. (3 credits)

*Prerequisite: FIN 645*

## **FIN 665 Money and Capital Markets**

National and international monetary and fiscal policy and the effects of those policies on global capital markets will be addressed. Also covered are the U.S. Federal Reserve, the World Bank, the International Monetary Fund and other government agencies, as well as interest rates, inflation, currencies, futures markets and individual country economic growth. (3 credits)

## **FIN 670 Mergers and Acquisitions**

This course analyzes the planning, structure, development and eventual execution of mergers and acquisitions. Topics covered include asset valuation, leverage, debt, interest rates, personal policies, accounting treatment, tax effects and ultimate successful completion of a merger or acquisition. (3 credits)

*Prerequisite: FIN 665*

## **FIN 675 Multinational Financial Management**

This course describes the financial management of multinational enterprises. Included are international monetary relationships, currency implications, international financial institutions, international capital markets and the interaction of global events on the decision making processes of international organizations. The conceptual framework and techniques to analyze key financial decisions of multinational enterprises are also provided in this course. (3 credits)

## **FIN 680 Financial Modeling**

This course covers general and financial models, computer-based financial models and specific financial model cases. Major areas covered include model variables, objectives, dependencies, and decision support systems with student projects to facilitate understanding of financial modeling applications in financial management. (3 credits)

## **FRN 258 French I**

In this introductory level course the focus is on essential vocabulary for basic oral communication and written expression at an elementary level. A brief survey of French culture and commercial/cultural mores, standards and etiquette is included. (3 credits)

## **FRN 259 French II**

Oral and written skills are further developed with an emphasis on practical, business, and travel-related contexts. (3 credits)

*Prerequisite: FRN 258*

## **GER 262 German I**

In this introductory level course the focus is on essential vocabulary for use in practical and professional contexts of oral and written expression. A brief survey of German culture and commercial/cultural mores, standards and etiquette is included. (3 credits)

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## **GER 263 German II**

Oral and written skills are further developed with an emphasis on practical, business, and travel-related contexts.

*(3 credits)*

*Prerequisite: GER 262*

## **GOV 250 Economic Geography**

Economic Geography examines the environmental factors (such as transport, market demand or business regulation) that determine the locations of economic activities. This course will provide the student with the ability to identify major areas of economic development, examine linkages between locations, predict future regions of economic growth and evaluate how changes in the global economy may affect cultures, political systems, and social relationships. *(3 credits)*

## **GOV 260 Government Systems of the World**

This course focuses on political systems of the world, emphasizing political philosophy and comparative government. Students study democratic systems other than that of the United States, authoritarian systems and third world systems. *(3 credits)*

## **GOV 380 World Political and Economic Systems**

An in-depth look at the political and economic structures of various countries, this course emphasizes an understanding of the differences between North American, Asian and European free enterprise systems. It also examines various socialist, social democratic and authoritarian regimes. *(3 credits)*

## **HIS 268 World History**

A basic overview of world history including art, economics, literature, politics and science is provided in this course. *(3 credits)*

## **HIS 378 History of the World Economies**

Students trace the history of the world economies showing how conflict, trade and colonial interests have influenced modern history. The course focuses on the competition for world markets and the struggle for economic empires. *(3 credits)*

## **HRM 335 Human Resources Management**

This course provides a general overview of key employment practices necessary to effectively manage human resources within an organization. The major human

resource functions of planning, recruiting, selecting, training and appraising will be emphasized. Other topics will include company policies and procedures, federal and state regulation compliance, rights and responsibilities of employers and employees, and trends of the next decade. *(3 credits)*

## **HRM 410 Staffing & Employment Practices**

The current issues affecting staffing and employment practices in the United States and the impact on an organization's ability to compete in the marketplace, to develop and maintain a successful workforce, and comply with the various regulations governing staffing and employment practices are discussed in this course. Major topics include: technical issues involved in developing and implementing selection programs within organizations, how to achieve a successful person/job and person/organizational match, understanding organizational models used to select employees, laws governing staffing/employment practices, and staffing procedures, policies, techniques and problems, and the role of public policy on staffing/employment practices. *(3 credits)*

*Prerequisite: HRM 335*

## **HRM 420 Health & Safety in the Workplace**

This course is designed to educate and increase student's awareness of internal and external factors that could negatively affect occupational safety in the workplace and understand the practices that can maintain and/or improve workplace safety. The Occupational Safety and Health Administration (OSHA) is responsible for administering and enforcing programs, regulations and standards designed to reduce injuries and illness on the job. The goal is improve workplace safety and health for all workers by fewer hazards, reduced exposures and fewer injuries, illnesses, and fatalities; in addition, increase employer and worker awareness of commitment to and involvement with safety and health. *(3 credits)*

*Prerequisite: HRM 335*

## **HRM 430 Employment Law**

This course provides an overview of key legislation that impacts employee rights, training, consumer protection, compensation, benefits, employee and labor relations, and health, safety and

security. The importance of effective management practices to ensure federal and state regulatory compliance in the areas of employee and employer rights and responsibilities, job analysis, performance appraisal and workplace behavior will also be reviewed. *(3 credits)*

*Prerequisite: HRM 335*

## **HRM 460 Labor/Management Relations**

The historical, current and legal analysis of labor relations in the United States and its impact on an organization's ability to compete in the marketplace, to develop and maintain a successful workforce, and to comply with the various statutory and common law regulations governing labor/management relations are discussed in this course. Major topics include growth/trends in the labor markets, collective bargaining, impact of the labor relations on the organization's strategies, analysis of federal labor laws, NLRA certification process, methods employed by management to avoid unions, methods employed by unions to represent bargaining units, and strikes and lockouts. *(3 credits)*

*Prerequisite: HRM 335*

## **HUM 127 Religions of the World**

A comparative study of major religions of the world and their impact on the cultures in which they are prevalent. This course reviews tenets of Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism and Taoism. *(3 credits)*

## **HUM 201 World Culture and the Arts**

Culture and the arts play a complex role in enriching the human experience. Universal human themes and values in art and the power and influence of the arts are examined by analyzing art forms from great world literature to popular contemporary alternative media. *(3 credits)*

## **INB 300 International Business**

Environmental constraints on doing business abroad, effects of overseas business investments on domestic and foreign economies, foreign markets analysis, operational strategy of a firm, and management problems of international operations are the major topics covered in this survey course in international business. *(3 credits)*

## **INB 411 Economic and Business Environment: Europe/Russia**

The effect of historical, political and

# Course Descriptions

cultural factors on commerce and economic trade, the volume of trade among the nations and the government policies, legal barriers and monetary restrictions affecting such trade are the topics discussed in this study of the changing nature of business activity in the European Economic Union, the current Eastern European countries and greater Russia. (3 credits)

## **INB 412 Economic and Business Environment: Middle East/Africa**

Reviewing the volume, direction, and composition of trade between the United States and Middle Eastern/African countries, this course also looks at the impact of historical, political, social, economic and cultural factors in promoting trade among member countries. Government policies, legal barriers, promotional efforts and market potential are also discussed. (3 credits)

## **INB 413 Economic and Business Environment: Latin America**

Reviewing the volume, direction, and composition of trade between the United States, Latin America and the Caribbean, this course also looks at the impact of historical, political, social, economic and cultural factors in promoting trade among member countries. Government policies, legal barriers, promotional efforts and market potential are also discussed. (3 credits)

## **INB 414 Economic and Business Environment: Pacific Rim**

The cultural and economic differences existing in the many nations situated on the Pacific Rim and their impact on trade are examined in this course. The social, political and legal constraints affecting commercial activities and business ventures in such diverse countries as Australia, Malaysia, People's Republic of China and Thailand are also covered. (3 credits)

## **INB 420 Import/Export Management**

The organization of export and import operations in support of marketing and distribution is emphasized, including such topics as freight forwarding, shipping procedures, selecting transportation modes, documentation, the interface with treasury functions in international banking transactions and collections, and review of governmental regulations over imports and exports. (3 credits)

*Prerequisite: INB 300*

## **INB 601 International Business Environment**

This course develops an understanding of the economic, political, social and technological issues of many nations as they relate to the global business environment. Also covered are strategic plans and logistical systems of the multi-national firm and how they are adjusted to meet the corporation's goals. Alternative structures of overall corporate policies and strategies as related to the global operation are also examined. (3 credits)

## **INB 641 Managing in the Global Cross-Cultural Environment**

After exploring various global cultural and religious environments, this course provides an in-depth study of current conditions existing in the global economy and business world. Understanding the need to develop methodologies for managing in specific cross-cultural situations is emphasized. (3 credits)

*Prerequisite: INB 601*

## **INB 643 International Business Policy, Strategy, and Long Term Investment**

The emphasis in this course is on development of international business organizations and strategic planning for organizing, financing and managing international operations. The strategies and policies of small and medium sized companies and major industrial firms are discussed, along with their long-term planning and research for developing opportunities for global business and the financing of such projects. (3 credits)

## **INB 650 Structure of the Global Economy**

This course is a survey of world populations, income, resources and patterns of economic development, with emphasis on newly developed and emerging nations. The changing nature of agricultural and industrial production, directions of world trade and techniques for financing global trade, lending practices and world debt are also covered. (3 credits)

*Prerequisite: INB 601*

## **INB 670 Legal Environment of International Business**

The legal questions of the international business environment are explored. A study is made of the interrelationships among laws of different countries and inter- and non-governmental organizations as they affect individuals and business organizations attempting to operate

internationally. Border-crossing business contracts, liabilities, and the role of attorneys are also investigated in this framework. (3 credits)

## **INS 320 Cultural and Social Environment: Pacific Rim**

The course uses comparative and historical methods to focus on how the religious, philosophical, historical and cultural aspects of the Pacific Rim civilizations impact modern problems, processes and outcomes. Emphasis is placed on the impact of colonialism and the modern state, building on the cultures and societies of this area. Comparing Asian, Latin American, Pacific Islander and North American development trends is also a focal point. (3 credits)

## **INS 321 Cultural and Social Environment: Europe and Russia**

The course uses comparative and historical methods to focus on how religious, philosophical, historical and cultural aspects of European civilization impact modern problems, processes and outcomes. The development of conflicting world views over time—such as feudalism in both Catholic and Orthodox forms, Marxism and western democratic capitalism—is emphasized. (3 credits)

## **INS 323 Cultural and Social Environment: Latin America**

The course uses comparative analysis to investigate the impact of religious, philosophical, historical and cultural aspects of Latin American civilization on modern problems, processes and outcomes. The course encourages students to recognize “culture” as a dynamic organization of artifacts, resources, people, and power. (3 credits)

## **INS 324 Cultural and Social Environment: Middle East and Africa**

The course uses comparative analysis to investigate the impact of religious, philosophical, historical and cultural aspects of Middle East and African civilizations on modern problems, processes and outcomes. Further, it provides students with an opportunity to explore and understand the diversity of human thought and behavior that characterize different cultures. This is a study of humankind and the unique and diverse ways in which humans have successfully adapted to vastly different environmental settings throughout the world. (3 credits)

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## **INS 326 Cultural and Social Environment: Australia and New Zealand**

This course addresses pre-colonial and modern world views of Australians and New Zealanders and highlights the effect of historical background on the present day character of their societies. The course emphasis is on relationships with Asian, North American, and European societies. (3 credits)

## **INS 328 Cultural and Social Environment: Oceania**

This course reviews the volume, direction, and composition of the islands of Oceania. These lands include Melanesia, Micronesia, and Polynesia. Topics to be examined include the heterogeneous nature of the islands and the myriad factors and variables that impact the historic, political, social, economic, and cultural elements among the islands. (3 credits)

## **IT 110 Fundamentals of Computers**

The basic knowledge needed to successfully utilize personal computers and standard software packages is covered in this course. Emphasis will be on the primary software tools used in everyday business operations, Microsoft Office applications, Netscape and Explorer Internet browsers. Office applications include Word, Excel, Access, and PowerPoint. Internet application will focus on the use of the Internet for e-mail and research. (3 credits)

## **IT 300 Management Information Systems**

This course provides an introduction to the use and application of information systems technology in the business environment. Concepts include the components of M.I.S., the systems development process, and the uses of the basic types of information systems in support of the organization's goals and objectives. Topics discussed include basic hardware and software concepts, telecommunications, business processes, strategy, databases, artificial intelligence, ethics, legal issues, and electronic commerce using the Internet. (3 credits)

*Prerequisite: IT 110*

## **IT 302 Visual Basic**

This course provides an introduction to Visual Basic, an object-oriented, event-driven application development

language used to create macros in such end-user applications as Excel, Access, Word, Project, and PowerPoint. Assuming no prior knowledge of Visual Basic and taking a hands-on approach, the course uses examples and assignments to bring students to a level of proficiency in the material. Assignments are drawn from applications in a wide range of business contexts. (3 credits)

*Prerequisite: IT 311*

## **IT 306 C++ Programming**

This course introduces programming concepts as well as an introduction to object-oriented design and development using the C++ programming language, a standard programming language used in the Software Engineering industry. This course highlights the concepts the student has learned in IT 311 through code development implementations in the C++ programming language. (3 credits)

*Prerequisite: IT 311*

## **IT 307 JAVA Programming**

JAVA has rapidly become the language of choice for platform-independent implementations. This course provides a general introduction to programming and object-oriented programming in particular. The syntax and semantics of the JAVA language are addressed, as well as related topics which include object oriented-programming concepts, terminology, and notation. (3 credits)

*Prerequisite: IT 311*

## **IT 308 XML/HTML Programming**

The purpose of this course is to enable the student to understand and apply fundamental web technologies to develop web pages. These technologies are: Hypertext Markup Language (HTML), Cascading Style Sheet Language (CSS), and the Extensible Hypertext Markup Language (XHTML). HTML provides the basic model and example of an application markup vocabulary. CSS is a presentation language that provides additional presentation flexibility for HTML. XHTML, a reformulation of HTML using XML, and is now the web page language of choice. During this course, the student will build and deploy actual web pages using these three basic technologies. (3 credits)

*Prerequisite: IT 311*

## **IT 311 Fundamentals of Programming with Algorithms & Logic**

This course provides students with a basic understanding of programming practices. Concepts covered include flowcharting, pseudocode methodologies, and an understanding of programming practices. Students will learn how these concepts—when properly applied—improve program design. (3 credits)

*Prerequisites: IT 110, IT 300*

## **IT 312 Internet Concepts**

This course is an introduction to the Internet and addresses issues ranging from terminology to web development tools. The concepts behind the development of the Web, its history and impact on global commerce and culture are examined. Technical topics will include: how it works, TCP/IP, HTML, and JavaScript. (3 credits)

*Prerequisite: IT 300*

## **IT 316 Analysis & Design of Information Systems**

This course explores methodologies for determining what data to collect and what software to use/develop to provide appropriate information for decision-making. The major techniques covered are: system analysis, systems design, systems programming, systems implementation and system audit. (3 credits)

*Prerequisite: IT 311*

## **IT 318 Information Systems Architecture**

The major components of computers hardware (mainframes, minis, servers, and personal computers), operating systems (MVS, VM, VMS, UNIX, Windows, DOS), application software and utilities are covered in this course. (3 credits)

*Prerequisite: IT 300*

## **IT 319 Computer Networking**

Designed to introduce information technology networking, this course takes a functional approach—focusing on functional details rather than broad-based theory. An extensive coverage of today's most common networking schemas gives students a real world grounding in the subject and a current understanding of industry practices. (3 credits)

*Prerequisite: IT 300*

## **IT 350 Commerce on the Web**

This is a hands-on course in which students work in groups exploring the ways businesses and communities interact on

# Course Descriptions

the Web. Groups propose a design for a local commerce Web and prototype it. The basic components, applicability of electronic commerce, as well as security issues are covered. (3 credits)

## **IT 402 Advanced Visual Basic**

This course is a continuation of IT 302, focusing on solving advanced business problems using Visual Basic. Creation of database routines through the use of Visual Basic, Structured Query Language (SQL), Windows API's and Visual Basic controls are some of the primary methods covered in the course. (3 credits)

*Prerequisites: IT 311, IT 302*

## **IT 406 Advanced C++ Programming**

Building off of IT 306, this course expands on the concepts that are involved in C++ Object Oriented programming. Object-oriented programming is based upon non-traditional concepts including object, type, implementation hiding, parameterization, inheritance, encapsulation, and abstract data type. This course stresses the inclusion of reusable program code to decrease the software development lifecycle. The course also introduces the implementation of dynamic memory allocation through the use of algorithms, which implement link lists, stacks and queues. (3 credits)

*Prerequisites: IT 311, IT 306*

## **IT 407 Advanced Java Programming**

Java programming language has become the language of choice for web-enabled applications. The course will also introduce Java advanced topics: Java server pages, Servlets, Applets and Applications (GUI), Threads, Database connectivity (JDBC), Network applications, Remote method invocation, (RMI), Java Utilities, Collections, Java Beans, Bit manipulation and J2EE architecture. (3 credits)

*Prerequisites: IT 311, IT 307*

## **IT 408 Advanced XML/HTML Programming**

The purpose of this course is to enable the student to understand and apply advanced web technologies that underlie the development of e-Commerce and e-Business applications, as well as general intra and internet applications. These technologies are Extensible Markup Language (XML), Cascading Style Sheets (CSS), and Extensible Style Sheet Transformation Language (XSLT). This course covers the overall specifications for XML as well as

essential extensions such as Namespaces and XML-Schema. CSS is developed as a presentation language that can be applied to XML documents for professional looking rendering in a browser or other target device. XSLT, another application of XML, will be introduced as a mechanism for transforming one XML document into another. The student will learn how to use XML to represent information in a structured document, XSLT to transform that XML document into a target document specific to a client's requirements, and CSS to present the resultant target document's content on a specific device. During this course, the student will build and deploy actual XML applications using these three basic technologies. (3 credits)

*Prerequisites: IT 311, IT 308*

## **IT 421 Database Management**

This course provides an overview of the concepts involved in the five structure models of database management: 1) simple, 2) hierarchical, 3) network, 4) relational, and 5) object-oriented databases. (3 credits)

*Prerequisites: IT 300 & IT 316*

## **IT 423 Software Engineering**

This course covers: software product life cycle, software engineering concepts, process models and metrics, requirements-specifications-design-implementation-validation of systems using modern programming languages, reuse of software work products, large scale systems, and the human factors of software engineering. (3 credits)

*Prerequisite: IT 300*

## **IT 435 Client/Server Distributed Systems**

The intent of this course is to provide a strong foundation of knowledge about the critical component areas of client/server. The technical aspects, management and institutional concerns will be discussed. (3 credits)

*Prerequisite: IT 319*

## **IT 440 Project Planning and Execution**

This course focuses on the application, planning, and execution side of project management. Areas covered include: specifications, participation of project team members, developing a project schedule, and implementation of the project plan. Students will become familiar with computer project management software to assist in investigation,

system planning, business process modeling, and requirement specification.

(3 credits)

*Prerequisite: IT 300*

## **IT 450 Evaluation, Selection and Implementation of Application Software**

Selecting, acquiring, and implementing these new applications will require teamwork between the business functions and IT. This course focuses on the acquisition of pre-packaged software; beginning with the development of a joint RFP with the business unit, the evaluation/selection of potential vendors, evaluating proposals, negotiating contracts, and implementation of the software package. (3 credits)

*Prerequisite: IT 300*

## **IT 460 Quality Assurance and Configuration Management**

This course focuses on techniques used to successfully test and implement information systems applications. The importance of the policies, procedures, and organization required to ensure that new software will be tested completely and put into production without causing server disruptions to the organization is stressed. Topics addressed include: the design of a comprehensive test plan, determining critical success factors, the testing of system components, ensuring plans are in place to provide user training, and that hardware and operating system software is installed and properly configured. (3 credits)

*Prerequisite: IT 423*

## **IT 480 IT Management**

This course provides an overview of managing the following IT areas: data/information, hardware, software, communications/networks, human resources, financial/budgets, organizational planning and security. (3 credits)

*Prerequisite: All other major courses.*

## **IT 615 Integrated/Strategic Information Systems**

This course discusses the management of the function of information and communication technology and the increasing role they play in shaping and executing the enterprise's strategies. The class focuses on the need to manage information; the strategies needed to integrate the diverse and complex applications and databases that exist in today's global corporations. This course requires a familiarity with software, systems

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engineering, hardware, communications, and networking concepts. It will expand on that knowledge by examining the corporate strategic planning process and the role of information technology in a global strategy. Students will conduct an information systems study and create a technology plan to support a particular strategy. (3 credits)

## **IT 618 Information Systems Architecture & Computer Networking**

The major components of computers and networks—hardware (mainframes, minis, servers, and personal computers), operating systems (MVS, VM, VMS, UNIX, Windows, DOS), application software, utilities and Information Technology networking—are covered in this course. This course takes a functional approach, focusing on functional details rather than broad-based theory. Extensive coverage of today's most common architectures gives students a real world grounding in the subject and a current understanding of industry practices. Real-world examples of networking concepts and networking schemes provide students with examples of systems that are currently used by industry. (3 credits)

*Prerequisite: IT Core*

## **IT 620 Information Resource Management**

Data, information and knowledge must be managed at all levels of the organization. This course involves the techniques and methodology of managing the process of data, information and knowledge to meet the corporate strategies. (3 credits)

## **IT 630 Technology Project Management**

Managing the delivery of complex information technology projects requires the knowledge and application of sound project management skills and tools. The class focuses on the identification and use of the techniques of project management, from defining project requirements to successfully closing out the project. Methodologies for planning, estimating, tracking, and controlling projects are taught in this course. (3 credits)

## **IT 635 Web-Based Applications Design and Development**

The evolution of electronic commerce places a new focus on the information technology (IT) infrastructure required to support key customers and business strategies based on the Web. Electronic commerce demands

the integration and support of all elements of the selling cycle. Any business activity that involves technology, business, and commerce can logically be considered electronic commerce. The use of IT in providing the Web connectivity is only the beginning—sound IT design and implementation in support of advertising, sales, and marketing will be a hallmark of a successful EC strategy. The intent of this course is to provide a logical transition from classic IS applications to a broader concept of IT involvement and ownership of EC projects. (3 credits)

## **IT 638 Economics of Information Systems and Proposal Management**

This course develops the processes needed to manage IT cost as a resource within the organization, and to acquire resources from prospective providers. The focus is the planning and implementation of integration of technology using internal/external human resources for improved performance at the functional level. This course will focus on how to: develop a proposal, interpret requirements in respect to cost, develop the quantitative response that meets each of the criteria, provide clear and complete cost information, and prepare other financial presentations (such as favorable ROI) which would support the IT project. (3 credits)

## **IT 641 Global Information Systems**

Designed for the information/business professional involved in developing corporate strategies, this course will emphasize adding to the bottom line of the corporation by effectively combining information and communications technologies to enhance business value and effectively utilize the data and information communicated internally and externally around the world. Global communications carriers are evaluated and solutions analyzed. (3 credits)

## **IT 642 Information Networks**

Class participants learn about the technical fundamentals and business applications associated with information networks. Networking standards for voice, data, and video (including ATM, ISDN, TCP/IP, Ethernet, and wireless communications) are presented, as are network-driven applications (such as the World Wide Web, EDI, and groupware applications). Issues surrounding both local area networks and enterprise/global networks are discussed, with special

emphasis on client/server computing and network architectures. Business issues surrounding networking, including electronic commerce, digital cash, security and privacy, virtual organizations and the delivery of business services over the Internet form a major part of the course. (3 credits)

## **IT 643 Telecommunications/Satellite Systems Engineering**

This course provides students with a global perspective of telecommunications technologies and standards worldwide. The course covers the basic building blocks and introduces the most current information on new technologies such as wireless, broadband, and optical networking. (3 credits)

## **IT 645 Internet Business Strategy**

This course explores how new technology will help those who utilize it to achieve a competitive advantage for transforming relationships with customers, suppliers, and business partners, to empower global business, and to rebuild their organizations. Students explore these topics through on-line research, analysis and Internet related applications. (3 credits)

## **IT 650 Software Engineering Methodology**

Upon completion of the course, students will be able to competently design and implement medium-sized software projects from specification and apply key principles of software engineering to all software that they author so that it is correct, efficient, modular, reusable, structured and well documented. This subject looks at formal methods and approaches to the construction of modern computer software. Topics covered include software tools, object-oriented design, object-oriented programming process and project management issues. (3 credits)

## **IT 654 Integrated Data Resource Management**

This course analyzes organizational needs, data and storage structures, file design, indexed sequential-clustered-inverted files, DBMS design and hierarchical and relational databases. Special emphasis is placed on the relational database and the client/server environment. (3 credits)

## **IT 660 Security Systems Engineering**

This course focuses on engineering the security tools that can be integrated into the systems software, applications

# Course Descriptions

software and communications software to meet the various levels of confidentiality required by business data. Also emphasized will be the engineering of hardware/technology to meet physical data security requirements. (3 credits)

## **IT 665 Intellectual Property—Law & Ethics**

The proliferation of personal computers, global communications and the Internet have brought issues involving intellectual property rights and ethics to the forefront of today's organization. Topics in this course include the definition of a copyright and how it is obtained, protected and used, from both a legal and ethical perspective. The legal and ethical aspects of uploading and downloading information from the Internet will be analyzed. Other course topics include the risks associated with computer viruses and worms and the protective measures, physical and legal, that can be taken against these attacks on intellectual property. (3 credits)

## **IT 670 Project Verification and Validation**

After the design and development of an IT project is complete, it must be tested for product verification and validation. This course will prepare students to plan and execute the project verification and validation process through familiarization with testing tools, metrics, documentation. Future trends in the use of verification and validation of IT projects will also be discussed. (3 credits)  
*Prerequisite: IT 650*

## **IT 674 Leadership Skills for Technology Managers**

The rapidly evolving world of electronic commerce is placing new and more complex requirements on the senior technology managers in a business enterprise. This course will emphasize the skills and processes that are required to effectively build concurrence between business units and technology managers. Focus will be on the identification and prioritizing of common drivers critical to achieving business objectives, establishing relationships among vision, process, and information technology, and critically evaluating available technology resources vis-à-vis corporate goals. Leadership styles will be evaluated and incorporated into class case studies. (3 credits)

## **IT 680 Intrusion Detection and**

### **Analysis: Security beyond the fire wall**

In today's information age, security needs extend beyond the firewall. This course introduces students to Internet-protocol concepts and domain name service theory. It also teaches students to recognize and respond to normal vs. abnormal network behavior, exploits, scams, Internet attacks, and network intelligence gathering. Future trends in security and intrusion detection will also be explored. (3 credits)  
*Prerequisite: IT 660*

## **IT 699 Seminar on Issues & Trends in Information Technology**

Current IT issues and trends are analyzed based upon the current and projected business environment to determine what trends are evolving. (3 credits)  
*Prerequisite: All IT major courses*

## **ITS 600 Graduate Internship**

The Internship is a working-and-learning arrangement, providing opportunities for students to earn academic credit for approved work programs in cooperating businesses or organizations. The internship, which is three to six months in duration, is open to qualified graduate students. Students negotiate internship proposals with the businesses or organizations where they plan to work, and with the University. Students must work at the internship site at least 480 hours. (3 credits)

## **ITS 601 Graduate Internship (6 credits)**

The Internship is a working-and-learning arrangement, providing opportunities for students to earn academic credit for approved work programs in cooperating businesses or organizations. The internship, which is three sessions (six months) in duration, is open to qualified graduate students. Students negotiate internship proposals with the businesses or organizations where they plan to work, and with the University. Students must work at the internship site at least 960 hours (approximately 40 hours per week). (6 credits)

## **LIT 205 World Literature**

This course covers prose and poetry by major world authors. Readings are chosen to enhance appreciation of literature and to prompt students to explore universal themes and values as well as the creative literary techniques that appear in great works. (3 credits)

## **MAT 105 Basic Mathematics**

This course focuses on foundational understanding of basic mathematics principles including arithmetic, decimals, fractions, percentages, linear equations with one and two variables, simple geometry and concepts of algebra. (3 credits)

## **MAT 109 Business Mathematics**

This course provides a brief review of the fundamentals of basic business mathematics, including decimals, signed numbers, fractions and percentages. Emphasis is on basic accounting, retailing and finance mathematics. (3 credits)  
*Prerequisite: MAT 105*

## **MAT 110 Algebra I**

With special focus on the application of algebraic principles to business and industry, this course covers the basic concepts of algebra, including variable expressions, operations on polynomials, graphing linear equations, inequalities, factoring, exponents, radicals and quadratic equations. (3 credits)  
*Prerequisite: MAT 105*

## **MGT 337 Supervision and Leadership**

This class will demonstrate the difference between managing and becoming a transformational leader. Students will engage in self-awareness analysis to determine how best to identify and implement leadership strengths and overcome weaknesses. Major topics covered include the supervisor's role in an organization, skills required to be an effective leader, problem solving applications, effective motivation techniques, effective discipline strategies, successful communication concepts, and how best to achieve maximum performance from the personnel team. (3 credits)

## **MGT 340 Organization Theory and Behavior**

Realistic case studies, group exercises and self-assessment illustrate the integration of the principles, philosophies and theories of management/leadership and organizational behavior as used in public and private organizations. Some of the topics included are: evolving management thought, functions and practices, management approaches, general management systems theory, contingency management and process analysis. (3 credits)

## **MGT 350 Political, Legal and Ethical Issues in Business**

How the management of business, including its structure, personnel, activities and con-

# Course Descriptions

cerns is impacted by government policies and regulations. Specifically, this course addresses the legal environment within which all businesses must operate, ethical considerations for businesses and the interrelation of the two. (3 credits)

## **MGT 370 Operations Management**

This course focuses on the management of the direct resources necessary to transform a variety of inputs into the finished goods or services provided by a company. It introduces the function and systems of a series of interrelated disciplines that make up a part of the business entity called Operations. Each operating organization and its role in the conversion process is examined. The course provides quantitative methods for achieving success both within an operating department and as an operations manager. Course material emphasizes corporate and operational strategy, logistics, inventory management, forecasting, scheduling, effective management of service or manufacturing production, quality, project management and customer satisfaction. (3 credits)

*Prerequisite: RES 311*

## **MGT 426 E-Commerce**

This comprehensive introduction to the world of electronic commerce provides the tools necessary to understand and capitalize on the explosion of Internet-based business in today's economy. This course explores key technologies as well as strategies for business, marketing, global business, and other e-commerce issues. (3 credits)

*Prerequisite: IT 300*

## **MGT 431 Human Computer Interaction**

This course centers on the way people interact with computers and the integration and management of computers in all facets of business. This course covers an historical overview of the field, the process of developing interactive systems, interacting with computers, psychological factors, and future research. Hands-on computer labs will focus on Web and Software Interface Design theory and practical application. (3 credits)

*Prerequisite: IT 300*

## **MGT 445 Corporate Training and Development**

The value of an educated workforce and how to develop it is the focus of this course. Major topics are: understanding the need for training and organizational

development within the organization; analysis, design, and development of programs that facilitate the achievement of corporate strategies; development of a training department within the corporate structure; monitoring, controlling, evaluating training; and planning for future training needs. (3 credits)

*Prerequisite: HRM 335*

## **MGT 461 Project Management**

This course teaches the specialized tools and knowledge used by project managers in planning, controlling the complexities of a project's activities, scheduling and budgeting. Also covered are the tools and techniques used to cope with difficulties and uncertainties and that aid in bringing order to chaos. (3 credits)

## **MGT 463 Management of Small Business**

This course enables students to explore topics and issues unique to the small business environment. Activities focus on the business planning process with students completing a formal business plan. Some of the topics include ownership forms, management styles, cash flow/working capital, financing, product/service selection, marketing, accounting/inventory control, technology and managerial policies and procedures. (3 credits)

## **MGT 465 Organization Development**

This course is designed to introduce undergraduates to the role and practices of internal and external OD change agents. An overview of the diagnostic and intervention techniques used in the organization development process, as well as the functions and methodologies of the change agent are provided. Class activities are highly experiential and interactive, and students explore a variety of OD topics including action research, moving and restraining forces for change, diagnostic models, survey/feedback techniques and behaviorally-based planned change interventions at their individual, group and system level. (3 credits)

*Prerequisite: MGT 340*

## **MGT 492 Seminar on Strategic Management Issues**

A review of management decision areas impacting today's business environment is presented in seminar format. Focus is on the integration and application of management theories to current issues and topics of concern related to selected

industries. Course methodology includes electronic research, library and literature reviews, case analysis and business simulations. (3 credits)

## **MGT 625 Strategic Management**

This course presents the process for developing and implementing a strategic plan within an organization. Major topic areas that are the focus of the lecture and discussions are: mission and vision statement development and analysis, external environment analysis, company profile, SWOT analysis and decision-making on strategic direction and achieving congruence of corporate objectives, strategies and implementation. Case analysis is used as a method to simulate the strategic planning environment. (3 credits)

*Prerequisite: MGT 340 or equivalent*

## **MGT 634 Entrepreneurship and Intrapreneurship**

A study of the legal, financial, marketing, human resource, organizational and production aspects of starting, implementing and successfully managing your own venture or a division or department within an existing organization. Other topics include the balance between structure and strategy as it relates to patents, trademarks, copyrights, licensing, tax implications, and venture resources. A major outcome for this course is development of a comprehensive business plan. (3 credits)

## **MGT 636 Managing Organizational Change**

This course views change as an adaptive process that can affect organizational structure, design and technology, as well as group and interpersonal processes. Attention is devoted to the roles and responsibilities of both internal and external change agents such as: developing consulting skills in needs assessment, diagnosis and problem identification and process facilitation; developing intervention strategies at the individual, team and system level; integrating technology and personnel skills, and assessing the impact of various changes on the organization; and exploring conflict management strategies to effectively manage the disequilibrium that may result from implementation of organizational changes. (3 credits)

## **MGT 642 Legal & Ethical Issues in Business**

The legal and ethical integrity of business individuals and entities is an important part of building quality products

# Course Descriptions

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or services. This course examines issues and real questions faced by business organizations. Critical topics discussed are: ethical theory and corporate responsibility; governmental and self-regulation; the employer-employee relationship; discrimination, diversity and employment practices; financial disclosure and international issues. (3 credits)

## **MGT 665 Corporate Power, Politics and Negotiations**

This course focuses on various forms of power, interpersonal skills, personal and management style strengths and weaknesses, conflict resolution techniques, and determines the necessary negotiation and political strategies used by successful employees/managers. Evaluating perception versus reality and how it affects the decision-making process is addressed. Different business environments are simulated and discussed using past and present business situations, personal experiences, and case studies. This course illustrates how successful employees and managers ultimately "manage" not only their subordinates, but also superiors and peers as well, in order to succeed. (3 credits)

## **MGT 675 Management of Innovation and Creativity**

This course examines techniques for managing and encouraging innovation within the organization. Special emphasis is placed on generating, managing and adopting new products/services, business intelligence, creativity, new technologies and new structures within the organizational objectives and strategies. Innovative management techniques are discussed through cases, research and actual company examples. (3 credits)

## **MGT 699 Seminar on Current and Future Trends**

Managers must envision an organization not as it is today, but as it can be in the future. Anticipating and understanding management trends provides the insight that results in sound, forward-thinking strategic decisions. This course explores the critical trends that are impacting organizational functioning, from e-business, to mergers, globalization and the accelerating pace of business change. Special contemporary topics and cases will be studied that emphasize integrative analysis and planning. (3 credits)

## **MKT 308 Marketing Management**

Providing an overview of marketing's role in the socioeconomic and business environments, this course focuses on target market segmentation, product planning, pricing techniques, distribution channels and promotional strategies. (3 credits)

## **MKT 415 Consumer Behavior Issues and Analysis**

This course focuses on understanding and influencing consumer perceptions and decisions. Integrated into the process is the role of marketing research and the basic methods and techniques needed to interpret information relevant to targeting markets, positioning products, designing effective marketing messages, including updated online consumer behavior models. (3 credits)

## **MKT 434 Consumer Communications and Sales Management**

This course covers a wide variety of communications methods for reaching and influencing customers. Methods covered include: advertising, sales promotion, public relations, direct marketing, individual selling, and the Internet. (3 credits)

## **MKT 452 International Marketing**

Designing global marketing strategies within the constraints of particular cultural, economic and political settings for a successful international marketing campaign is the focus of this course. Students will analyze the decision-making process in marketing products globally. (3 credits)

*Prerequisite: MKT 308*

## **MKT 460 Marketing on the Internet**

This course focuses on developing and implementing strategic marketing plans for products and services that can be promoted on the Internet. The course focuses on (1) new opportunities that the Internet is creating for business, including business-to-business applications; (2) key factors in the design of an effective Web site; (3) the psychology of consumer behavior as it applies to online shopping; (4) basic methods of online promotion; and (5) integration of a web site into the overall marketing mix. This course does not provide technical information or design methodologies. (3 credits)

*Prerequisite: MKT 308*

## **MKT 470 Strategic Issues in Marketing**

Marketing disciplines are integrated to provide an in-depth analysis of the major marketing issues impacting organizations in the new millennium. This course begins with a study of how social, cultural, technological, economic, and legal issues impact product marketing. An analysis of how market research and anticipated consumer behavior affect promotion, packaging, pricing and distribution strategies will provide a comprehensive perspective of corporate strategic marketing. Ethics and social responsibility in marketing practices are also covered. (3 credits)

## **MKT 610 International Marketing**

This course covers the concepts and practices of marketing in the global environment. The modifications and adaptations required to meet the challenges and different problems associated with international marketing will be a major focus of this course. Also covered is how to integrate strategies with international marketing functions. (3 credits)

## **MKT 636 Supply Chain Management**

A comprehensive analysis of the strategic design processes in developing supply chain management, including a study of the complete distribution channel network, and vertical marketing systems in the complex marketing environment of the new millennium. Topics covered include an understanding of the channel's task environment, manufacturing, wholesaling, retailing, physical distribution institutions, JIT inventory, logistical complexities, and new technology developments. (3 credits)

## **MKT 642 Buyer Behavior and Sales Promotion**

This course examines the key factors influencing buyer behavior as they relate to advertising, sales promotion, direct marketing, public relations and the Internet. The focus will be on management strategies relative to both consumer behavior and to the business-to-business buying decision-making process. (3 credits)

## **MKT 646 Strategic Concepts in Marketing**

This course focuses on analyzing and understanding the key corporate and operational marketing issues that face organizations in today's competitive marketplace. The major

# Course Descriptions

areas of concentration include: (1) a strategic marketing plan that explores the corporate strategies, environmental factors, and new business opportunities; (2) understanding the major buying behavioral, technological and global changes; and (3) a review and analysis of the increasingly important role of marketing in the new millennium. (3 credits)

## **MKT 650 Industrial and Government Marketing**

An exploration of the unique marketing needs and methodologies relating to industrial and government sectors, this course analyzes the importance of differentiating these markets to effectively present strategies for products, services, pricing and promotions essential for successful decision-making. (3 credits)

## **MKT 654 Marketing Research and Intelligence**

This course addresses the new technologies that have changed some of the basic methods and techniques of information-gathering, strategic thinking, and marketing research techniques. The course will focus on consumer, industrial and international markets, and on new methods that will make information more accessible to analyze competitive and market information and interpret data, which will lead to more timely and accurate decision-making. (3 credits)

## **MKT 660 E-Commerce Marketing**

The purpose of this course is to develop a complete marketing plan for an e-commerce business or software/multimedia product whose main marketing channel is the Internet. The course will include: integration with traditional marketing, partnerships/alliances, co-branding, and customer service. (3 credits)

## **MPA 610 Strategic Planning and Implementation in Public Administration**

This course provides an overview of public administrative and management processes, procedures, structures and systems at the local, regional and federal levels. Current and futuristic practices, roles, responsibilities and ethics of the public administrator/manager who develops and implements strategic plans for public organizations will be discussed. (3 credits)

## **MPA 630 Managing Public Policy**

Designed to facilitate the development of insights and skills needed to plan,

organize, implement and manage public policy programs and operations, this course focuses on the theoretical, conceptual and practical understanding of public policy management. (3 credits)

## **MPA 642 Public Finance: Government Accounting and Control**

A critical aspect of the management of public organizations is their use of finance and accounting services. This course provides insight into finance and accounting principles and procedures used by public administration/management service professionals. (3 credits)

## **MPA 646 Procurement and Contract Administration**

This course is designed to develop the interoffice policies and procedures used to procure goods and services in the public sector. A practical approach is used to present the rules, regulations and laws that are critical to the development, negotiation and administration of contracts at all levels of government. (3 credits)

## **MPA 650 Human Behavior and Resource Administration**

A realistic approach to the organizational theories and behaviors experienced within the public sector, this course will analyze the economic, political, social factors and their implications to human resource management. (3 credits)

## **MPA 667 Public Finance: Politics of the Budgetary Process**

An exploration of the grounding political issues in public finance, and simulation of the process by which public budgets are made and their purpose in the management process of public finance are the foci of this course. (3 credits)

## **MPA 670 The Public Administrator and the Law**

This course provides integrative analysis of the public administrator's job functions relative to the legal and moral forces guiding the decision-making processes within the public sector. (3 credits)

## **PHI 101 Introduction to Philosophy**

Philosophical thinking and reasoning are introduced by examining the basic questions of life: knowledge, values, ethics, society and the nature of reality. Exploring the meaning of life and helping

the students develop a unique philosophy of life statement are integral parts of this course. (3 credits)

## **RES 311 Quantitative Methods for Decision Making**

Emphasizing quantitative techniques used in business/management decision-making, this course surveys design, forecasting, statistical inference, correlation, regression, analysis of variance, and the use of software for statistical analysis and modeling of business practices. (3 credits)

*Prerequisite: MAT 110*

## **RES 321 Behavioral Research Design, Tests & Measurement**

This course is designed to acquaint students with methods and design in behavioral research. Students will learn systematic methodology for behavioral research to enable them to make better decisions when designing research projects, and to become more discerning consumers of research results. Research tools, statistical concepts, and problem analysis will be discussed. (3 credits)

*Prerequisite: RES 311*

## **RES 600 Graduate Research Methods**

Research methodology in business decision-making is the emphasis of this course. Research design and methodology, use of primary and secondary research, and information and data analysis are included. This is the first course in the Applied Thesis sequence so the development of a research proposal for the Applied Thesis is required. This course is the prerequisite for all Master's level courses and must be taken as the first or second course in the Core. (3 credits)

## **RES 601 Applied Thesis Fundamentals**

Orientation to and planning for the Applied Thesis in an independent study format with a selected Thesis Advisor is the purpose of this research course. Attendance at the Applied Thesis Orientation is required along with the development of a topic for study, detailed outline, and timeline. (1 credit)

*Prerequisite: RES 600, Completion of all degree prerequisites and the Core.*

## **RES 785 Applied Thesis Research Seminar**

As the final course in the Applied Thesis sequence, emphasis is on the development of the written Applied Thesis and the Formal Professional Presentation completed

# Course Descriptions

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in an independent study format with the selected Thesis Advisor. Focus is on integration of knowledge, and skills and achievement of WIU University and Program competencies. (3 credits)

*Prerequisite: Completion of all Master's level coursework. and have a 3.0 GPA*

## **SCI 244 Geology**

Two billion years of earth history are explored, covering rocks and minerals, weathering and erosion, stratigraphic principles, the geologic time scale, geologic structures, plate tectonics, mountain building, volcanism, landforms and economic geology. Visits to unique geologic environments and field trips to selected sites are included. Lab fee may be required. (3 credits)

## **SCI 264 General Physics**

The principles of Newtonian and modern physics, including mechanics, heat, sound, electricity, light and atomic physics are covered in this course. Emphasis is on comprehension of concepts rather than on computations. (3 credits)

## **SCI 270 Environmental Science**

Providing a general overview of scientific knowledge, this course examines the current and future issues of the global environment from the scientific, social, business and individual perspectives. (3 credits)

## **SOC 101 Introduction to Sociology**

Designed to facilitate understanding of the principles of collective human behavior, social change and the origins, functions and dynamics of social institutions, this course allows students to explore cultures, subcultures, families,

primary groups and other social units, as well as contemporary issues in social change. (3 credits)

## **SOC 122 Cultures of the Southwest**

A survey course that highlights Hispanic, Native American and other cultures of the American Southwest, this course examines historical development, social structures, religious beliefs, art forms and the impact of these cultures on contemporary society. (3 credits)

## **SPN 254 Spanish I**

In this introductory level course, the focus is on essential vocabulary for basic oral communication and written expression. A brief survey of Spanish cultural and commercial mores, standards and etiquette is included. (3 credits)

## **SPN 255 Spanish II**

Oral and written skills are further developed with an emphasis on conversational and professional terminology in business and travel-related contexts. (3 credits)

*Prerequisite: SPN 254*

## **PROFESSIONAL DEVELOPMENT COURSE DESCRIPTIONS**

### **FP1101 Financial Planning Process and Insurance**

Presenting the legal, ethical and regulatory issues affecting financial planners, this course discusses the principles of risk management and how to select appropriate techniques to serve clients' needs. Most personal forms of insurance are covered, including life, homeowners, personal auto, medical, disability, long-term care, and umbrella liability policies. (non-credit)

### **FP1102 Investment Planning**

Learn to evaluate a wide variety of investment vehicles and how to construct and manage client portfolios. Topics addressed include tax considerations, economic factors, risk and return analysis, valuation methods, asset allocation techniques and portfolio performance. (non-credit)

### **FP1103 Income Tax Planning**

This course emphasizes fundamentals of individual income taxation, tax implications of various types of businesses, planning for the acquisition and disposition of property, tax-advantaged investments as well as family tax planning. (non-credits)

### **FP1104 Retirement Planning and Employee Benefits**

Beginning with a discussion of personal tax-deferred retirement programs, this course includes a framework for calculating the annual savings needed to achieve retirement goals. Students examine government-sponsored plans, as well as qualified and nonqualified deferred compensation, and other commonly provided employee benefits. (non-credit)

### **FP1105 Estate Planning**

The final program course addresses the full spectrum of the estate planning process as it relates to clients' long-term goals. Students learn the fundamentals of federal estate and gift taxation, as well as specific exclusion and valuation techniques. The course also highlights wills, intestacy and the probate process, trusts, property ownership forms and will substitutions. (non-credit)

# Faculty

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