



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

November 21, 2019
Revised January 29, 2020

Michelle Edwards, President
Accrediting Council for Independent Colleges and Schools
1350 Eye Street, NW, Suite 560
Washington, DC 20005
Via email: (b)(6)

Dear Ms. Edwards:

The purpose of this revised letter is to clarify that the noncompliant criteria cited in my November 21, 2019, letter are not related to the noncompliant criteria cited in the Secretary of Education's decision on recognition dated November 21, 2018. This revised letter also clarifies that a written response is due February 28, 2020, per the process in 34 Code of Federal Regulations (CFR) Section 602.33.

I am writing to inform you of the results of our (the Office of Postsecondary Education's Accreditation Group's) review of the information and documentation provided by the Accrediting Council for Independent Colleges and Schools (ACICS or the agency), regarding the information reported in Inside Higher Ed on June 4, 2019, and The Chronicle of Higher Education on June 5, 2019, which reported the agency's public testimony to the Council for Higher Education Accreditation's recognition committee. This letter constitutes the Department staff's written draft analysis pursuant to Section 602.33(c) of ACICS' compliance with the criteria of concern.

As you know, the U.S. Department of Education's (Department's) authority over accrediting agencies is through the recognition process, by which the Secretary of Education (Secretary) reviews and recognizes accrediting agencies for the purposes of the Title IV Federal Student Aid programs or other federal programs. The primary concern of the Accreditation Group is to ensure that an accrediting agency acts in accordance with both its own policies and procedures and with the Secretary's Criteria for Recognition (Criteria).

The Inside Higher Ed and The Chronicle of Higher Education articles include statements that ACICS has encountered financial difficulty which could affect its ability to carry out its accrediting responsibilities. The article in The Chronicle of Higher Education also includes information that ACICS accredited an institution, Virginia International University (VIU), that is alleged, by a State agency, to have committed plagiarism, grade inflation, and other academic concerns. The same article states that the San Diego University for Integrative Studies (SDUIS) is seeking accreditation from ACICS, and that the institution is currently appealing a denial of reaccreditation decision by the Accrediting Council for Continuing Education & Training (ACCET).

400 MARYLAND AVENUE, S.W., WASHINGTON, DC 20202
www.ed.gov

In response to the Department's letter dated June 19, 2019, ACICS provided a documented response to the issues that relate to the Criteria.

Administrative and fiscal capability

The agency provided a narrative response and its audited financial statements for fiscal years 2017 and 2018, its current budget and projections through 2023, its membership directory, a list of scheduled accreditation reviews, organizational chart, staff resumes and job descriptions (Exhibits 1 – FY 2020 and FY 2021-2023 Preliminary Budgets, 1 – Rejection of Consideration, 2 – Executive Committee Meeting Minutes, 2 – Reserve Fund Withdrawals, 3 – FY 2019 Budget, 3 – Number of Institutions Long Term Projections, 4, 5, 6, 7, 8, 9, and 10).

In its narrative response, ACICS stated that the 10 full-time, one part-time and one contract employee are sufficient to carry out the accreditation activities required for the 74 institutions (117 main and branch campuses) which offer over 250 different programs that are accredited by the agency. The agency provided the staff resumes and job descriptions to document that all accrediting responsibilities are included.

Regarding fiscal capacity, Department staff reviewed the information and documentation provided by the agency, which demonstrates that ACICS currently has sufficient financial resources to carry out its accrediting responsibilities. Although the documentation indicates that the agency is currently operating at a deficit and is projected to do so until 2023, ACICS has sufficient reserves to cover the expected operating deficits, and the level of those reserves are in line with other similarly sized accrediting agencies. In addition, the financial projections included within the agency's budget reflect a measured growth at a realistic level, which projects that the operating deficits will be eliminated by 2024.

These findings notwithstanding, ACICS is also required to submit to the Department its audited financial records on a yearly basis over the next three years, as required by the Secretary's recognition decision dated November 21, 2018, and is scheduled to submit a petition for recognition on February 1, 2020. These submissions provide the Department with additional opportunities to review the agency's actual fiscal performance measured against the projections provided.

While the information and documentation provided by ACICS did not indicate that the agency has been unable to fulfill its accreditation activities due to a lack of administrative or fiscal capacity as related to site visits, council meetings or other committee meetings, the Department is concerned that the lack of effective evaluation and monitoring approaches related to the two institutions discussed in this letter, VIU and SDUIS, reflects inadequate staffing and other resources, which does not demonstrate effective compliance with Section 602.15(a)(1).

Although not requested by the Department, ACICS addressed the assertion included in The Chronicle of Higher Education article that the agency's financial challenges could cause it to accredit institutions that did not meet the agency's standards. The agency provided information and documentation that it has limited the institutions that have been invited to apply for accreditation to those that meet the ACICS eligibility standards, and that the executive

committee of the agency is involved in the preliminary review process. The agency also provided information and documentation that it has limited the reinstatement of previously accredited institutions to those that meet ACICS' accreditation standards, and provided an example of a reinstatement denial due to academic quality concerns. ACICS asserts that if it were making accreditation decisions based solely on the agency's financial condition, it would not limit applications or reinstatements.

However, the institutional examples reviewed in this letter, SDUIS and VIU, do not demonstrate that the initial application review process is as discerning as described, nor that the renewal accreditation or monitoring processes are as thorough as necessary for the agency to identify issues with the institution's continued compliance with accreditation standards, as required by Sections 602.17(c), 602.17(e), and 602.28(d).

Virginia International University

The agency provided a narrative response and the accreditation actions on and significant correspondence to VIU, as well as correspondence with the State Council for Higher Education in Virginia (SCHEV) related to the institution (Exhibits 11 & 12).

In its narrative response, ACICS described its review of VIU once it learned of the action taken by SCHEV, including the agency's issuance of the show-cause directive in March 2019 and continued show-cause in May 2019. Based on the agency's narrative response and the timeline and information provided to the Executive Council of ACICS on March 21, 2019 (Exhibit 11, pages 1-2), the action taken by ACICS appears to be the result of an article in Inside Higher Ed on March 20, 2019, and not a result of the receipt of the audit and recommendation to revoke the certificate to operate by SCHEV on February 8, 2019 (Exhibit 11, pages 7-19).

The Department notes that the agency has a standard, Title II, Chapter 3, 2-3-700 (Accreditation Criteria, Publication Date: September 14, 2017), which states that "ACICS periodically receives and may investigate information from federal or state agencies or other accrediting agencies, or through public media sources, which may indicate possible criteria violations. Adverse information may include, but is not limited to, ... negative audits or program reviews, and government agency investigations." The agency also states in its Policies and Procedures Manual (Revised September 2017) that the At-Risk Institutions' Group (ARIG) will investigate adverse external information (Chapter 13: Complaint and External Information Review).

However, it is not clear that a review by the ARIG occurred. An email to the Executive Council of ACICS on March 21, 2019 stated there was a discussion and recommendation by the ARIG, but the supplemental information provided does not include any notation of an ARIG meeting nor discussion on VIU, and includes an accreditation action recommendation that appears to come from an individual, not the ARIG (Exhibit 11, pages 1-2).

The Department is concerned that the agency had information and documentation from SCHEV that called into question VIU's ability to potentially meet the ACICS' standards, but did not review the information and documentation, nor act upon it until over a month later once the issue was raised in the press. This appears to indicate that ACICS failed to follow its own policies and

procedures related to the timely review of adverse information, as expected by Section 602.28(d).

Even though ACICS eventually took action and issued a show-cause directive to VIU in March 2019, it is not clear from the information and documentation that the agency conducted its own review of the issues to ensure that VIU continued to meet ACICS' standards in the same areas, but instead relied upon the SCHEV review process and outcome. In addition, the March 2019 show-cause directive mainly addresses the potential revocation of VIU's license to operate by SCHEV and the institution's response to that proposed revocation, but does not demonstrate that ACICS initiated a review of VIU itself to determine if VIU continued to meet the agency's accreditation standards (Exhibit 11, pages 20-25). Therefore, the Department is concerned that ACICS still does not have adequate mechanisms in place to conduct a prompt review when it receives a negative report from a State or other agency about an institution nor to determine if the agency should independently investigate the allegations of the report to confirm compliance with ACICS' standards, as required by Section 602.28(d).

The Department is concerned with the strikingly different conclusions reached by ACICS and SCHEV regarding the academic quality of the distance learning programs at VIU. ACICS conducted its comprehensive renewal of accreditation through an on-site visit in January 2018 to VIU and did not appear to find the significant concerns found by SCHEV in August 2018, especially in relation to the courses offered by distance education. We are concerned that either ACICS's distance education standards did not contain the same level of rigor as those utilized by SCHEV or that ACICS's onsite reviewers failed to uncover the deficiencies noted by the SCHEV audit in August 2018 as required by Sections 602.16(c) and 602.17(c)

Specifically, SCHEV found that the courses offered by distance education provided limited peer-to-peer and faculty-student interaction, lacked academic rigor at the graduate level, and were not comparable to the residential offerings (Exhibit 11, pages 12-17). The concerns ACICS found related to distance education during the comprehensive evaluation of VIU in January 2018 was limited to the lack of an adequate distance education plan and that the plan wasn't integrated into the institution's Campus Effectiveness Plan (Exhibit 11, page 6). After a deferral action in April 2018 (Exhibit 11, pages 4-5) due to issues unrelated to distance education or other significant academic concerns, ACICS granted renewal of accreditation in August 2018 without conditions (Exhibit 11, page 3). Even though SCHEV did not ultimately revoke VIU's license to operate, the audit findings led to a forced three-year moratorium of distance education due to the severity of the issues in that area (Exhibit 12, page 9).

San Diego University for Integrative Studies

The agency provided a narrative response, as well as the application for accreditation, accreditation actions on and significant correspondence related to SDUIS (Exhibits 1A, 1B, 1C, 1D, 1E, 1F, 1G, 1H, 1I, 2 – Initial Resource Report SDUIS, 13, 14a, 14b, 14c, 15, 16 and 17).

The agency did not provide any correspondence with ACCET regarding SDUIS, as requested by the Department in its letter to ACICS. Instead, the agency states that SDUIS is not accredited by ACCET, but that it is a separate entity, USA English Language Center (USAELC), owned by

SDUIS, that is accredited by ACCET. Therefore, ACICS did not contact ACCET due to that distinction and because “the institution being invited to apply for accreditation is not, and cannot be, accredited by the agency (i.e. SDUIS’ program offerings are beyond ACCET’s scope of recognition).” The agency provided SDUIS’ documentation of this separation, to include listing of USAELC in the State of California Bureau for Private Postsecondary Education (BPPVE) directory in July 2019; approval by ACCET of a change of ownership without a change in control for USAELC in October 2018; State of California articles of incorporation for USAELC filed in October 2016; and the assignment by the IRS of an Employer Identification Number (EIN) to USAELC in August 2018 (Exhibit 17).

However, the Department notes that even though ACICS provided information and documentation that appear to support the agency’s assertion that SDUIS and USAELC are legally separate entities, the agency’s report from the initial resource site visit on June 30, 2016 includes a concern related to the ACCET action to place USAELC on show cause and requires “Evidence that the institution has been removed from the “Institutional Show Cause” status with ACCET” as part of the institution’s action plan (Exhibit 2 – Initial Resource Report_SDUIS, pages 4, 18, and 20). In addition, the Database of Accredited Postsecondary Institutions and Programs (DAPIP), that is hosted on the Department’s website, lists the “USA English Language Center at San Diego University of Integrative Studies” and includes the ACCET accreditation history and documentation under the “Institutional Accreditation” tab.

In Exhibits 14a, 14b, and 14c, the agency provided the response by SDUIS to public comments received by ACICS. The SDUIS’ response cover letter includes statements by the institution that: “SDUIS enjoys an excellent reputation in the professional community and is currently approved and monitored by the following agencies – Accrediting Council for Continuing Education and Training (ACCET)” (Exhibit 14a, page 7-8); and “the ESL program has been accredited by ACCET since 2013. A copy of our letter of accreditation is included as Attachment C” (Exhibit 14a, page 8). Beyond the cover letter, the attachments, provided by SDUIS to ACICS in response to the public comments, included numerous references to USAELC. For example, Attachment A (Exhibit 14a, pages 12-70), referred to as the “Who We Are” document, includes “USA English Language (sic) Center @ The San Diego University for Integrative Studies” on the cover, and references USAELC 10 times and SDUIS six times throughout the document. Attachment D (Exhibit 14b, pages 5-93), referred to as the institution’s Operations and Procedure Manual, includes “USA English Language Center, SAN DIEGO UNIVERSITY FOR INTERGRATIVE STUDIES” on the cover, as well as the website for USAELC, www.usaelc.com, and the email for SDUIS, sduis@sduis.edu, and other references to both USAELC and SDUIS throughout the document. Attachments F, H, I, and M within Exhibit 14c also include references to USAELC and SDUIS and do not distinguish between the two entities.

The breadth and depth of information and documentation provided by SDUIS does not clearly demonstrate that USAELC is a separate entity, nor does the information included within the initial resource site visit report or on the DAPIP. Therefore, it does not appear that ACICS conducted a comprehensive analysis to assess the relationship between SDUIS and USAELC, to determine if ACICS is required to take into account the accreditation action by ACCET on USAELC when reviewing SDUIS, as required by Section 602.28(d).

After receiving over 400 pages of documentation provided by SDUIS in response to the public comments, ACICS provided a two-paragraph email to acknowledge receipt of the response and confirm the Initial Resource Visit (Exhibit 15). There is no indication in the acknowledgement email, the initial resource site visit report nor any other information or documentation submitted by ACICS, that the agency has conducted a substantive analysis of the SDUIS response to the public comments. Therefore, the lack of inquiry by ACICS does not demonstrate the agency conducted its own analysis of the documentation, as required by Section 602.17(e).

As required by the Secretary's recognition decision dated November 21, 2018, ACICS provided a compliance report on Sections 602.15(a)(2) and 602.15(a)(6) to the Department prior to the deadline of December 21, 2019. Based on the findings of the Department staff in this review of ACICS, the agency is invited to provide information and documentation to address the compliance concerns noted in this letter related to Sections 602.15(a)(1), 602.16(c), 602.17(c), 602.17(e), and 602.28(d) within a written response due February 28, 2020, per the process in Section 602.33(c). If the areas of noncompliance noted in this letter are not addressed, Department staff will propose a recognition recommendation for the agency to submit a compliance report and will finalize this analysis for presentation to NACIQI, at a meeting to be designated by the Department.

Should you have any questions regarding this issue, please feel free to contact the staff analyst assigned to your agency, Elizabeth Daggett, at 202-453-6190 or via email at elizabeth.daggett@ed.gov. Thank you for addressing this matter.

Sincerely,

(b)(6)

Herman Bounds Jr., Ed.S.
Director
Accreditation Group

THE CHRONICLE of Higher Education

GOVERNMENT

How a Troubled Accreditor's Search for Members Is Raising New Questions About Its Integrity

By *Eric Kelderman* | JUNE 05, 2019

PREMIUM



Jose Luis Magana/AP Images

The Accrediting Council for Independent Colleges and Schools once accredited the now-defunct Corinthian Colleges chain, which owned the Everest Institute.

Three years ago, the Accrediting Council for Independent Colleges and Schools was one of the nation's largest accrediting agencies, with nearly 270 member institutions enrolling more than a half-million students. Now as one of the smallest, it's facing financial pressure to recruit new members. That, in turn, is leading some consumer advocates to worry about possible shoddiness in its oversight.

In 2016 officials at the U.S. Department of Education, under President Obama, revoked the accreditor's recognition, meaning it could no longer serve as a

gatekeeper for federal financial aid. That decision sent many of the agency's members — largely for-profit career colleges — fleeing to find a new accreditor and preserve their access to federal dollars.

A judge's ruling in a lawsuit, saying that the department had “procedurally erred” in its revocation, together with a reversal of the decision by Trump appointees in the Education Department, preserved the recognition.

But the council's future is far from certain. The accrediting body is now among the smallest, with 75 members enrolling about 79,000 undergraduates.

The exodus, along with the sudden closure last year of dozens of campuses owned by one member, the Education Corporation of America, has left the council in a financial pit. The organization expects to lose \$2 million this year and may not be back in the black for several years, according to news accounts of comments by Michelle Edwards, the council's president.

She spoke this week to the Council for Higher Education Accreditation, or CHEA, a membership association of some 3,000 colleges that has its own recognition process for accreditors.

The accrediting agency has taken several cost-cutting measures, reducing its staff as it seeks to add dozens of new members. Edwards was not available for comment.

Antoinette Flores, a higher-education expert at the Center for American Progress, a think tank, says the situation creates a “moral hazard” for the accreditor. If it needs members just to keep its doors open, it may be pressured to accredit low-performing institutions and to accept new members that would not be approved by any other accreditor.

Many of the council's remaining members are themselves small organizations, facing their own financial struggles. The average enrollment at the council's member colleges is just over 1,000, according to federal data. And the Education Department has restricted the flow of federal student aid — a policy called heightened cash monitoring — to 30 percent of the council's member institutions.

The accreditor also has a poor track record of penalizing troubled institutions, according to the center, which outlined its concerns in a letter urging CHEA to deny recognition to the independent-college council, known as Acics. (CHEA recognition has no bearing on an accreditor's ability to receive federal student aid.)

For example, after Acics approved Virginia International University for three years of accreditation, the State Council for Higher Education in Virginia uncovered allegations of widespread plagiarism, grade inflation, and other concerns about academic quality.

Sustaining the College Business Model

The colleges that remain with the council probably could not have gotten accreditation elsewhere, says Spiros Protopsaltis, an associate professor of education policy at George Mason University. "That tells you there is definitely a market for schools seeking the lowest bars of entry, which is obviously very dangerous."

The council approved several new members for accreditation in 2017, according to its online directory, including one that since then has received a warning about its compliance with the accreditor's standards.

Despite the accreditor's troubles, four other colleges are now in the process of earning its approval, including one in Spain and one in China.

"Either they have no clue what they're doing, Protopsaltis says, "or that is the only place

where they would have a shot at accreditation.”

San Diego University for Integrative Studies is one of the two domestic colleges seeking accreditation from the council. The university offers certificate and graduate programs, mostly online. It has been in existence for about 20 years, but the plan was always that it should be accredited, says Raymond J. Trybus, its president.

The university started the process in 2015, he says, but began to look at other accreditors after the Education Department took its adverse action in 2016.

After the department reversed the 2016 decision, San Diego decided to stick with Acics, Trybus says, either because the university didn't fit with other organizations or because the process took too long.

The university also considered the accreditor's reputation, but that wasn't a big concern, he says. “There are limited options for an institution like ours.”

“Our view is, Who among us is perfect?”

Eric Kelderman writes about money and accountability in higher education, including such areas as state policy, accreditation, and legal affairs. You can find him on Twitter @etkeld, or email him at eric.kelderman@chronicle.com.

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1255 23rd Street, N.W.
Washington, D.C. 20037

Chronology of Review – ACICS on VIU

Date	Action
February 11, 2019	Formal Communication of Audit Report to ACICS from SCHEV
February 12, 2019	Email/Telephone Communication with SCHEV staff on Report Follow up with ACICS leadership and legal counsel
March 15, 2019	Outreach to SCHEV staff to follow up
March 18, 2019	Conversation with SCHEV staff before the Council’s meeting
March 21, 2019	Follow up conversation with SCHEV staff on the Council’s decision to move ahead with revocation proceedings ARIG briefing and formulation of recommendation to the Executive Committee of ACICS Executive Committee Review and Action
March 22, 2019	Institutional Show-Cause Directive Letter sent to Institution and all state and federal agencies



March 22, 2019

VIA EMAIL AND UPS DELIVERY



Dr. Isa Sarac
President and CEO
Virginia International University
4401 Village Drive
Fairfax, VA 22030

Subject: Show-Cause Directive – External Information

Dear Dr. Sarac:

The Council reviewed the February 8, 2019, communication from the State Council of Higher Education for Virginia (SCHEV) recommending revocation of Virginia International University's certificate to operate in the State of Virginia, and confirmation from Ms. Sylvia Rosa-Casanova, Director of Postsecondary Private Education at SCHEV, that the Council had accepted the staff's recommendation at its March 18-19, 2019, meeting. This action raises serious concerns about academic quality at the institution as well as the institution's ability to continue to provide educational services to its students consistent with Sections 1-2-100(b) of the *Accreditation Criteria*.

Council Action

Therefore, the Executive Committee, acting on behalf of the Council, has directed the institution to show cause at a Special Meeting of the Council in May why its accreditation should not be withdrawn by suspension. The institution must **respond to this directive in person** and is required to review and follow the Council hearing procedures as detailed in Section 2-3-500 of the *Accreditation Criteria* and the "Schedule of Fees" listing on the ACICS website. The institution must provide the appropriate notification and fee within **ten business days, April 5, 2019**, of receipt of this notice.

In response to the show-cause directive, the institution must submit the following information, via the online Show-Cause Application, by **April 24, 2019**.

1. Evidence that the institution continues to be licensed to operate and to confer credentials in the state of Virginia. Documentation must include all communication between the institution and SCHEV as to the status of the institution's approval to operate. The institution is reminded that in the event of a revocation of its license to operate by the state, it is required to notify ACICS immediately of such action.

2. A complete response to SCHEV's February 8, 2019, letter which includes evidence that all academic activity, residentially and online, is of sound academic quality. Documentation must be provided to demonstrate that students engage in substantive, course-related discussions online, and that faculty provide feedback and grading of corresponding depth. Similarly, that the quality of work in the classroom is reflective of the expectations of Section 3-1-500 of the *Accreditation Criteria*.

In addition to the online submission, five (5) hard copies of your response must be received in the ACICS office by the date indicated above. Failure to provide all information requested by the Council may result in the withdrawal of your institution's accreditation.

Institutional Teach-Out Plan

Further, in compliance with Section 2-3-230 of the *Accreditation Criteria*, the institution is directed to submit, via the **online application**, a Teach-out Plan that includes:

- a. A listing of students with the student name; program of study; expected graduation date; and status of unearned tuition, refunds due, and current account balance for each student.
- b. A listing of comparable programs offered at other nearby institutions, in the event that teach-out agreements or transfer arrangements are needed for students to complete their programs elsewhere.
- c. Identification of a custodian for all permanent academic records, in case of institutional closure, which includes contact information for this individual or entity and the process by which students can obtain their records.
- d. A description of the financial resources available to ensure that students can complete their programs or receive refunds if the institution does cease operations.

The Council is obligated to take adverse action against any institution that fails to come into compliance with the *Accreditation Criteria* within established time frames without good cause. Please consult the Introduction of Title II, Chapter 3 for additional information.

If you have any questions about this action, please contact Ms. Perliter Walters-Gilliam at pwgilliam@acics.org.

Sincerely,

(b)(6)

Michelle Edwards
President and CEO

- c: Ms. Cathy Sheffield, Accreditation and State Liaison, U.S. Department of Education
(aslrecordsmanager@ed.gov)
Ms. Nancy Gifford, U.S. Department of Education, School Participation Team, Region
III (nancy.paula.gifford@ed.gov)
Ms. Sylvia Rosa-Casanova, State Council of Higher Education for Virginia
(sylviarosacasanova@schev.edu)
Ms. Katherine Westerlund and Mr. James Hicks, U.S. Immigration and Customs
Enforcement, Student Exchange and Visitor Program
(katherine.h.westerlund@ice.dhs.gov) (james.d.hicks@ice.dhs.gov)

Michelle Edwards

From: LAWRENCE LEAK <[REDACTED]>
Sent: Thursday, March 21, 2019 8:33 PM
To: Michelle Edwards
Cc: Mr. Richard Bennett; Dr. Adriene K. Hobdy; Ms. Tibby Loveman; Perliter Walters-Gilliam
Subject: Re: Show Cause Recommendation for Virginia International University

I move to issue a show cause directive to Virginia International University.

lol

Sent by my iPhone ... iMessage • iTypos • iApologize!!

On Mar 21, 2019, at 6:20 PM, Michelle Edwards <[REDACTED]> wrote:

EC:

Please find below a timeline of events concerning Virginia International University. Additionally, Perliter has provided context and a recommendation as a result of ARIG's discussion. This action would be consistent with previous actions we have taken when we are notified of adverse action taken by another accreditor or agency.

Timeline:

- We conducted a renewal of accreditation visit to VIU in January 2018 with 10 findings, see attached.
- The Council deferred action on VIU with two findings remaining at its April 2018 meeting, see attached.
- The Council awarded the institution a grant of accreditation at its August 2018 meeting through December 31, 2021, see attached.
- SCHEV conducted an audit of VIU August 14-16, 2018 and had 5 findings.
- 2/8/19 SCHEV notified VIU and ACICS of the audit and the recommendation to revoke the institution's license to operate, see attached.
- 3/21/19 SCHEV notified ACICS of their intent to pursue revocation.

Please let me know if you have any questions and if you accept the recommendation by ARIG to show cause the institution. I will need a motion, a second, and subsequent vote.

Thank you,
Michelle

From: Perliter Walters-Gilliam <[REDACTED]>
Sent: Thursday, March 21, 2019 10:21 AM
To: Michelle Edwards <[REDACTED]>
Cc: Katie Morrison <[REDACTED]>; Karly Zeigler <[REDACTED]>; Steven Gelfound <[REDACTED]>
Subject: Re: For ARIG Discussion - Virginia International University

Good morning everyone

I have spoken with Sylvia at SCHEV and her summation of their meeting is that their Council believes there is sufficient evidence to move ahead with the revocation of licensure action. The institution does have an opportunity to appeal that decision which would "buy them time" with a fact finding consultation which can have one of three conclusions (staff has 60 days from visit to issue report/recommendation):

1. Move ahead with revocation since additional review didn't address issues.
2. Consent agreement which could involve the school "teaching out" for closure and not just an abrupt revocation.
3. Clearing of the intent to revoke

This is similar to the ACCT review in 2016-2017. We did conduct our RA review to VIU in 2017 with my observation of Andre as staff, Adrienne as DE, and observation by Beth from ED. I do recall Adrienne having concerns with DE but I do not remember the findings that resulted or the subsequent Council action (deferral/CW).

Consistent with the expectations of the Criteria (the specific reference escapes me), I make the recommendation to the Executive Committee that Virginia International University be directed to show cause why it's Accreditation should not be suspended because of the State's decision.

Perlter Walters-Gilliam
Vice President - Accreditation
ACICS

"If I cannot do great things, I can do small things in a great way." Martin Luther King, Jr.

On Mar 20, 2019, at 9:46 PM, Michelle Edwards <(b)(6)> wrote:

<https://www.insidehighered.com/quicktakes/2019/03/20/virginia-regulators-move-shut-down-university>

Ms. Michelle Edwards
President and CEO
ACICS

<Pages from 00023099_VirginiaIntnlU_RA.pdf>

<00023099_Virginia IntnlU_RA-DF 4.20.18.pdf>

<00023099_VIU_RA-AP.pdf>

<VIU ROA and letter Aug2018.pdf>

Michelle Edwards

From: [REDACTED]
Sent: Thursday, March 21, 2019 8:54 PM
To: Dr. Lawrence Leak; Michelle Edwards
Cc: Mr. Richard Bennett; Dr. Adriene K. Hobdy; Perliter Walters-Gilliam
Subject: Re: Show Cause Recommendation for Virginia International University

I second the motion to issue a show cause directive to Virginia International University.

Tibby

-----Original Message-----

From: LAWRENCE LEAK <[REDACTED]>
To: Michelle Edwards <medwards@acics.org>
Cc: Mr. Richard Bennett <[REDACTED]>; Dr. Adriene K. Hobdy <[REDACTED]>; Ms. Tibby Loveman <[REDACTED]>; Perliter Walters-Gilliam <PWGilliam@acics.org>
Sent: Thu, Mar 21, 2019 7:33 pm
Subject: Re: Show Cause Recommendation for Virginia International University

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lel

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Thank you,
Michelle

From: Perliter Walters-Gilliam <[REDACTED]>
Sent: Thursday, March 21, 2019 10:21 AM

Michelle Edwards

From: Adriene Hobby <[REDACTED]>
Sent: Thursday, March 21, 2019 8:57 PM
To: Michelle Edwards; Mr. Richard Bennett; Dr. Lawrence Leak; Ms. Tibby Loveman
Cc: Perliter Walters-Gilliam
Subject: Re: Show Cause Recommendation for Virginia International Univers

I support the motion.

Adriene

[Sent from Yahoo Mail on Android](#)

On Thu, Mar 21, 2019 at 6:20 PM, Michelle Edwards

[REDACTED] wrote:

EC:

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- 2/8/19 SCHEV notified VIU and ACICS of the audit and the recommendation to revoke the institution's license to operate, see attached.
- 3/21/19 SCHEV notified ACICS of their intent to pursue revocation.

Please let me know if you have any questions and if you accept the recommendation by ARIG to show cause the institution. I will need a motion, a second, and subsequent vote.

Thank you,

Michelle

Michelle Edwards

From: Richard Bennett <[REDACTED]>
Sent: Thursday, March 21, 2019 10:26 PM
To: Ms. Tibby Loveman
Cc: Dr. Lawrence Leak; Michelle Edwards; Dr. Adriene K. Hobdy; Perliter Walters-Gilliam
Subject: Re: Show Cause Recommendation for Virginia International University

Aye, 100%.

Sent from my iPhone

On Mar 21, 2019, at 8:54 PM, "[REDACTED]" <[REDACTED]> wrote:

I second the motion to issue a show cause directive to Virginia International University.

Tibby

-----Original Message-----

From: LAWRENCE LEAK <[REDACTED]>
To: Michelle Edwards (b)(6) <[REDACTED]>
Cc: Mr. Richard Bennett <[REDACTED]>; Dr. Adriene K. Hobdy <[REDACTED]>; Ms. Tibby Loveman <[REDACTED]>; Perliter Walters-Gilliam <[REDACTED]>
Sent: Thu, Mar 21, 2019 7:33 pm
Subject: Re: Show Cause Recommendation for Virginia International University

I move to issue a show cause directive to Virginia International University.

lol

Sent by my iPhone ... iMessage • iTypos • iApologize!!

On Mar 21, 2019, at 6:20 PM, Michelle Edwards (b)(6) <[REDACTED]> wrote:

EC:

Please find below a timeline of events concerning Virginia International University. Additionally, Perliter has provided context and a recommendation as a result of ARIG's discussion. This action would be consistent with previous actions we have taken when we are notified of adverse action taken by another accreditor or agency.

Timeline:

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Perlter Walters-Gilliam

From: Michelle Edwards
Sent: Thursday, March 21, 2019 6:21 PM
To: Mr. Richard Bennett; Dr. Adriene K. Hobdy; Dr. Lawrence Leak; Ms. Tibby Loveman
Cc: Perlter Walters-Gilliam
Subject: Show Cause Recommendation for Virginia International University
Attachments: Pages from 00023099_VirginiaIntnlU_RA.pdf; 00023099_Virginia IntnlU_RA-DF 4.20.18.pdf; 00023099_VIU_RA-AP.pdf; VIU ROA and letter Aug2018.pdf

Importance: High

EC:

Please find below a timeline of events concerning Virginia International University. Additionally, Perlter has provided context and a recommendation as a result of ARIG's discussion. This action would be consistent with previous actions we have taken when we are notified of adverse action taken by another accreditor or agency.

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Thank you,
Michelle

From: Perlter Walters-Gilliam (b)(6) <>
Sent: Thursday, March 21, 2019 10:21 AM
To: Michelle Edwards <(b)(6)>
Cc: Katie Morrison <(b)(6)>; Karly Zeigler (b)(6) <>; Steven Gelfound (b)(6) <>
Subject: Re: For ARIG Discussion - Virginia International University

Good morning everyone

I have spoken with Sylvia at SCHEV and her summation of their meeting is that their Council believes there is sufficient evidence to move ahead with the revocation of licensure action. The institution does have an opportunity to appeal that decision which would "buy them time" with a fact finding consultation which can have one of three conclusions (staff has 60 days from visit to issue report/recommendation):

1. Move ahead with revocation since additional review didn't address issues.
2. Consent agreement which could involve the school "teaching out" for closure and not just an abrupt revocation.
3. Clearing of the intent to revoke

This is similar to the ACCT review in 2016-2017. We did conduct our RA review to VIU in 2017 with my observation of Andre as staff, Adrienne as DE, and observation by Beth from ED. I do recall Adrienne having concerns with DE but I do not remember the findings that resulted or the subsequent Council action (deferral/CW).

Consistent with the expectations of the Criteria (the specific reference escapes me), I make the recommendation to the Executive Committee that Virginia International University be directed to show cause why it's Accreditation should not be suspended because of the State's decision.

Perlter Walters-Gilliam
Vice President - Accreditation
ACICS

"If I cannot do great things, I can do small things in a great way." Martin Luther King, Jr.

On Mar 20, 2019, at 9:46 PM, Michelle Edwards <[redacted]> wrote:

<https://www.insidehighered.com/quicktakes/2019/03/20/virginia-regulators-move-shut-down-university>

Ms. Michelle Edwards
President and CEO
ACICS

Perlter Walters-Gilliam

From: Perlter Walters-Gilliam
Sent: Tuesday, February 25, 2020 1:23 PM
To: Perlter Walters-Gilliam
Subject: Re: For ARIG Discussion - Virginia International University

From: Perlter Walters-Gilliam
Sent: Thursday, March 21, 2019 10:21 AM
To: Michelle Edwards <medwards@acics.org>
Cc: Katie Morrison <(b)(6)>; Karly Zeigler <(b)(6)>; Steven Gelfound <(b)(6)>
Subject: Re: For ARIG Discussion - Virginia International University

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I have spoken with Sylvia at SCHEV and her summation of their meeting is that their Council believes there is sufficient evidence to move ahead with the revocation of licensure action. The institution does have an opportunity to appeal that decision which would "buy them time" with a fact finding consultation which can have one of three conclusions (staff has 60 days from visit to issue report/recommendation):

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Perlter Walters-Gilliam
Vice President - Accreditation
ACICS

"If I cannot do great things, I can do small things in a great way." Martin Luther King, Jr.

Perlter Walters-Gilliam

From: Perlter Walters-Gilliam
Sent: Monday, March 18, 2019 1:52 PM
To: 'Rosa-Casanova, Sylvia'
Subject: RE: Follow up on VIU

Hi Sylvia

Thank you for taking the time to speak with me this morning prior to your Council's meeting, at which VIU will make its case concerning SCHEV's recommendation to pursue revocation of its approval. As we discussed, we will touch base on Wednesday, following your meeting to determine what action, if any, ACICS should take in recognition of your authority over the continued approval of the institution in VA. I appreciate your continued collaboration. Have a productive Council meeting!

(b)(6)

Vice President of Accreditation
Accrediting Council for Independent Colleges and Schools
750 First Street, NE | Suite 980 | Washington, DC 20002
www.acics.org | 202.336-6769 - P |

MARK YOUR CALENDAR for the ACICS Professional Development Conference and Annual Meeting "Ensuring Quality through Transparency and Accountability" to be held at the Hyatt Regency Crystal City, VA Wednesday, May 8, 2019 – Friday, May 10, 2019. Click [HERE](#) to register!

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From: Perlter Walters-Gilliam
Sent: Saturday, March 16, 2019 12:51 PM
To: Rosa-Casanova, Sylvia <sylviarosacasanova@schev.edu>
Cc: Michelle Edwards <medwards@acics.org>
Subject: Re: Follow up on VIU

Thanks Sylvia. I'll give you a call around 9:20am on Monday.

Perlter Walters-Gilliam
Vice President - Accreditation
ACICS

"If I cannot do great things, I can do small things in a great way." Martin Luther King, Jr.

On Mar 16, 2019, at 12:35 PM, Rosa-Casanova, Sylvia <(b)(6)> wrote:

Hi Perliter

Our academic affairs committee will meet Monday at 2 pm. Staff is presenting the results of the audit and requesting a decision by Council to move forward with revocation. The agenda item is posted on our website.

I will be in my office until about 10 when I will depart for the meeting. We can talk Monday morning

On Fri, Mar 15, 2019 at 2:29 PM Perliter Walters-Gilliam <(b)(6)> wrote:

Hi Sylvia

Just wanted to touch base re VIU so let me know when you have a few minutes. Thanks!

Perlitter Walters-Gilliam
Vice President - Accreditation
ACICS

"If I cannot do great things, I can do small things in a great way." Martin Luther King, Jr.

--

Sylvia Rosa-Casanova
Director, Private Postsecondary Education
State Council of Higher Education for Virginia (SCHEV)
101 N. 14th Street
Richmond VA 23219
(P) 804-225-3399 (C) 804-592-8772
(F) 804-225-2604

Perlter Walters-Gilliam

From: Perlter Walters-Gilliam
Sent: Tuesday, February 12, 2019 11:11 AM
To: Michelle Edwards
Cc: Dymowski, Julianne E.
Subject: FW: VIU Report
Attachments: VIU ROA and letter Aug2018.pdf; ATT00001.htm

I am sending this email primarily for the record 😊 I spoke with Sylvia this morning and she outlined the process that was recently revised (January resolution) concerning the pathway to revocation of state authorization. At the March meeting, their Council will consider the staff's recommendation to revoke and decide whether to PROCEED with that recommendation or ask VIU to do something else. VIU's opportunity to respond to this ROA will be at that March meeting. My thought was to wait until after the March meeting and final decision to determine if a show-cause directive is warranted. Sylvia supported that thinking given that the Council will be the one making the final decision. That decision will be communicated within days of the conclusion of the meeting so we should be ready to act accordingly.

Additional perspective is appreciated – thanks!

(b)(6)

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From: Michelle Edwards
Sent: Monday, February 11, 2019 3:40 PM
To: Perlter Walters-Gilliam <PWGilliam@acics.org>
Subject: Fwd: VIU Report

Ms. Michelle Edwards
President and CEO
ACICS

Begin forwarded message:

From: "Rosa-Casanova, Sylvia" (b)(6) >
Date: February 11, 2019 at 3:32:51 PM EST
To: "(b)(6)" (b)(6) >, "Defilippo, Joseph (SCHEV)" (b)(6) >, "(b)(6)" (b)(6) >, "(b)(6)" (b)(6) >, "Kanno, Jason I" (b)(6) >, "Doan, Kipling G" (b)(6) >, "(b)(6)" (b)(6) >, "Schmitt, Matthew E" (b)(6) >
Subject: VIU Report

FYI

See attached. Original sent via certified mail to VIU.

Sylvia Rosa-Casanova
Director, Private Postsecondary Education
State Council of Higher Education for Virginia (SCHEV)
101 N. 14th Street
Richmond VA 23219
(P) 804-225-3399 (C) 804-592-8772
(F) 804-225-2604

Perlter Walters-Gilliam

From: Perlter Walters-Gilliam
Sent: Tuesday, February 12, 2019 7:16 AM
To: Rosa-Casanova, Sylvia
Subject: RE: VIU Report

You get started really early in the office 😊 I am about to get my sons up and ready for school. Would 9:20am work?

From: Rosa-Casanova, Sylvia <sylviarosacasanova@schev.edu>
Sent: Tuesday, February 12, 2019 7:11 AM
To: Perlter Walters-Gilliam <PWGilliam@acics.org>
Subject: Re: VIU Report

Yes. I'm in my office now.

Sylvia Rosa-Casanova
Director, Private Postsecondary Education
State Council of Higher Education for Virginia (SCHEV)
101 N. 14th Street
Richmond VA 23219
(P) 804-225-3399 (C) 804-592-8772
(F) 804-225-2604

On Tue, Feb 12, 2019 at 6:57 AM Perlter Walters-Gilliam <(b)(6)> wrote:

Good morning Sylvia

Do you have a few minutes this morning to discuss? Thanks!

Ms. Perlter Walters-Gilliam

Vice President - Accreditation

Accrediting Council for Independent Colleges and Schools

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Sent: Monday, February 11, 2019 3:40 PM
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Subject: Fwd: VIU Report
Attachments: VIU ROA and letter Aug2018.pdf; ATT00001.htm

Ms. Michelle Edwards
President and CEO
ACICS

Begin forwarded message:

From: "Rosa-Casanova, Sylvia" <syll(b)(6)>
Date: February 11, 2019 at 3:32:51 PM EST
To: (b)(6) <(b)(6)>, "Defilippo, Joseph (SCHEV)" <(b)(6)>, (b)(6) <(b)(6)>, Michelle Edwards <(b)(6)>, "Kanno, Jason I" <(b)(6)>, "Doan, Kipling G" <(b)(6)>, (b)(6) <(b)(6)>, "Schmitt, Matthew E" <(b)(6)>
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COMMONWEALTH of VIRGINIA
STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219

Peter Blake
Director

(804) 225-2600
www.schev.edu

February 8, 2019

Dr. Isa Sarac, President
Virginia International University
4401 Village Drive
Fairfax, VA 22030

Certified Mail: 7018 0360 0000 6304 6905

Dear Dr. Sarac:

I write to inform you that the staff of the State Council of Higher Education for Virginia (SCHEV) will report the results of Virginia International University's (VIU) most recent audit at the next feasible Council meeting, pursuant to 8VAC40-31-200(D) of the Virginia Administrative Code and in accordance with "Guidelines for Procedures Related to Audits of Certified Institutions" adopted by Council on January 14, 2019.

Staff will prepare a report recommending revocation of VIU's certificate to operate, and Council will review the report and determine the next actions to be pursued by staff. The options for action will include (but are not necessarily limited to): (i) allowing VIU to maintain its certification status; (ii) changing the VIU's certification to "conditional;" or (iii) initiating procedures, consistent with the Administrative Process Act, to revoke the school's certificate to operate.

SCHEV staff's recommendation to revoke VIU's certificate to operate is based on the following:

1. SCHEV staff conducted an audit of Virginia International University (VIU) on August 14-16, 2018.
2. SCHEV staff found five items of non-compliance.
3. Two of the non-compliant items were repeat violations from the October 2014 audit.
4. One item of non-compliance is of special significance because it adversely affects the quality of education at VIU.

The next Council meeting is scheduled for March 18-19, 2019 at Virginia Polytechnic Institute and State University (Virginia Tech) located in Blacksburg, VA. I have enclosed a Report of Audit detailing the five items of non-compliance that will be reported to Council. You are

encouraged to attend the meeting on behalf of VIU to respond to any questions that may arise. Once the agenda for the meeting has been finalized, I will provide additional information regarding the meeting times and locations.

If you have any questions, you may contact me at 804-225-3399 or via e-mail at SylviaRosaCasanova@schev.edu.

Sincerely,

(b)(6)

Sylvia Rosa-Casanova
Director, Private Postsecondary Education

Enclosures

- c: The Honorable Atif Qarni, Secretary of Education
- Mr. Peter Blake, SCHEV
- Dr. Joseph G. Defilippo, SCHEV
- Ms. Deborah Love, Senior Assistant Attorney General, Education
- Ms. Michelle Edwards, President and CEO ACICS
- Mr. Kipling Doan, Special Agent, DHS/ICE/ Homeland Security Investigation
- Mr. Jason Kanno, Adjudicator, SEVP Analysis and Operations Center, DHS/ICE
- Special Agent Matthew Schmitt, Homeland Security Investigation (HSI)

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

Report of Audit
Virginia International University (VIU)
Audit Date: August 14-16, 2018

Report Date: February 8, 2019

ITEMS OF NON-COMPLIANCE

1. INSTRUCTORS NOT QUALIFIED TO TEACH ASSIGNED COURSES **(Repeat Finding: October 2010 & October 2014)**

8 VAC 40-31-140(D)(4)

All instructional faculty teaching in a program at the master's level or higher shall hold a doctoral or other terminal degree in the discipline being taught from an accredited college or university. Exception to academic preparation requirements for instructional faculty may be made in instances where substantial documentation of professional and scholarly achievements and/or demonstrated competences in the discipline can be shown. The institution must document and justify any such exception.

Finding:

The faculty file reviewed by SCHEV staff did not support Jeffrey White's qualification to teach CMP557 or MBA640. The file does not include evidence of academic preparation to teach graduate level healthcare-related subjects.

2. INSTITUTION DOES NOT COLLECT ALL ITEMS JUSTIFYING ADMISSION **(Repeat Finding: October 2010 & October 2014)**

8 VAC 40-31-160(E)(1)

The postsecondary school shall maintain records on all enrolled students. At a minimum, these records shall include each student's application for admission and admissions records containing information regarding the educational qualifications of each regular student admitted that are relevant to the postsecondary school's admissions standards. Each student record must reflect the requirements and justification for admission of the student to the postsecondary school.

Finding:

I. VIU is not collecting relevant and proper documentation to prove that students are meeting its admissions policy. The following student files were reviewed and found to be missing documents:

Student	Missing documents
(b)(6)	No Proof of English Proficiency
	No Proof of English Proficiency
	No Proof of English Proficiency
	Degree from foreign country not evaluated for equivalency
	Degree from foreign country not evaluated for equivalency
	Degree from foreign country not evaluated for equivalency
	Degree from foreign country not evaluated for equivalency
	Degree from foreign country not evaluated for equivalency
	Degree from foreign country not evaluated for equivalency

II. In order to enroll in certain master’s level programs at VIU, students who are identified as not having the “required background” must take some or all prerequisite undergraduate courses before enrolling in core courses. In some cases prerequisite courses may be waived at the Academic Advisor’s discretion.

SCHEV staff noted the following items during the review of student records:

- Transcripts indicate students are granted undergraduate “transfer” credit for courses taken at foreign institutions. The file does not provide proof that the foreign degree was evaluated for equivalency to a US degree, nor does it indicate how VIU determined the foreign course is equivalent to the course the student was granted credit for.
- Transcripts reflect the undergraduate courses taken at VIU along with the undergraduate courses taken at a foreign institution for which a student was granted “transfer” credit. In some cases, VIU did not account for all prerequisites.
- Students are allowed to enroll in the prerequisite undergraduate courses simultaneously with graduate courses.
- The student record did not reflect sufficient information regarding the student’s qualification to enroll in the master’s program in the first place.

Student	Program
(b)(6)	MS Computer Science
	MS Info Systems Management
	MS Info Technology
	MPA
	MS International Relations

3. ADMINISTRATORS ARE NOT APPROPRATELY QUALIFIED

8 VAC 40-31-140 (F) (5)

Administrative personnel must be appropriately experienced and educated in the field for which they are hired, or receive documented, relevant training within the first year of Employment. Administrative personnel generally encompass individuals who oversee areas as outlined in operational and administrative standards. This includes by function, but is not limited to, titles of financial aid administrator; director of admissions; director of education; business officer or manager; director of student services (including counseling and placement), and the registrar.

Finding:

SCHEV staff determined Yoko Uchida Gursen was not qualified to act as Registrar at the time of hire in 2010 as she did not have the appropriate experience or training. In addition, there is no indication in the personnel record that she received training through a relevant group. The lack of training and experience may be a contributing factor in the lack of consistency of VIU's student records maintenance.

4. STUDENT FINANCIAL RECORDS ARE INADEQUATELY MAINTAINED; REFUNDS IMPROPERLY CALCULATED

8 VAC 40-31-160(E) (4)

The postsecondary school shall maintain records on all enrolled students including a record of all financial transactions between each individual student and the school including payments from the student, payments from other sources on the student's behalf, and refunds.

8 VAC 40-31-160(N) (1-12)

In accordance with § 23-276.3 B of the Code of Virginia, the school shall establish a tuition refund policy and communicate it to students. Each school shall establish, disclose, and utilize a system of tuition and fee charges for each program of instruction. These charges shall be applied uniformly to all similarly circumstanced students.

Finding:

Based on the student financial information provided at the time of audit, SCHEV staff determined the following:

- Zainab Ally should have received a refund at the time of withdrawal.
- SCHEV staff was unable to verify whether refunds were due for the following four students due to incomplete student files:

(b)(6)

--

5. ON-LINE COURSE OFFERINGS DO NOT MEET STANDARDS OF TRAINING

8VAC40-31-160 L (1-5)

All programs offered via telecommunications or distance education must be comparable in content, faculty, and resources to those offered in residence, and must include regular student-faculty interaction by computer, telephone, mail, or face-to-face meetings.

8VAC 40-31-140(C)

The course, program, curriculum and instruction must be of quality, content and length to adequately achieve the stated objective.

Overview:

SCHEV staff found the quality and content of the online education provided by VIU to be patently deficient. Notable concerns include: limited peer-to-peer and student-faculty interaction; failure of instructors to adhere to standards outlined in course syllabi; rampant plagiarism; graduate level courses lacking academic rigor; online courses that are not comparable in content to those offered in residence; and grade inflation. Inadequacies found in the online course offerings reviewed by staff were not limited to one area of study or one instructor. Instead, the low quality of education passing as online education at VIU affects all programs of study on the undergraduate and graduate level.

Audit Process:

Online classes reviewed were randomly selected and included:

- Undergraduate and graduate offerings
- Courses in business, computer science, project management, general education and Teaching English to Speakers of Other Languages (TESOL)
- Courses taught by nineteen different faculty members

Auditor review included:

- Online platform from the administrator point of view
- Student assignment submissions
- Student to student and faculty to student interactions
- Time students and faculty spent on the online platform
- Student grades

Statistics for online courses reviewed by SCHEV Staff

Period of review: Fall 2017, Spring 2018, Summer I 2018 and Summer II 2018

Total number of courses offered during period (excluding ESL): 385

Total number of online courses offered during period: 98 (25% of total offerings)

Number of online courses reviewed by SCHEV staff: 27 (26% of online offerings)

Number of online courses reviewed with no issues to report: 3 (11% of online offerings)

Findings

- I. **Limited peer-to-peer interaction** - Online classes require peer-to-peer interaction and a portion of the grade received is based on the quality of these interactions.
 - A. Peer-to-peer interaction was severely limited or impossible due to the number of students enrolled in certain classes. Out of the 98 online classes offered during the period reviewed, 26 (27%) had enrollments of three students or less. Eight classes (8%) had enrollments of one student. Even under the best circumstances, students cannot benefit from peer-to-peer interaction in classes this small.
 - B. Courses with more than three students did not fare better in peer-to-peer interaction. SCHEV staff noted very little peer-to-peer interaction in the courses reviewed. In many cases peer exchanges were inconsequential; such as “hello there, you explained very clear and easy to understand,” (sic). SCHEV found no original, meaningful communication between peers in courses where peer interaction was reviewed

- II. **Limited faculty-student interaction** - Online courses require faculty engagement.
 - A. Out of the 27 online courses reviewed by SCHEV staff, only three (11%) were noted to have good faculty to student engagement.
 - B. Feedback provided by instructors was random and was not helpful in improving the learning experience. Instructors did not provide constructive feedback or comments on assignments and quizzes.
 - C. SCHEV staff randomly selected 11 courses and evaluated the amount of time each faculty member spent on the online platform for the class assigned.
 1. Hours clocked in by the eleven faculty members ranged from a low of 3 hours 34 minutes to a high of 78 hours 42 minutes.
 2. Four faculty members (36%) clocked into the class more than 42.5 hours during the 8-week online session. (Note: 42.5 hours is the actual time a 3 credit face-to-face class meets during a 15 week semester.)
 3. Four (36%) clocked in between 20 and 40 hours during the 8-week online session.
 4. Three faculty members (27%) clocked in for less than 10 hours during the entire 8-week session.

- III. **Failure of instructors to adhere to standards outlined in course syllabi or school policy**
 - A. While the discussion forum is part of the online learning experience, student responses did not reflect a clear understanding the topic of study, yet students were not penalized for substandard postings.
 - B. Although there’s a clear policy on academic integrity, in most cases instructors did not follow policy when instances of plagiarism were detected. In some cases, the instructor would warn the student and in one case, two students received zeros for plagiarized work. This was not the norm, however.

C. Although course syllabi instruct students to submit work in APA format, many students that did not follow the policy were not penalized.

IV. **Rampant plagiarism** - VIU has a policy for academic misconduct which includes a process by which plagiarism is to be handled by instructors. SCHEV found many instances of plagiarism that were not penalized although it was obvious to the auditors that the material submitted as students' work was not original. In many cases, students' own words, determined through student postings on the online platform, indicated a poor command of English including errors in grammar, spelling, word usage and punctuation. Yet the same students submitted assignments that were highly complex in word choice, vocabulary and organization. While these assignments raised red flags with the auditors, faculty either ignored the signs of obvious plagiarism or chose not to penalize the student.

A. SCHEV staff found:

1. Rampant examples of plagiarism in work submitted by students in 11 out of the 27 (41%) courses reviewed at the time of audit.
2. In all, 50 separate cases of plagiarism were detected during the audit. In only two of these cases did students receive a zero for the plagiarized work. None of the other plagiarized work reviewed by the audit team was penalized.
3. One student submitted plagiarized work for all assignments in one graduate level class. Even though he submitted no original work, he still received an A for the course.

V. **Graduate level courses lacking academic rigor**

- A. In one 600-level graduate course in computer science, the assigned textbook was described as "intended for use in a one- or two-semester undergraduate course in operating systems for computer science, computer engineering and electrical engineering majors."
- B. The answers to the multiple choice midterm exam for a graduate level course were readily available via an internet search.
- C. An instructor's solution sheet for a graduate level course included referenced articles obtained from Wikipedia.
- D. Student responses in several cases did not answer the question posed by instructor, but the students still received a full grade.
- E. In one course, a student submitted an assignment that was clearly for another class and still received a full grade for it.

VI. **Online courses are not comparable in content to those offered in residence**

- A. As noted in IIA above, only three out of 27 courses reviewed indicated an acceptable level of faculty to student engagement.
- B. Student engagement with classmates in online classes is also poor. Items I A&B above support SCHEV's finding that VIU's online courses lack peer-to-peer engagement.
- C. SCHEV staff randomly selected 11 courses and evaluated the amount of time each enrolled student spent signed into the online platform to complete

assignments and peer-to-peer engagement. In comparison to class attendance of 42.5 hours if the student had enrolled in a comparable face-to-face class, online students' "attendance" hours were far less.

1. There were 28 students enrolled in the 11 courses. Hours spent online ranged from a low of 7.5 hours to a high of 158 hours.
2. Four students (14%) clocked in more than 40 hours during the 8-week course.
3. Fifteen students (54%) clocked in between 21 and 40 hours during the 8-week online session.
4. Nine students (32%) clocked in for less than twenty hours during the entire 8-week session. SCHEV questions how a comparable level of work, peer-to-peer engagement and student-faculty interaction can take place in less than half the time it takes to attend a face-to-face class.

VII. Grade Inflation

A. Overall observations regarding grade inflation

1. Late submissions even when penalized did not affect the overall grade
2. Some students did not turn in assignments and class projects but the final grade did not reflect missed work
3. Instructors did not detect plagiarized submissions or chose to ignore the obvious signs. Surprisingly, in some cases where the work submitted was clearly not the student's own, the instructor feedback was positive, e.g. "well explained" or "good work."
4. Students responded incorrectly to questions on assignments and still receive full grades for the assignment.

B. Specific examples of grade inflation (Note: The examples below do not constitute all the instances of grade inflation found by SCHEV staff.)

1. CMP 570 - A graduate level computer class:
 - a. SCHEV staff reviewed a portion of the assignments submitted by students and detected 11 plagiarized assignments. Every student in the class submitted at least one plagiarized item. Five of the six students enrolled received final grades of A. The sixth student received an A-.
2. CMP 641- A graduate level computer class:
 - a. SCHEV staff reviewed three assignments for this course with the following results
 - i. Week 1 - None of the students followed the instructions for the assignment; all submissions included some plagiarism; three out of four students received 100% on the assignment and the fourth student received 70%.
 - ii. Week 2 - All four students plagiarized; all received 100% on the assignment.

- iii. Week 6 (Research Paper) - All four students plagiarized; one student plagiarized an entire research paper found on the internet, including its sources.
 - b. Three out of four students received final grades of A, the fourth student received an A-.
3. CMP 650- A graduate level computer course:
 - a. One student plagiarized every assignment, the midterm exam and the final exam and received a final grade of A.
 - b. The second student in the class plagiarized one assignment and received a final grade of A.
4. MBA500- A graduate level business course in "Managerial Communication":
 - a. All three students submitted writing assignments that contained errors in grammar, sentence structure, word usage, spelling and intelligibility.
 - b. Two students received final grades of A; one student received a B+.
5. MBA611- a graduate level business course:
 - a. The assignment directions instructed students to respond to questions in their own words but none did. Responses were directly plagiarized from other sources. SCHEV auditors concluded that students did not understand the material well enough to paraphrase what they read.
 - b. Nearly all students submitted work that contained plagiarism, poor grammar, incorrect word usage, misspellings and incorrect sentence structure.
 - c. Four final papers reflected students with extremely low levels of English proficiency. In their attempts to hide plagiarism, students substituted synonyms for words in their reports and created strings of nonsensical sentences in the process. Three of these students received final grades of A, one received a C. The following represent examples of wording from 2 different final papers:
 - i. "However, if the situation is happened even the company protected, the occupational disease is seeking so they need to get treatment earlier." (sic)
 - ii. "Faircheck will use Justice theory as battleship with the conflict of interests." (sic)
6. PMP620- a graduate level course in project management:
 - a. The assignment directions instructed students to respond to questions in their own words, but none did. Responses were simply plagiarized and the students were penalized for not following directions.
 - b. One student cited a source that he did not use. Instead, the submitted work was entirely plagiarized from a different source. The instructor called it a "perfect paper" and graded it "A."

- c. One student submitted a totally unintelligible paper by substituting synonyms throughout a plagiarized paper. The paper received a grade of 90. The student repeated this same technique for the midterm exam.
- d. Another student in the class submitted a paper filled with grammatical errors, incorrect word usage and non-standard formatting.
- e. There were five students enrolled in the course. Four received final grades of A, the fifth student received an A-.

VIII. Factor contributing to substandard quality of online education

The single most important factor contributing to the substandard quality of online education at VIU is the institution's acceptance of international students with an abysmally poor command of the English language. This is especially true for graduate level programs. It is unclear whether this an intentional recruiting decision or if it is the result of an admission policy that does not properly assess whether a candidate has sufficient mastery of the English language to engage in genuine graduate level work.

SCHEV's review of VIU's online course content indicates that the admission of unqualified students is the first of many impediments to a quality online education system. Unqualified students regularly submit plagiarized or inferior work; faculty turn a blind eye and lower grading standards (perhaps to avoid failing an entire class); and administrators do not effectively monitor the quality of online education being provided. That such substandard coursework could continue with no complaints from students, faculty or administrators raises concerns about the purpose of education at VIU.

Final SCHEV staff recommendation:

In accordance with "*Guidelines for Procedures Related to Audits of Certified Institutions*" adopted by Council at the January 14, 2019 meeting, SCHEV staff will prepare a report for review by Council at its March 18-19, 2019 meeting recommending revocation of Virginia International University's certificate to operate. The basis for this recommendation is that VIU was found to have (i) a violation that adversely affects the quality of education; and (ii) repeat violations from an audit conducted in the past five years.

This report concludes that the courses and instruction by VIU Online fail to meet quality and content to adequately achieve the stated objectives of the programs offered. Additionally, SCHEV staff believe that the deficiency of the education provided by VIU is not limited to online courses. This conclusion is based on the following:

- Students who regularly plagiarize in online classes are equally likely to submit plagiarized work in face-to-face classes.
- The lack of English proficiency in the student population of VIU would not only affect their online courses, but their face-to-face courses as well.
- Faculty teaching online courses also teach face-to-face classes. SCHEV staff conclude that faculty members who ignore or cannot identify flagrant plagiarism in an online class

will not be better equipped to recognize and penalize such academic violations in a classroom setting.

- SCHEV reviewed over 60 student transcripts and noted no discernible difference in the grades received for online courses versus face-to-face coursework. If all factors are equal, including submission of inferior work by students, the limited English proficiency of enrolled students, and faculty inability or unwillingness to penalize plagiarism, then the quality of face-to-face instruction would also likely be of unacceptable quality. As such, SCHEV concludes that the only reasonable recommendation staff can make to Council is revocation of the certificate to operate.

VIU Audit
August 14-16, 2018

Online courses reviewed

- APLX 530 Language Teaching Methods, Summer II 2018 (Shufang Ni)
- APLX 572 Technologies for Language Learning (Marietta Bradinova)
- APLX 630 Sociolinguistics in the Classroom Spring 2018 (Marietta Bradinova)
- BUSS 154 Intro to Import/Export Management Spring 2018 (Osman Masahudu)
- BUSS 210 Intro to Business Spring 2018 (Lena Starr)
- BUSS 312 Organizational Theory Spring 2018 (Lena Starr)
- CMP 375 Human-Computer Interactions Spring 2018 (Salman Qureshi)
- CMP 467 Database Systems for web applications Fall 2017 (Alla Webb)
- CMP 498 Capstone Project Spring 2018 (Manuel Medrano)
- CMP 551 Research Methods Fall 2017 (Alfred Basta)
- CMP 570 Enterprise Information Systems Fall 2017 (Darceil Tolliver)
- CMP 641 Operating Systems, Sumr II 2018 (Alla Webb)
- CMP 650 Software Design Fall 2017 (Alla Webb)
- ECON 207 Intermediate Microeconomics (Srinidhi Anantharamiah)
- ENG 113 English Composition Spring 2018 (Sean Ulbert)
- GEOG 101 World Geography Spring 2018 (Christine Rosenfeld)
- GOVT 632 Comparative Politics Spring 2018 (Emrullah Uslu)
- GOVT 790 Advanced Research Project Spring 2018 (Klara Bilgin)
- MBA 500 Managerial Communication Spring 2018 (Seth Gillespie)
- MBA 514 Marketing Management Spring 2018 (Yun Lee)
- MBA 514 Marketing Management Summer I 2018 (Yun Lee)
- MBA 523 HR Law, Sumr II 2018 (Ashley Newell)
- MBA 611 Business Law and Ethics Spring 2018 (Ashley Newell)
- MBA 641 Economics of Healthcare and Policy Spring 2018 (Jeffrey White)
- PMP 615 Risk Project Management Spring 2018 (Seth Gillespie)
- PMP 620 Contracts and Project Procurement Management Spring 2018 (Seth Gillespie)
- STAT 200 Intro to Statistics Spring 2018 (Zelalem Chala)

Virginia International University

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Course List

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Dept	Crs ID	Type	Section	Course Name		Credits	Status	Max	Enrolled	Wait	Seats
ACCT	201			Prin. of Financial Accounting		3.00	Open	18	13	0	5.00
	TBD, TBD			VD-202	M	6:20PM					
						9:10PM					
ACCT	305			Accounting Information Systems		3.00	Open	18	7	0	11.00
	Beyene, Tefera			VD-202	T	6:20PM					
						9:10PM					
ACCT	601	ONL2		Advanced Financial Accounting		3.00	Open	20	3	0	17.00
	Prevratil, Laura Ann			N/A	N/A	N/A					
ACCT	698			Master Thesis I		3.00	Open	18	1	0	17.00
	TBD, TBD			VD-212	M	3:20PM					
						6:10PM					
ACCT	699			Master Thesis II		3.00	Open	18	1	0	17.00
	TBD, TBD			VD-212	M	3:20PM					
						6:10PM					
APLX	520			Introduction to Multilingualism		3.00	Open	18	7	0	11.00
	Bradinova, Marietta			VD-207	W	6:20PM					
						9:10PM					
APLX	540	ONL1		Language Curriculum and Materials Design		3.00	Open	20	5	0	15.00
	Ni, Shufang			N/A	N/A	N/A					
APLX	572	ONL2		Technologies for Language Learning		3.00	Open	20	2	0	18.00
	Bradinova, Marietta			N/A	N/A	N/A					
APLX	615	ONL2		Pedagogical Grammar for Communicative Classrooms		3.00	Open	20	2	0	18.00
	Ni, Shufang			N/A	N/A	N/A					
APLX	630	ONL1		Sociolinguistics in the Classroom		3.00	Open	20	9	0	11.00
	Bradinova, Marietta			N/A	N/A	N/A					
APLX	655			Special Topics in Applied Linguistics		3.00	Open	18	3	0	15.00
	Sachs, Rebecca			VD-210	T	8:45AM					
						11:35AM					
APLX	665			TESOL Practicum		3.00	Open	18	3	0	15.00
	Sachs, Rebecca			VD-210	M	8:45AM					
						11:35AM					
APLX	666			Internship for Multilingual Education		3.00	Open	18	1	0	17.00
	Sachs, Rebecca			VD-210	M	12:20PM					
						3:10PM					
ARAB	100			Elementary Arabic I		3.00	Open	18	5	0	13.00
	Samaha, John			VD-211	M	6:20PM					
						9:10PM					
BUSS	154	ONL1		Intro. to Import/Export Management		3.00	Open	20	5	0	15.00
	Masahudu, Osman			N/A	N/A	N/A					
BUSS	210	ONL2		Intro. to Business		3.00	Open	20	2	0	18.00
	Starr, Lena			N/A	N/A	N/A					
BUSS	303			Principles of Finance		3.00	Open	24	9	0	15.00
	Heineman Wolfe, Bonnie			VD-205	T	3:20PM					
						6:10PM					
BUSS	303	ONL1		Principles of Finance		3.00	Open	20	6	0	14.00
	Masahudu, Osman			N/A	N/A	N/A					
BUSS	312	ONL2		Organizational Theory & HR Management		3.00	Open	20	2	0	18.00
	Starr, Lena			N/A	N/A	N/A					
BUSS	420			Intro. to Investment Banking		3.00	Open	24	4	0	20.00
	Cha, Taemin			VD-205	W	6:20PM					
						9:10PM					
BUSS	422			Sales Management		3.00	Open	24	8	0	16.00
	Abdo, Roy			VD-205	R	6:20PM					
						9:10PM					
BUSS	442			International Marketing		3.00	Open	24	10	0	14.00
	Lee, Yun Kyung			VD-205	S	8:45AM					
						11:35AM					
BUSS	444			International Finance		3.00	Open	24	1	0	23.00
	Heineman Wolfe, Bonnie			VD-205	T	6:20PM					
						9:10PM					
BUSS	470			Business Law II		3.00	Open	18	3	0	15.00
	Newell, Ashley			VD-212	W	6:20PM					
						9:10PM					
BUSS	480			Senior Business Research Project		3.00	Open	24	17	0	7.00
	Rhodes, Shelton			VD-203	M	3:20PM					
						6:10PM					
CAR	100	A		Career Planning & Management		3.00	Open	32	19	0	13.00
	Ganjalizadeh, Saiid			VD-216	R	12:20PM					
						3:10PM					

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Dept	Crs ID	Type	Section	Course Name		Credits	Status	Max	Enrolled	Wait	Seats
CAR	600		A	Career Planning & Management		3.00	Open	32	19	0	13.00
				Ganjalizadeh, Saiid	R	12:20PM					
				VD-216		3:10PM					
CHEM	101			General Chemistry		3.00	Open	18	0	0	18.00
				Karna, Kumari	F	8:45AM					
				VD-212		11:35AM					
CHIN	105			Elementary Chinese II		3.00	Open	18	4	0	14.00
				Ni, Shufang	W	8:45AM					
				VD-211		11:35AM					
CMP	110			Introduction to Computing		3.00	Open	18	0	0	18.00
				Morsy, Mohamed	F	8:45AM					
				VD-213		11:35AM					
CMP	120			Programming Logic		3.00	Open	12	1	0	11.00
				Soroushi, Farzan	T	12:20PM					
				VD-209		3:10PM					
CMP	210			Programming I		3.00	Open	12	3	0	9.00
				Hasan, Mohammad Kamrul	F	6:20PM					
				VD-209		9:10PM					
CMP	220			Programming II		3.00	Open	18	0	0	18.00
				Tofighi, Amir	R	6:20PM					
				VD-209		9:10PM					
CMP	220	ONL2		Programming II		3.00	Open	20	1	0	19.00
				Nguyen, Son	N/A	N/A					
				N/A		N/A					
CMP	250			Computer Architecture		3.00	Open	18	2	0	16.00
				Qureshi, Salman	M	6:20PM					
				VD-214		9:10PM					
CMP	260	ONL1		Operating Systems		3.00	Open	20	9	0	11.00
				Clements, Saythavy (Toni)	N/A	N/A					
				N/A		N/A					
CMP	270			Essentials of Networking		3.00	Open	18	3	0	15.00
				Medrano, Manuel	T	6:20PM					
				VD-209		9:10PM					
CMP	330			Data Structures & Algorithm Analysis		3.00	Open	24	1	0	23.00
				Soroushi, Farzan	T	3:20PM					
				VD-213		6:10PM					
CMP	340			Principles of Programming Languages		3.00	Open	18	4	0	14.00
				Soroushi, Farzan	R	3:20PM					
				VD-213		6:10PM					
CMP	350			Database Concepts		3.00	Open	32	2	0	30.00
				Tofighi, Amir	M	6:20PM					
				VD-213		9:10PM					
CMP	353			Application Software Security		3.00	Open	18	9	0	9.00
				Tofighi, Amir	T	6:20PM					
				VD-213		9:10PM					
CMP	373	ONL1		Operating System Security		3.00	Open	20	3	0	17.00
				Basta, Alfred	N/A	N/A					
				N/A		N/A					
CMP	375	ONL2		Human-Computer Interactions		3.00	Open	20	3	0	17.00
				Qureshi, Salman	N/A	N/A					
				N/A		N/A					
CMP	391			Internship Level I		3.00	Open	12	0	0	12.00
				Azhandeh, Koorosh	N/A	N/A					
				N/A		N/A					
CMP	445	ONL2		Distributed Systems		3.00	Open	20	3	0	17.00
				Webb, Alla	N/A	N/A					
				N/A		N/A					
CMP	466			Programming for Mobile Devices		3.00	Open	18	7	0	11.00
				Chiang, Chiyun-Kwei	M	6:20PM					
				VD-209		9:10PM					
CMP	471			Special Topics in Computer Science		3.00	Open	18	4	0	14.00
				Morsy, Mohamed	F	6:20PM					
				VD-213		9:10PM					
CMP	498	ONL2		Capstone Project I		3.00	Open	20	2	0	18.00
				Medrano, Manuel	N/A	N/A					
				N/A		N/A					
CMP	499			Capstone Project II		3.00	Open	18	6	0	12.00
				Hasan, Mohammad Kamrul	W	6:20PM					
				VD-209		9:10PM					
CMP	511	ONL2		Computer Architecture & Implementation		3.00	Open	20	4	0	16.00
				Minami, Nathan	N/A	N/A					
				N/A		N/A					
CMP	540			IT Fundamentals and Management		3.00	Open	32	0	0	32.00
				Mahmood, Fazal	W	6:20PM					
				VD-213		9:10PM					
CMP	550			IT Infrastructure		3.00	Open	32	2	0	30.00
				Mahmood, Fazal	T	6:20PM					
				VD-214		9:10PM					

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Dept	Crs ID	Type	Section	Course Name		Credits	Status	Max	Enrolled	Wait	Seats
CMP	551		A	Research Methods		3.00	Open	32	9	0	23.00
				Moumen, Fouad	VD-216						
					M	12:20PM					3:10PM
CMP	552			Information Systems		3.00	Open	18	0	0	18.00
				Niwe, Moses	VD-209						
					F	8:45AM					11:35AM
CMP	553			Analysis, Modeling & Design		3.00	Open	32	4	0	28.00
				Ganjalizadeh, Saiid	VD-216						
					T	12:20PM					3:10PM
CMP	553	ONL1		Analysis, Modeling & Design		3.00	Open	20	4	0	16.00
				Webb, Alla	N/A						
					N/A	N/A					N/A
CMP	556			Database Management Systems I		3.00	Open	32	9	0	23.00
				Ganjalizadeh, Saiid	VD-213						
					W	12:20PM					3:10PM
CMP	556	ONL1		Database Management Systems I		3.00	Open	20	4	0	16.00
				DAnjou, Leslie Milbourne	N/A						
					N/A	N/A					N/A
CMP	557	ONL2		Healthcare Delivery Models		3.00	Open	20	5	0	15.00
				N/A	N/A						
					N/A	N/A					N/A
CMP	558			Network and Information Security		3.00	Open	32	1	0	31.00
				Al Hammoshi, Mayyada	VD-213						
				Ghanim Dawood							
					T	8:45AM					11:35AM
CMP	558	ONL2		Network and Information Security		3.00	Open	20	1	0	19.00
				Basta, Alfred	N/A						
					N/A	N/A					N/A
CMP	559			Introduction to Information Assurance		3.00	Open	18	1	0	17.00
				Williams, Kenneth	VD-209						
					R	12:20PM					3:10PM
CMP	560			Software Engineering		3.00	Open	32	6	0	26.00
				Afolabi, Mark	VD-214						
					W	8:45AM					11:35AM
CMP	561			Design and Analysis of Algorithms		3.00	Open	32	9	0	23.00
				Yao, Andy	VD-214						
					M	12:20PM					3:10PM
CMP	562			Computer Networks		3.00	Open	18	1	0	17.00
				Al Hammoshi, Mayyada	VD-209						
				Ghanim Dawood							
					W	8:45AM					11:35AM
CMP	562	ONL1		Computer Networks		3.00	Open	20	4	0	16.00
				Morad, Osama	N/A						
					N/A	N/A					N/A
CMP	570			Enterprise Information Systems		3.00	Open	18	9	0	9.00
				Niwe, Moses	VD-209						
					T	8:45AM					11:35AM
CMP	591			Graduate Internship Level I		3.00	Open	12	0	0	12.00
				Azhandeh, Koorosh	N/A						
					N/A	N/A					N/A
CMP	602			Network Design and Implementation		3.00	Open	18	1	0	17.00
				Chiang, Chiyun-Kwei	VD-209						
					M	3:20PM					6:10PM
CMP	603			Network Management		3.00	Open	18	2	0	16.00
				Al Hammoshi, Mayyada	VD-213						
				Ghanim Dawood							
					R	8:45AM					11:35AM
CMP	604			Cloud Computing		3.00	Open	18	0	0	18.00
				Hanson, Timothy	VD-214						
					W	6:20PM					9:10PM
CMP	610			Managing Information System Development		3.00	Open	18	2	0	16.00
				Afolabi, Mark	VD-209						
					W	12:20PM					3:10PM
CMP	611	ONL2		Global Information System Development		3.00	Open	20	2	0	18.00
				Tolliver, Darcel	N/A						
					N/A	N/A					N/A
CMP	612			IT Project Management		3.00	Open	24	4	0	20.00
				Sone, Saya	VD-215						
					S	12:20PM					3:10PM
CMP	612	ONL2		IT Project Management		3.00	Open	20	3	0	17.00
				Prensa-Feliz, Rufino	N/A						
					N/A	N/A					N/A
CMP	620			Information Technology Governance		3.00	Open	32	2	0	30.00
				Eldeib, Hany	VD-216						
					W	8:45AM					11:35AM
CMP	624			Data Warehousing		3.00	Open	32	6	0	26.00
				Munawer, Qamar	VD-213						
					M	8:45AM					11:35AM

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Dept	Crs ID	Type	Section	Course Name		Credits	Status	Max	Enrolled	Wait	Seats
CMP	625			Text Analytics		3.00	Open	30	1	0	29.00
				Alsaby, Faisal Abdullah	VD-214	R	12:20PM	3:10PM			
CMP	626			Distributed Databases		3.00	Open	32	6	0	26.00
				Munawer, Qamar	VD-214	W	3:20PM	6:10PM			
CMP	628			Special Topics in Data Management		3.00	Open	32	4	0	28.00
				Alsaby, Faisal Abdullah	VD-214	T	12:20PM	3:10PM			
CMP	629			Data Management Capstone Project		3.00	Open	32	2	0	30.00
				Munawer, Qamar	VD-213	M	12:20PM	3:10PM			
CMP	630			Network Security Audit & Forensics		3.00	Open	32	4	0	28.00
				Chiang, Chiyun-Kwei	VD-213	M	12:20PM	3:10PM			
CMP	632			Requirements Engineering		3.00	Open	32	3	0	29.00
				Ravella, Ramesh	VD-214	R	6:20PM	9:10PM			
CMP	637			Software Engineering Management		3.00	Open	18	3	0	15.00
				Elbedour, Hammad	VD-210	S	8:45AM	11:35AM			
CMP	638		ONL1	Special Topics in Software Engineering		3.00	Open	20	4	0	16.00
				Tolliver, Darcel	N/A	N/A	N/A	N/A			
CMP	641			Operating Systems		3.00	Open	36	6	0	30.00
				Yao, Andy	VD-214	T	3:20PM	6:10PM			
CMP	643			Database Security and Data Protection		3.00	Open	32	5	0	27.00
				Alsaby, Faisal Abdullah	VD-214	W	12:20PM	3:10PM			
CMP	647			Wireless and Mobile Security		3.00	Open	24	3	0	21.00
				Shyy, Dong-Jye	VD-214	S	12:20PM	3:10PM			
CMP	650			Software Design and Construction		3.00	Open	32	7	0	25.00
				Eldeib, Hany	VD-216	M	8:45AM	11:35AM			
CMP	660		ONL1	Issues and Trends in Software Engineering		3.00	Open	20	4	0	16.00
				Tolliver, Darcel	N/A	N/A	N/A	N/A			
CMP	662		ONL2	Software Maintenance & Configuration Management		3.00	Open	20	2	0	18.00
				Morad, Osama	N/A	N/A	N/A	N/A			
CMP	663			Web Applications Development		3.00	Open	12	2	0	10.00
				Yao, Andy	VD-208	T	12:20PM	3:10PM			
CMP	664			Mobile Applications Design and Development		3.00	Open	18	2	0	16.00
				Garcia-Rubia, Jose	VD-216	M	6:20PM	9:10PM			
CMP	669			Software Engineering Project		3.00	Open	18	2	0	16.00
				Sone, Saya	VD-215	S	3:20PM	6:10PM			
CMP	670		ONL2	Legal, Ethical and Social Issues in Healthcare		3.00	Open	20	3	0	17.00
				N/A	N/A	N/A	N/A	N/A			
CMP	672			Special Topics in Information Systems		3.00	Open	32	4	0	28.00
				Alsaby, Faisal Abdullah	VD-214	T	12:20PM	3:10PM			
CMP	672		ONL1	Special Topics in Information Systems		3.00	Open	20	4	0	16.00
				Tolliver, Darcel	N/A	N/A	N/A	N/A			
CMP	680			Organizational and Social Dimensions of Computing		3.00	Open	18	2	0	16.00
				Afolabi, Mark	VD-216	R	8:45AM	11:35AM			
CMP	680		ONL1	Organizational and Social Dimensions of Computing		3.00	Open	20	3	0	17.00
				Minami, Nathan	N/A	N/A	N/A	N/A			
CMP	681			Enterprise Analytics		3.00	Open	18	1	0	17.00
				Elbedour, Hammad	VD-210	S	12:20PM	3:10PM			
CMP	682			Big Data Analytics		3.00	Open	18	0	0	18.00
				Bitew Fenta, Getaneh	VD-214	T	8:45AM	11:35AM			
CMP	688			Special Topics in BI & Data Analytics		3.00	Open	32	4	0	28.00
				Alsaby, Faisal Abdullah	VD-214	T	12:20PM	3:10PM			
CMP	691			Graduate Internship Level II		3.00	Open	12	0	0	12.00
				Chraibi, Chakib	N/A	N/A	N/A	N/A			

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Dept	Crs ID	Type	Section	Course Name		Credits	Status	Max	Enrolled	Wait	Seats
COMM	110			Oral Communication Skills		3.00	Open	18	5	0	13.00
	TBD, TBD			VD-211	W 6:20PM	9:10PM					
COMP	124			Information Technology		3.00	Open	18	4	0	14.00
	Asaya, Ademola Abayomi			VD-209	R 3:20PM	6:10PM					
ECON	101			Principles of Microeconomics		3.00	Open	18	9	0	9.00
	Shukla, Sushma			VD-215	M 12:20PM	3:10PM					
ECON	208			Intermediate Macroeconomics		3.00	Open	30	8	0	22.00
	Chala, Zelalem			VD-215	T 12:20PM	3:10PM					
ENGL	113		ONL1	English Composition and Rhetoric		3.00	Open	20	3	0	17.00
	Ulbert, Sean			N/A	N/A N/A	N/A					
ENGL	120		A	Academic Writing		3.00	Open	18	15	0	3.00
	Bradinova, Marietta			VD-211	R 6:20PM	9:10PM					
ESL	0230			Low Beginner Speaking, Listening & Pronunciation		3.00	Open	18	0	0	18.00
	TBD, TBD			VD-207	MTWR 9:00AM	11:20AM					
ESL	0235			Low Beginner Reading, Writing & Grammar		3.00	Open	18	0	0	18.00
	TBD, TBD			VD-207	MTWR 12:20PM	2:40PM					
ESL	0330			Beginner Speaking, Listening & Pronunciation		3.00	Open	18	0	0	18.00
	TBD, TBD			VD-201	MTWR 12:20PM	2:40PM					
ESL	0335			Beginner Reading, Writing & Grammar		3.00	Open	18	1	0	17.00
	Swanson, Jennifer			VD-201	MTWR 9:00AM	11:20AM					
ESL	0430			Elementary Speaking, Listening & Pronunciation		3.00	Open	18	1	0	17.00
	TBD, TBD			VD-206	MTWR 9:00AM	11:20AM					
ESL	0435			Elementary Reading, Writing & Grammar		3.00	Open	18	1	0	17.00
	TBD, TBD			VD-206	MTWR 12:20PM	2:40PM					
ESL	0530			Low Intermediate Speaking, Listening & Pronunciation		3.00	Open	24	2	0	22.00
	Purnell, Brian			VD-203	MTWR 9:00AM	11:20AM					
ESL	0535			Low Intermediate Reading, Writing & Grammar		3.00	Open	24	1	0	23.00
	Habbershaw, Glen Richard			VD-203	MTWR 12:20PM	2:40PM					
ESL	0630			Intermediate Speaking, Listening & Pronunciation		3.00	Open	18	1	0	17.00
	Habbershaw, Glen Richard			VD-204	MTWR 9:00AM	11:20AM					
ESL	0635			Intermediate Reading, Writing & Grammar		3.00	Open	24	1	0	23.00
	Morshali, Farah			VD-204	MTWR 12:20PM	2:40PM					
ESL	0730			High Intermediate Speaking, Listening & Pronunciation		3.00	Open	18	2	0	16.00
	Gimble, Claire			VD-202	MTWR 9:00AM	11:20AM					
ESL	0735			High Intermediate Reading, Writing & Grammar		3.00	Open	18	1	0	17.00
	TBD, TBD			VD-202	MTWR 12:20PM	2:40PM					
ESL	0800			Public Speaking & Presentation Skills		1.50	Open	24	0	0	24.00
	Mejia, Sandra			VD-205	TR 9:00AM	11:20AM					
ESL	0806			Academic Writing & Research Skills		3.00	Open	24	0	0	24.00
	Michel, Jessica Fast			VD-205	MTWR 12:20PM	2:40PM					
ESL	0806		ONL1	Academic Writing & Research Skills		3.00	Open	20	0	0	20.00
	Habbershaw, Glen Richard			N/A	N/A N/A	N/A					
ESL	0810			Grammar Workshop & Editing		1.50	Open	18	0	0	18.00
	Mejia, Sandra			VD-205	MW 9:00AM	11:20AM					
ESL	0817			Critical Thinking through News around the World		1.50	Open	24	0	0	24.00
	Mejia, Sandra			VD-205	MW 12:20PM	2:40PM					
GEOG	101		ONL2	World Geography		3.00	Open	20	6	0	14.00
	Rosenfeld, Christine			N/A	N/A N/A	N/A					
GOVT	120			Comparative Government		3.00	Open	18	6	0	12.00
	Uslu, Emrullah			VD-211	T 3:20PM	6:10PM					
GOVT	505		A	Research Methods		3.00	Open	32	9	0	23.00
	Moumen, Fouad			VD-216	M 12:20PM	3:10PM					

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Dept	Crs ID	Type	Section	Course Name		Credits	Status	Max	Enrolled	Wait	Seats
GOVT	510			Theories of International Relations		3.00	Open	18	0	0	18.00
	Bilgin, Klara			VD-210	W	3:20PM					6:10PM
GOVT	520			International Security		3.00	Open	18	10	0	8.00
	Uslu, Emrullah			VD-210	T	3:20PM					6:10PM
GOVT	551			Conflict Resolution		3.00	Open	30	13	0	17.00
	Brooks, Richard Lawrence			VD-215	R	6:20PM					9:10PM
GOVT	616			International Marketing		3.00	Open	24	10	0	14.00
	Lee, Yun Kyung			VD-205	S	8:45AM					11:35AM
GOVT	618			International Economics & Trade		3.00	Open	18	8	0	10.00
	Shukla, Sushma			VD-215	R	12:20PM					3:10PM
GOVT	632		ONL1	Comparative Politics		3.00	Open	20	2	0	18.00
	Uslu, Emrullah			N/A	N/A	N/A					N/A
GOVT	665			Graduate Internship I		3.00	Open	18	0	0	18.00
	Bilgin, Klara			VD-210	M	3:20PM					6:10PM
GOVT	665		ONL1	Graduate Internship I		3.00	Open	1	0	0	1.00
	Bilgin, Klara			N/A	N/A	N/A					N/A
GOVT	711			Globalization		3.00	Open	18	8	0	10.00
	Uslu, Emrullah			VD-210	R	3:20PM					6:10PM
GOVT	790			Advanced Research Project		3.00	Open	18	4	0	14.00
	Bilgin, Klara			VD-211	M	12:20PM					3:10PM
GOVT	790		ONL2	Advanced Research Project		3.00	Open	1	0	0	1.00
	Bilgin, Klara			N/A	N/A	N/A					N/A
LING	105			Language and the Human Experience		3.00	Open	18	11	0	7.00
	Ni, Shufang			VD-211	M	8:45AM					11:35AM
MATH	160			Pre-Calculus		3.00	Open	18	3	0	15.00
	Moumen, Fouad			VD-211	W	12:20PM					3:10PM
MBA	500			Managerial Communication		3.00	Open	24	11	0	13.00
	Robinson, Mark L			VD-204	T	3:20PM					6:10PM
MBA	511			Managerial Accounting & Finance		3.00	Open	18	15	0	3.00
	Beyene, Tefera			VD-201	M	6:20PM					9:10PM
MBA	511		ONL1	Managerial Accounting & Finance		3.00	Open	20	4	0	16.00
	Prevratil, Laura Ann			N/A	N/A	N/A					N/A
MBA	512			Project & Cost Management		3.00	Open	18	13	0	5.00
	Coleman, John			VD-212	R	6:20PM					9:10PM
MBA	513			Org. Behav. & HR Mgmt.		3.00	Open	24	27	3	-3.00
	Poussaint, Theresa			VD-204	W	3:20PM					6:10PM
MBA	514			Marketing Management		3.00	Open	24	12	0	12.00
	Robinson, Mark L			VD-203	W	3:20PM					6:10PM
MBA	514		ONL1	Marketing Management		3.00	Open	20	7	0	13.00
	Lee, Yun Kyung			N/A	N/A	N/A					N/A
MBA	515			Business Statistics		3.00	Open	24	12	0	12.00
	Chala, Zelalem			VD-212	W	12:20PM					3:10PM
MBA	516			Strategic Management and Org. Leadership		3.00	Open	24	14	0	10.00
	Robinson, Mark L			VD-204	R	3:20PM					6:10PM
MBA	551			Conflict Resolution		3.00	Open	30	13	0	17.00
	Brooks, Richard Lawrence			VD-215	R	6:20PM					9:10PM
MBA	551		ONL2	Conflict Resolution		3.00	Open	20	5	0	15.00
	Brooks, Richard Lawrence			N/A	N/A	N/A					N/A
MBA	557			Management of IT in Hospitality & Tourism		3.00	Open	24	2	0	22.00
	Asaya, Ademola Abayomi			VD-203	T	3:20PM					6:10PM
MBA	558			HR Management in the Hospitality & Tourism Industries		3.00	Open	18	3	0	15.00
	Klinefelter, Grace			VD-212	T	12:20PM					3:10PM

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Dept	Crs ID	Type	Section	Course Name		Credits	Status	Max	Enrolled	Wait	Seats
MBA	560			Graduate Internship I		3.00	Open	10	1	0	9.00
				Klinefelter, Grace	N/A	N/A					
MBA	605	ONL1		Auditing		3.00	Open	20	2	0	18.00
				Prevratil, Laura Ann	N/A	N/A					
MBA	610			Taxation of Business Entities		3.00	Open	18	3	0	15.00
				Camden, Terry	VD-202	R	6:20PM	9:10PM			
MBA	611	ONL1		Business Ethics & Law		3.00	Open	20	9	0	11.00
				Newell, Ashley	N/A	N/A					
MBA	616			International Marketing		3.00	Open	24	10	0	14.00
				Lee, Yun Kyung	VD-205	S	8:45AM	11:35AM			
MBA	618			International Economics & Trade		3.00	Open	18	8	0	10.00
				Shukla, Sushma	VD-207	R	6:20PM	9:10PM			
MBA	627			Advanced Business Project		3.00	Open	24	17	0	7.00
				Rhodes, Shelton	VD-203	M	3:20PM	6:10PM			
MBA	636			Managerial Accounting		3.00	Open	18	3	0	15.00
				Camden, Terry	VD-212	T	6:20PM	9:10PM			
MBA	640	ONL2		The Health Services System		3.00	Open	20	5	0	15.00
				TBD, TBD	N/A	N/A					
MBA	641	ONL1		Economics of Health Care & Policy		3.00	Open	20	1	0	19.00
				TBD, TBD	N/A	N/A					
MBA	643			Legal Aspects of Health Care		3.00	Open	18	1	0	17.00
				Newell, Ashley	VD-212	W	3:20PM	6:10PM			
MBA	643	ONL2		Legal Aspects of Health Care		3.00	Open	20	3	0	17.00
				TBD, TBD	N/A	N/A					
MBA	654			Accounting Information Systems		3.00	Open	18	7	0	11.00
				Beyene, Tefera	VD-202	T	6:20PM	9:10PM			
PHIL	101	ONL2		Philosophy		3.00	Open	20	4	0	16.00
				Brake, Matthew William	N/A	N/A					
PHYS	101	ONL2		College Physics		3.00	Open	20	0	0	20.00
				TBD, TBD	N/A	N/A					
PMP	615			Risk Project Management		3.00	Open	30	14	0	16.00
				Radcliffe, Jeffrey Douglas	VD-215	M	6:20PM	9:10PM			
PMP	615	ONL2		Risk Project Management		3.00	Open	20	3	0	17.00
				Gillespie, Seth Jonathan	N/A	N/A					
PMP	620	ONL1		Contract and Procurement		3.00	Open	20	3	0	17.00
				Gillespie, Seth Jonathan	N/A	N/A					
PMP	623			Leading Projects Across Cultural, Corporate, & Global Bounda		3.00	Open	24	3	0	21.00
				Sone, Saya	VD-203	S	8:45AM	11:35AM			
PMP	625			Advanced Project Management Practices		3.00	Open	18	7	0	11.00
				Asaya, Ademola Abayomi	VD-212	M	12:20PM	3:10PM			
PMP	650			PMP Exam Preparation		3.00	Open	12	2	0	10.00
				Asaya, Ademola Abayomi	N/A	N/A					
PMP	698			Master Thesis I		3.00	Open	2	2	0	0.00
				Asaya, Ademola Abayomi	N/A	N/A					
PSYC	101			Psychology		3.00	Open	18	0	0	18.00
				Forbes, Allison	VD-211	T	6:20PM	9:10PM			
PUAD	505	A		Research Methods		3.00	Open	32	9	0	23.00
				Moumen, Fouad	VD-216	M	12:20PM	3:10PM			
PUAD	513			Org. Behav. & HR Mgmt.		3.00	Open	24	27	3	-3.00
				Poussaint, Theresa	VD-204	W	3:20PM	6:10PM			
PUAD	520			International Security		3.00	Open	18	10	0	8.00
				Uslu, Emrullah	VD-210	T	3:20PM	6:10PM			

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Dept	Crs ID	Type	Section	Course Name	Credits	Status	Max	Enrolled	Wait	Seats
PUAD	551			Conflict Resolution	3.00	Open	30	13	0	17.00
	Brooks, Richard Lawrence		VD-215	R	6:20PM	9:10PM				
PUAD	610			Managing Information System Development	3.00	Open	18	2	0	16.00
	Afolabi, Mark		VD-209	W	12:20PM	3:10PM				
PUAD	611	ONL1		Business Ethics & Law	3.00	Open	20	9	0	11.00
	Newell, Ashley		N/A	N/A	N/A	N/A				
PUAD	640	ONL2		The Health Services System	3.00	Open	20	5	0	15.00
	TBD, TBD		N/A	N/A	N/A	N/A				
PUAD	641	ONL1		Economics of Healthcare Policy	3.00	Open	20	1	0	19.00
	TBD, TBD		N/A	N/A	N/A	N/A				
PUAD	643	ONL2		Legal Aspects of Health Care	3.00	Open	20	3	0	17.00
	TBD, TBD		N/A	N/A	N/A	N/A				
PUAD	665			Graduate Internship I	3.00	Open	18	0	0	18.00
	Bilgin, Klara		VD-210	M	3:20PM	6:10PM				
PUAD	666			Graduate Internship II	3.00	Open	1	0	0	1.00
	Bilgin, Klara		N/A	N/A	N/A	N/A				
PUAD	790			Advanced Research Project	3.00	Open	18	4	0	14.00
	Bilgin, Klara		VD-211	M	12:20PM	3:10PM				
SOS	003			Student Orientation for Online Students	0.00	Open	99	2	0	97.00
	N/A		N/A	N/A	N/A	N/A				
STAT	200			Intro. to Statistics	3.00	Open	18	5	0	13.00
	Chala, Zelalem		VD-212	R	12:20PM	3:10PM				
# Courses in Report:					192					
					568.50			891	6	

2nd Edition

2017-2018

ACADEMIC CATALOG



VIU VIRGINIA
INTERNATIONAL
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DREAM. DISCOVER. ACCOMPLISH.



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ACADEMIC CATALOG 2017 – 2018

SECOND EDITION

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Administrative Notice

The purpose of this Academic Catalog is to present academic programs and services, and those policies, procedures, and regulations of VIU that are likely to apply to our student body. The VIU Academic Catalog is usually reviewed monthly, semi-annually and published annually. The university may publish other manuals such as our Student Handbook, Faculty & Staff Handbook, and the Library Handbook. In the event of any discrepancies between these various handbooks relating to issues of student and academic services, the policies and procedures stipulated in the most recent edition of the Academic Catalog shall supersede the statements mentioned in others.

VIU encourages its faculty, staff, and student body to read, understand, and familiarize themselves with the policies, and procedures contained in this catalog. If you find any error, mistake, or clear discrepancy with state and federal laws, please feel free to report it to us as we certainly welcome any suggestions regarding how to improve institutional policies and procedures to conform to recognized educational standards. Please email your comments and recommendations to qa@viu.edu.

1st Edition effective June 30, 2017

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President's Welcome Message

Welcome to Virginia International University. It is my pleasure to welcome our new and returning students to the 2017-2018 academic year. On behalf of VIU's staff and faculty, I would like to extend our appreciation to you for choosing to further your studies here.

It is important to mention that VIU's mission has always been to educate students from all over the world through a highly qualified faculty body. The programs we offer are designed to stimulate intellectual curiosity, critical thinking, and creativity certainly needed in the local and international community. Our goal is to motivate our graduates to learn beyond the limits of the classroom and the Washington metropolitan area offers abundant opportunities for an extensive learning environment. Thus, we definitely encourage students to explore the historical, professional, and cultural aspects of this region.

For this academic year, VIU is planning to improve student, faculty, and community engagement. As the most important stakeholders, students will have the chance to engage in activities inside and outside the campus and take part in volunteering projects promoted by the university. Our faculty members are always willing to provide support and opportunities for those who want to learn more about the job market and community.

According to Martin Luther King, Jr., "The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education". Now, you have become part of our innovative VIU family, and I hope you experience the best of the 2017-2018 academic year and other years to come.

Best wishes for a great academic year.

Isa Sarac, PhD
President, VIU

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Abbreviation Table

ACICS	Accrediting Council for Independent Colleges and Schools
ACT	American College Testing
BSBA	Bachelor of Science in Business Administration
BCS	Bachelor of Science in Computer Science
CHEA	Council for Higher Education Accreditation
CPT	Curricular Practical Training
CEU	Continuing Education Unit
ESL	English as a Second Language
ETS	Educational Testing Service
GEC	General Education Department
GMAT	Graduate Management Admission Test
GPA	Grade Point Average
GRE	Graduate Record Exam
iBT	Internet Based TOEFL
ID	Identity Document
IELTS	International English Language Testing System
ISS	International Student Service
ITEP	International Test of English Proficiency
LSAT	Law School Admission Test
MAC	Master of Science in Accounting
MATESOL	Master of Arts in Teaching English to Speakers of Other Languages
MBA	Master of Business Administration
MCS	Master of Science in Computer Science
M.Ed.	Master of Education
MELAB	Michigan English Language Assessment Battery
MIR	Master of Science in International Relations
MIS	Master of Science in Information Systems
MISM	Master of Science in Information Systems Management
MIT	Master of Science in Information Technology
MPA	Master of Public Administration
MPM	Master of Science in Project Management
MSAPLX	Master of Science in Applied Linguistics
MSE	Master of Science in Software Engineering
OPT	Optional Practical Training
pBT	Paper Based TOEFL
PTE	Pearson Test of English
SAT	Scholastic Aptitude Test
SB	School of Business
SCHEV	State Council of Higher Education for Virginia
SCIS	School of Computer Information Systems
SPD	School of Professional Development
SED	School of Education
SLS	School of Language Studies
SOE	School of Online Education
SPIA	School of Public and International Affairs
STP	School of Test Preparation
TOEFL	Test of English as a Foreign Language
USCIS	United States Citizenship and Immigration Services

1. GENERAL INFORMATION

1.0 Introduction & History

Virginia International University (VIU) was founded in 1998 by Dr. Isa Sarac. Providing quality, affordable education that prepares students for relevant and meaningful careers is the primary focus of this non-profit university located in Fairfax, Virginia. VIU offers degree programs at the undergraduate and graduate levels in business administration, computer science, public and international affairs, and education, as well as certificates in a variety of professional and technical fields. These include non-degree programs such as English as a Second Language (ESL) and Test preparation. VIU also offers most of its programs through online education, providing another avenue for students to access affordable learning. The location of the university, outside of Washington, DC makes it a prime location for students interested in studying in these fields, providing many opportunities for experiences outside of the classroom to enrich their learning experience.

Since its founding, Virginia International University has made significant progress in operating an institution of higher education. Following the demand of a rapidly growing student population, VIU expanded its programs, campus, staff, and faculty in less than 19 years. Today students from more than 100 countries choose to pursue their education at VIU. Eight different schools at VIU offer a variety of degree and non-degree programs at the undergraduate and graduate levels, both on campus and online: the School of Business, School of Computer Information Systems, School of Education, School of Public and International Affairs, School of Language Studies, School of Online Education, School of Test Preparation and the School of Professional Development.

VIU Timeline

Several solid achievements have enabled VIU to meet its goal of providing a high quality of education. Here are several of the milestones met by Virginia International University:

- 1998 – VIU was authorized to use the name “Virginia International University” and granted authority to start a Master of Business Administration (MBA) Program by the State Council of Higher Education of Virginia (SCHEV).
- 1999 – VIU was incorporated as a non-profit corporation and obtained tax exemption as a 501(c)3 non-profit organization by the US Internal Revenue Service (IRS). VIU received authorization to offer diploma and certificate programs in business and computer science by SCHEV.
- 2000 – VIU was granted permission to issue I-20s for F-1 and M Visa applicants from the Immigration and Naturalization Service. SCHEV awarded VIU degree-granting authority for the MBA program. VIU opened two undergraduate degree programs: Bachelor of Science in Business Administration (BBA) and Bachelor of Science in Computer Science (BCS).
- 2003 – VIU was authorized by SCHEV to offer its second master’s program: Master of Science in Information Systems (MIS).
- 2006 – VIU held its first commencement on May 4th with 20 graduates in attendance at the Fairfax County Country Club.
- 2008 – VIU was granted accreditation from the Accrediting Council for Independent Colleges & Schools (ACICS), which is recognized by the US Department of Education and Council on Higher Education Administration (CHEA). VIU opened a third master’s degree program: Master of Science in Computer Science (MCS). On April 23rd, the Virginia General Assembly House Joint Resolution Committee presented the university with a letter “Commending Virginia International University on the occasion of its accreditation and 10th anniversary.”
- 2009 – VIU launched new programs: Master of Arts in TESOL and Graduate Certificate in TESOL.
- 2010 – VIU was granted approval to offer degree programs online. The School of Online Education was established.
- 2011 – VIU successfully received ACICS re-certification in December. New TOEFL Testing Center was started at VIU after receiving ETS approval had been received.
- 2012 – In February VIU was visited by ACICS and approved to offer all its programs online. VIU was approved to open new programs in International Relations, Public Administration, and Education, founding the School of Public & International Affairs, and the School of Education
- 2013 – VIU expanded on the School of Public & International Affairs by founding the Center for Democracy.
- 2014 – VIU opened three new degree programs: MS in Accounting, MS in Project Management, & MS in Applied Linguistics; VIU launched one new graduate certificate in Project Management.
- 2015 – VIU opened new Campus at 4401 Village Drive Fairfax, VA and relocated headquarters and entire university operations; VIU was recognized as an authorized provider by the Project Management Institute. VIU was approved to offer short-term non-degree programs in the field of test preparation, and opened the School of Test Prep

- 2016 – VIU successfully received renewal of ACICS accreditation in May; VIU launched several MBA concentrations including: Leadership Management, Management Consulting, Contract Management and Executive MBA. At the end of 2016 VIU launched a new Health Institute and plans for a STEM Institute and a Leadership & Management Institute

1.1. VIU Mission Statement and Philosophy

Mission Statement

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

Philosophy

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

In order to further the mission and philosophy of the university, VIU is committed to the following objectives:

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

VIU Learning Outcomes

Upon graduation from Virginia International University, students will be able to:

- I. Think critically and creatively
- II. Communicate effectively in speech & in writing
- III. Demonstrate leadership and expertise in a scholarly discipline, and understand that discipline in relation to the larger world
- IV. Work productively as individuals and in groups
- V. Use reason to make decisions based on an understanding of ethics and a respect for diversity to make a positive contribution to society.

1.2. Accreditation and Membership

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



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

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



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

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



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

4. VIU is certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV).



101 North Fourteenth St.,
James Monroe Building,
Richmond, VA 23219
www.schev.edu

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



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

6. VIU has been authorized to offer Federal Student Aid to those who qualify by the US Department of Education



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Department of Education
830 First Street, NE
Washington, DC 20202
www.fsa.ed.gov

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



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

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



One Dupont Cir. NW,
Washington, DC 20036
www.acenet.edu

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



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

10. VIU is a member of the Northern Virginia Chamber of Commerce.



7900 Westpark Dr. Suite A550,
Tysons Corner, VA. 22102
<http://www.novachamber.org>

11. VIU is a member of the EMC Academic Alliance.



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

12. VIU is a member of the IBM Academic Initiative.



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

13. VIU's School of Education is a liaison chapter for Kappa Delta Pi, International Honor Society in Education.



3707 Woodview Trace
Indianapolis, IN 46268
<http://www.kdp.org/>

14. VIU's School of Business is an Educational Member of the International Assembly for Collegiate Business Education (IACBE).



11374 Strang Line Road Lenexa, Kansas
66215 USA
www.iacbe.org

15. VIU is a member of the International Association of Universities



UNESCO House
1, rue Miollis
75732 Paris Cedex 15
www.iau-aiu.net

16. VIU is approved as a Registered Education Provider (REP) by the Project Management Institute (PMI)®



14 Campus Boulevard
Newtown Square,
PA 19073-3299 USA
www.PMI.org

17. VIU is a member of the Online Learning Consortium (OLC)



PO Box 1238
Newburyport, MA
01950-8238
www.ssl.onlinelearningconsortium.org/

18. VIU is a member of the Global Universities In Distance Education (Guide) Association.



Via Gregorio VII, 414
00165, Rome – Italy
www.guideassociation.org

19. VIU is a member of UPCEA



One Dupont Circle, Suite 615
Washington, DC 20036
www.upcea.edu/

20. VIU is a member of WCET



3035 Center Green Drive, Suite 200
Boulder, CO 80301-2204
wcet.wiche.edu

21. VIU is a member of American Association of Collegiate Registrars and Admissions Officers (AACRAO)



One Dupont Circle NW,
Suite 520
20036
<http://aacrao.org/> Washington, DC

1.3. VIU Schools and Programs Offered

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

School of Business (SB)

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

- Accounting
- Contract Management
- Entrepreneurship
- Executive MBA
- Global Logistics
- Health Care Management
- Hospitality and Tourism Management
- Human Resource Management
- International Business Management
- International Finance
- Leadership Management
- Management Consulting
- Marketing Management
- Mass Media and Public Relations
- Project Management

MS in Accounting

MS in Project Management

Graduate Certificate in Project Management

BS in Business Administration (BSBA); with concentrations in:

- Finance
- International Business
- Marketing

Certificate in International Business

Certificate in Small Business Management

School of Computer Information Systems (SCIS)

MS in Computer Science (MCS); with concentrations in:

- Computer Animation and Gaming
- Cybersecurity
- Data Management
- Networking
- Intelligent Systems
- Software Engineering
- Software Applications Development

Master of Science in Information Systems (MIS); offered with concentrations in:

- Business Intelligence and Data Analytics
- Cybersecurity
- Data Management
- Enterprise Project Management
- Health Informatics
- Information Assurance
- Knowledge Management

MS in Information Systems Management (MISM)
 MS in Information Technology (MIT)
 MS in Software Engineering (MSE)
 Graduate Certificate in Business Intelligence
 Graduate Certificate in Information Systems
 Graduate Certificate in Information Systems Management
 Graduate Certificate in Information Technology Audit & Compliance
 BS in Computer Science (BCS)

School of Education (SED)

Master of Arts in TESOL (MATESOL)
 Master of Education (M.Ed.); with concentrations in:

- ESOL Education
- Math Education
- Science Education

MS in Applied Linguistics (MSAPLX.); with concentrations in:

- Multilingual Education
- Program Management
- Educational Technology

Graduate Certificate in TESOL

School of Public and International Affairs (SPIA)

Masters of Public Administration (MPA); with concentrations in:

- Public Management
- Information Systems
- Health Care Administration and Public Health

MS in International Relations (MIR); with concentrations in:

- International Economic Development
- International Business

School of Language Studies (SLS)

- Intensive 7-week ESL program
- Non-Intensive program
- Online ESL program

School of Professional Development (SPD)

In addition to the schools listed above, the School of Professional Development provides “just-in-time” training for career professionals within the real world. The School of Professional Development builds and provides tailored continuing education programs upon request that meet the needs of the prospective participants. Examples of programs offered within the School of Professional Development include:

- Project Management Bootcamp
- STEM Institute Courses
- Leadership Institute Courses

School of Test Preparation (STP)

Standardized Tests:

- Test of English as a Foreign Language (TOEFL)
- International English language Testing System (IELTS)
- Graduate Record Examination (GRE)
- Graduate Management Admission Test (GMAT)
- Law School Admission Test (LSAT)
- SAT/ACT for college admissions

Continuing Education Units (CEUs):

- TOEFL for CEUs

- IELTS for CEUs

School of Online Education (SOE)

All VIU programs, with the exception of Undergraduate Certificate Programs, are also offered online.

1.4. Governance

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

VIU's current Board of Trustees includes:

Dr. Thomas Cellucci.....	Chair
Mr. Yusuf Cetinkaya.....	Member
Ms. Brigit Akpinar	Member
Ms. Namuuntuya Munkh-Erdene	Member
Mr. Harry Le Grande.....	Member
Dr. Isa Sarac.....	VIU President

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

1.5. Administrative Directors

Staff Name	Title	Degree
Dr. Isa Sarac	President	Ph.D.
Dr. Suleyman Bahceci	Executive Vice President & Primary Designated School Officer, University & Student Affairs	Ph.D.
Prashish Shrestha	Executive Vice President, Finance & IT	M.I.S.
Dr. Ronald Kovach	Vice President, Academic Affairs	Ph.D.
Christina Koonts	Associate Vice President, Institutional Effectiveness and Quality Assurance	M.A.
Deborah Brent	Associate Vice President, Enrollment Management and Marketing	M.A.
Jane Bondarenko	Public Relations Specialist	MBA
Camilla Nunes	Curriculum Director	M.A.
Courtney Hill	Director, Strategic Planning and Business Development	B.A.
Bayarjargal Battulga	Director, Operations/Facilities & Property	MBA
Rebecca Yu	Director, Human Resources	B.A.
Yoon Hwang	Director, Finance & Accounting	B.S.
Dr. Chakib Chraibi	Dean, School of Computer Information Systems	Ph.D.
Dr. Grace Klinefelter	Dean, School of Business	DBA
Dr. Klara A. Bilgin	Dean, School of Public and International Affairs	Ph.D.
Dr. Halil Atabay	Dean, General Education	PhD
Christine Smith	Director, School of Online Education	Ed.S
Kevin J. Martin	Associate Dean, School of Education/Director of Educational Assessment	M.S
Koorosh Azhandeh	Associate Dean, School of Computer Information Systems	M.S
Michael Seyfert	Associate Director, School of Test Preparation	M.A
Allison Forbes	Associate Director, Student Affairs	MS, MA
Claire Gimble	Associate Director, Non-Intensive ESL	MA
Dr. Michael Perini	Director of Organizational Assessment	Ph.D.
Nitesh Pradhan	Director of Information Technology	MIS

Jeffrey Prater	Director of Library Services	M.S.L.S.
Yoko Gursen	Registrar	MBA

1.6. Full-Time Faculty

Name	Degrees Earned	Specialty
Al Hammoshi, Mayyada	Ph.D. in Computer Science, Mosul University, Mosul, Iraq	Computer Science
Alsaby, Faisal	Ph.D. in Computer Science, George Washington University, Washington, DC	Computer Science, Data Science, Knowledge Management
Atabay, Halil	Ph.D. in Microbiology, University of Bristol, UK	Microbiology
Asaya, Ademola, A.	D.M, Colorado Technical University, Colorado Springs MBA in Technology Management, University of Phoenix, B.A in Applied Computer Science, University of the District of Columbia	Information Technology, Project Management
Azhandeh, Koorosh	M.S. in Computer Science, Catholic University of America	Computer Science
Bilgin, Klara A.	Ph.D. in Political Science, The Johns Hopkins University, Baltimore, MD M.A. in International Relations, University of Delaware, Newark, DE	Political Science, International Relations, Comparative Government
Chala, Zelalem	Ph.D. in Economics, Virginia Polytechnic and State University, Blacksburg, VA M.S. in Agricultural Economics, Oklahoma State University, Stillwater, OK	Economics
Chraibi, Chakib	Ph.D. in Computer Science, State University of New York, Binghamton, NY D.S. in Applied Mathematics, University of Bordeaux, Bordeaux, France M.S. in Computer Science, University of Bordeaux, Bordeaux, France B.S. in Computer Science, University of Bordeaux, Bordeaux, France	Computer Science
Ganjalizadeh, Saiid	Ph.D. in Information Technology, George Mason University, Fairfax, VA M.S. in Management Science, University of Tennessee, Knoxville, TN	Information Technology, Computer Science
Gimble, Claire	M.A. in TESOL, Virginia International University, Fairfax, VA	ESL
Habbershaw, Glen	M.A. in TESOL, Oklahoma City University, Oklahoma City, OK B.A. in French, Oklahoma City University, Oklahoma City, OK	ESL
Klinefelter, Grace	D.B.A. in Management, Nova Southeastern University, Fort Lauderdale, FL M.S. in Library and Information Science, Pratt Institute, Brooklyn, NY B.A. in Liberal Arts and Education, Goddard College, Plainfield, VT	Management
Moss, Patrick	M.A. in Applied Linguistics, University of Leicester, Leicester, UK B.A. in Linguistics, University of Utah, Salt Lake City, UT	ESL
Robinson, Mark	Ph.D. in Marketing, International School of Management, New York, NY	Marketing/ International Marketing

	MBA. in Marketing, Marymount University, Arlington, VA B.B.A., St. Mary's College of Maryland, St. Mary's City, MD	Branding
Sachs, Rebecca	Ph.D. in Linguistics, Georgetown University, Washington, DC M.A. in TESOL, Michigan State University, East Lansing, MI B.A. in Foreign Languages & Communication Disorders, Boston University, Boston, MA	Applied Linguistics, Language Acquisition and Pedagogy, Research Methods
Seyfert, Michael	B.A. in English, University of Alaska, Fairbanks, AK	ESL
Uslu, Emrullah	Ph.D. in Middle Eastern Studies and Political Science, University of Utah M.A. in Criminal Justice, City University of New York	Political Science, International Security, Policy, Comparative Government

1.7. Academic Calendar Fall 2017 – Summer 2018

VIU operates on a traditional semester calendar in which the academic year is divided into two main semesters, Fall and Spring. The Fall and Spring semesters span over 15 weeks each. Additionally, courses are also offered during the summer in two optional concentrated 8-week terms. The ESL program is offered in 7-week terms year-round.

The tables below outline the major time periods and events in the 2017 – 2018 academic year. Academic calendar for the online programs is available in the School of Online Education section for the academic calendar for online programs.

Fall 2017 Aug 28 - Dec 16	Degree On-ground (15-week)	ESL Fall (7-week)	ESL Fall II (7-week)
Registration for Fall opens	Jul 10	Jul 31	Sep 25
New Student Orientation	Aug 15 & 23	-	-
Registration closes without late registration fee	Aug 21	Aug 25	Oct 20
First Day of Classes	Aug 28	Aug 28	Oct 23
Labor Day, VIU is closed	Sep 4	Sep 4	-
Last day to add/drop course(s) - Closed at 5 p.m.	Sep 5	Sep 5	Oct 30
Last day to apply for Fall graduation	Oct 2	-	-
Mid-term progress reporting due by faculty	Oct 27	-	-
Last day to withdraw with a grade of "W"	Nov 3	Sep 22	Nov 17
Make-up classes for Labor Day	Nov 20	TBA	-
No classes (Reserved for make-up sessions)	Nov 21-22	-	Nov 21-22
Thanksgiving break, VIU is closed	Nov 23-25	-	Nov 23-25
Last Day of Class (including the final exams)	Dec 16	Oct 14	Dec 16
Grades due by faculty	Dec 18	Oct 16	Dec 18
Grades available on Student Portal	Dec 19	Oct 17	Dec 19
Winter break	Dec 22-Jan 1	-	Dec 22-Jan 1
Changes to incomplete grades are due to Registrar	Jan 10	Oct 30	Jan 10

Spring 2018 Jan 15 – Apr 28	Degree On-ground (15-week)	ESL Spring (7-week)	ESL Spring II (7-week)
Registration for Spring opens	Nov 13	Dec 18	Feb 12
New Student Orientation	Jan 4 & 10	-	-

Registration closes without late registration fee	Jan 8	Jan 12	Mar 9
First Day of Classes	Jan 15	Jan 15	Mar 12
Last day to add/drop course(s) - Closed at 5 p.m.	Jan 22	Jan 22	Mar 19
Last day to apply for Spring graduation	Feb 9	-	-
Mid-term progress reporting due by faculty	Mar 16	-	-
Last day to withdraw with a grade of "W"	Mar 23	Feb 9	Apr 6
Last Day of Class (including the final exams)	Apr 28	Mar 3	Apr 28
Grades due by faculty	Apr 30	Mar 5	Apr 30
Grades available on Student Portal	May 1	Mar 6	May 1
Commencement Ceremony	TBA	-	-
Changes to incomplete grades are due to Registrar	May 15	Mar 20	May 15

SUMMER Session I 2018 May 3 – Jun 27	Degree On-ground (8-week)	ESL (7-week)
Registration for Summer I opens	Apr 2	TBA
New Student Orientation	Apr 18 & 25	-
Registration closes without late registration fee	Apr 26	May 4
First Day of Classes	May 3	May 7
Last day to add/drop course(s) - Closed at 5 p.m.	May 9	May 11
Memorial Day, VIU is closed	May 28	May 28
Last day to apply for Summer I graduation	Jun 1	-
Mid-term progress reporting due by faculty	Jun 1	-
Last day to withdraw with a grade of "W"	Jun 6	Jun 9
Last Day of Class (including the final exams)	Jun 27	Jun 23
Grades due by faculty	Jun 28	Jun 25
Grades available on Student Portal	Jun 29	Jun 26
Changes to incomplete grades are due to Registrar	Jul 12	Jul 9

SUMMER Session II 2018 Jun 28 – Aug 22	Degree On-ground (8-week)	ESL (7-week)
Registration for Summer II opens	May 21	TBA
New Student Orientation	Jun 13 & 20	-
Registration closes without late registration fee	Jun 21	Jun 29
Independence Day, VIU is closed	Jul 4	Jul 4
First Day of Classes	Jun 28	Jul 2
Last day to add/drop course(s) - Closed at 5 p.m.	Jul 5	Jul 6
Mid-term progress reporting due by faculty	Jul 27	-
Last day to withdraw with a grade of "W"	Aug 1	Jul 27
Last day to apply for Summer II graduation	Aug 1	-
Last Day of Class (including the final exams)	Aug 22	Aug 18
Grades due by faculty	Aug 23	Aug 20
Grades available on Student Portal	Aug 24	Aug 21
Changes to incomplete grades are due to Registrar	Sep 6	Sep 5

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

1.8. Holidays

For the 2017 – 2018 Academic Year, Virginia International University will observe the following holidays, on which there will be no classes and our administrative offices will be closed:

- Labor Day: September 4, 2017
- Thanksgiving: November 23-24, 2017
- Christmas: December 22-25, 2017
- New Year's Day: January 1, 2018
- Memorial Day: May 28, 2018
- Independence Day: July 4, 2018

Religious Holiday Policy

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

1.8. Inclement Weather Policy

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

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

SMS Alert System: VIU makes use of an SMS Alert System which will enable students to receive school alerts and weather-related closings or delays via an SMS Text Message to mobile devices. To enroll in the SMS Alert System text JOIN VIU to 30890.

1.10. VIU's Location & Transportation

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



VIU's Campus

VIU's campus **Village Drive Building (4401 Village Drive, Fairfax, VA 22030)** houses all administrative, academic, student support departments within the university as well as classrooms, conference centers, university library, cafeteria and student recreational center.



Classroom Facilities

All of VIU's classrooms are equipped with computers, projection and sound systems. The computers have high-speed internet connections and can accommodate CDs and DVDs. The university also provides a large, theater style room, and four computer labs for student use. These labs are equipped with up-to-date hardware and software. Combined, the university has a total of 20 classrooms that will seat a total of 580 students at any given time. The student to faculty ratio is 19:1, and the average class size at VIU is 13 students. The classrooms and corresponding seat number capacities are listed below.

Classroom	Capacity
VD-101	36
VD-102	54
VD-103*	18
VD-201	18
VD-202	24
VD-203	24
VD-204	24
VD-205	24
VD-206	24
VD-207	24

Classroom	Capacity
VD-208**	12
VD-209*	18
VD-210	18
VD-211	18
VD-212	18
VD-213*	36
VD-214*	36
VD-215	26
VD-216	52
VD-301	76

* Computer Lab

** SCIS Research Lab

Transportation

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

From IAD (Dulles International) Airport: By car, Take exit 9A toward VA-28 south/Sully Rd. Next, merge onto US-29 north toward Fairfax. Drive for about 4.6 miles, then turn right onto Village Drive.

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

From BWI (Baltimore-Washington International) Airport: By car, Take ramp onto I-195 west. Next, take exit 4B for I-95 south toward Washington. Take exit 27 to merge onto I-495 west toward Silver Spring. After 22.1 miles, take exit 49 for I-66 west toward Manassas/Front Royal. Take exit 57A to merge onto US-50 east toward Fairfax. Turn right onto VA-665. In 0.5mi, turn right onto US-29 south. Finally, turn left onto Village Drive.

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

From DCA (Ronald Reagan National) Airport: By car, Get on George Washington Memorial Pkwy. Exit left onto N Spout Run Pkwy toward I-66 west/US-29 west/Arlington/Washington. Turn right onto US-29 south, then turn left to merge onto I-66 west. Take exit 57A to merge onto US-50 east toward Fairfax. Turn right onto VA-665. In 0.5mi, turn right onto US-29 south. Finally, turn left onto Village Drive.

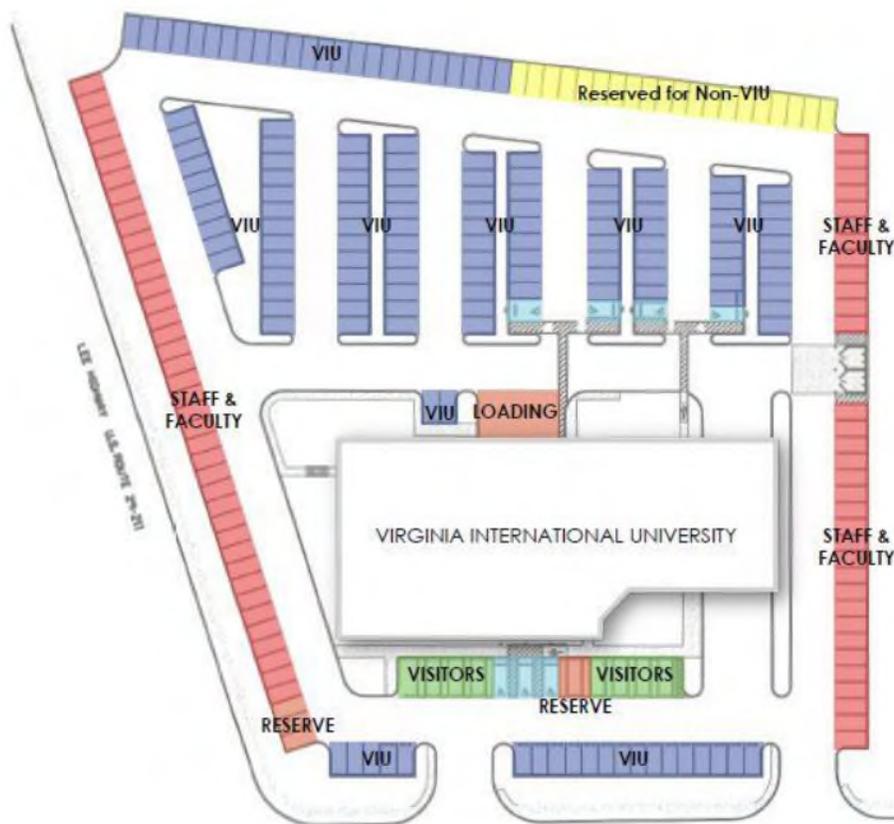
By metro/bus: Refer to the Vienna/Fairfax-GMU Metro Station instructions and visit www.wmata.com.

From Vienna/Fairfax-GMU Metro Station:

VIU is located less than 10 miles away from the Vienna/Fairfax-GMU Metro Rail Station at the end of the Orange line. Walk to Vienna Station & Bus Bay T; Take 1A metro bus towards Ballston; Get off at the intersection of ARLINGTON BV & COVINGTON ST. Take 1C towards West Ox Road & Alliance Drive; Get off at the intersection of GOVERNMENT PKWY & LOWER PARK. Walk to Monument Drive & Cross VA29-Lee Hwy. Monument Drive becomes Village Drive. VIU's building is on the corner.

Parking

VIU currently has ample parking for students, faculty and staff at all university locations. Presently, there is no fee to park on campus, though this is subject to change.



PARKING LOT ASSIGNMENT

- 4 lots for VIU vehicles
- 8 lots for Visitors
- 7 handicap spot
- 73 lots for Staff & Faculty
- 20 lots for Non-VIU
- 146 lots for Students

Total of 258 parking lots

2. STUDENT

SERVICES

2.1. Airport Pick-up Assistance

VIU offers transportation from Dulles International Airport (IAD) but the requesting individual must fill out the form a minimum of 2 weeks in advance. Pick up times are at 10:00 AM and 3:00 PM from IAD (Dulles International) Airport. If you need transportation please fill out this form: <http://viu.edu/future-students/service/transportation.html>

VIU also recommends that students arriving in the United States use the Super Shuttle services that are available at local airports in the Washington, DC metropolitan area. The Office of Student Affairs provides students with a detailed explanation of how to arrange pick-up from the following airports: Dulles International Airport (IAD), Baltimore-Washington International Airport (BWI), and Reagan National Airport (DCA). Students may contact studentaffairs@viu.edu or call (703) 591-7042 x367 at least two (2) weeks prior to arrival for information and assistance. Students may also refer to following document for detail.

http://www.viu.edu/docs/orientation/Getting_to_VIU_from_the_Airport.pdf

Students are responsible for all fees charged by the service providers.

2.2. Housing Accommodation Assistance

VIU's Office of Student Affairs provides students with resources and useful information to make the process of finding accommodation easier. We do offer an off-campus housing option that is near the university. We also work closely with a third party to assist with housing needs. Off-campus housing fills up quickly. The Office of Student Affairs also happily assists students with locating reasonable and affordable home stays, apartments, shared housing, and hotels in the surrounding communities. Students requiring assistance in finding housing should e-mail studentaffairs@viu.edu.

2.3. New Student Orientation

VIU seeks to integrate students into the university community and to support and complement student learning inside and outside of the classroom. To support the needs of our new students, a mandatory New Student Orientation program is held prior to the beginning of classes each semester at VIU. During this program, students are introduced to university policies and procedures, including academic advising, course loads, and standards of academic progress. Because the majority of the VIU student body is composed of international students, it is essential that the students are supported during their transition into American culture. The program and staff encourage students' self-growth, learning, and understanding of their own relationship to the intellectual, social, and cultural climate of VIU. During this orientation, new students have an opportunity to meet fellow VIU students, tour the campus, and meet with admissions officers and their academic departments. They also participate in an information fair which includes tips about driving, banking, shopping, and housing in the area surrounding the school. **Students will have their photos taken for their VIU Student ID cards, which are distributed during the first few weeks of each semester.** For more information, students may contact studentaffairs@viu.edu or call (703) 591-2760 ext. 367.

2.4 Student ID Cards

New Students are eligible to receive their student ID card once the add/drop period has ended for the semester, free of charge. In order to obtain a student ID, international students need to come to the Student Affairs office with the following documents:

- Recent I-20,
- Passport
- Accounting Receipt.

Students are required to have a VIU ID card in order to: ride the VIU Shuttle, make photo copies, and to receive any available student discount for which they may qualify. Temporary ID cards can be provided to the student at the Student Affairs office until new student ID cards are provided. If a student's ID card is lost or stolen, students must pay a \$10.00 replacement fee to the accounting office before a new VIU Student ID can be provided to the student.

2.5. Student Activities

Student activities at VIU are designed to give students a chance to broaden their interests, share new experiences, and meet new people. Students are encouraged to participate in these social, recreational, educational, and cultural activities as a means to gain a well-rounded education at VIU. Activities for students include those offered both on and off campus. On campus activities include seminars that feature local and national business leaders, embassy officials and local community businesses. Seminars also include discussions about: safety (personal and internet), communication, finances and many more relevant topics. In addition, student-centered events such as culture shows, the Diversity Luncheon Series, and the Annual Thanksgiving Luncheon may be offered throughout each semester. Off-campus student activities may include day trips to popular site-seeing or educational destinations in Washington, DC and other surrounding areas. In addition to all of these events, VIU students are encouraged to join and participate in a variety of student clubs hosted at the university. Student Affairs seeks to supplement the classroom learning experience and encourage a well-rounded educational experience at the university. The list of current activities and events available for students are posted on VIU's website. For information regarding our student activities, students are encouraged to contact studentaffairs@viu.edu or call (703) 591-7042 x367.

2.6. Student Health Insurance

Health insurance is not mandatory for VIU students. However, it is **strongly** encouraged for students to obtain health insurance. Visiting a doctor and/or emergency room in the United States can be very expensive. It is even more expensive when you do not have insurance. VIU encourages all students to ensure they obtain coverage for themselves and their family members.

VIU has created a list of insurance companies that are offering affordable health care to students. One company is *Stay Insured*. *International Student Insurance* is another company, when covered through this company, students have the option of: Student Secure, Atlas Travel Health or Global Medical. A second company is *Seven Corners*, when covered through Seven Corners, students have to option of: Student Express, Liaison Student and Liaison Majestic. A third insurance company option *International Medical Group*, under this company, students have the option of the Student Health Advantage

Standard or the Platinum Plan, Other medical insurance providers include but are not limited to: *ISO Student Health Insurance*, *Anthem Blue Cross Blue Shield (BCBS)*, and *Kaiser Permanente*.

The first several insurance options are geared toward F1 students. Please visit <http://viu.edu/students/services/health-insurance.html> to learn more about the different insurance options, benefits and prices. Students are not limited to these insurance companies. Students are also able to find their own insurance. Students with questions may contact studentaffairs@viu.edu or call (703) 591-2760 x367.

2.7. Counseling Services

Counseling Services are open to all students. If you are struggling with feeling homesick, depressed, anxious, stressed, need advice, or just someone to listen please come by during the open counseling hours or make an appointment. All information shared during the session is kept confidential. If you would like to make an appointment e-mail: counseling@viu.edu

2.8. Student Success Initiative

The Student Success Initiative is designed to provide extra assistance to students who either (a) request assistance for themselves or (b) who have been referred by staff or instructors. Our goal is to enhance learning and development for the purpose of improving academic performance.

Available programs include: goal setting (academic and professional), organizational skills, learning theories and learning styles, time management and scheduling, note-taking strategies, reading strategies, memory strategies, memory strategies, exam preparation, test-taking strategies, dealing with test anxiety, motivation and concentration, dealing with and overcoming procrastination, stress management skills, managing finances, multicultural awareness, etc. To learn more about the Student Success Initiative please visit: <http://www.viu.edu/students/student-affairs/student-success-initiative.html>

2.9. Leadership and Mentorship Program

The Leadership and Mentorship Program is designed to get students more involved in activities offered by VIU.

Students are able to obtain points by attending or being involved in the following: volunteering, going on field trips, participating in VIU events, performing in VIU events, initiating a new club, participating in club events, participating in sports, mentoring new students, etc.

Points are allocated based on the activity the student attended or was involved in. At the end of the semester, the points are totaled and students who achieve the gold and silver status are eligible to apply for the Student Activity scholarship. To learn more about the Leadership and Mentorship Program, please visit: <http://www.viu.edu/students/student-affairs/leadership-mentorship.html>

2.10. Student Clubs

VIU offers a variety of student clubs. The student clubs are open to all students irrespective of their program of study, nationality, or beliefs. Getting involved in student clubs helps students build their leadership, personal, and professional skills. Being involved in student clubs also gives students an opportunity to meet new people, share ideas, and to learn from a group of individuals. To learn more about the Student clubs, please visit: <http://www.viu.edu/students/student-affairs/student-clubs.html>

2.11. Student Union

The Student Union (SU) at Virginia International University (VIU) is comprised of responsible and motivated members of the VIU student body who are dedicated to ensuring student rights and student involvement in university activities. The SU serves to uphold the voice and opinions of VIU's students and to initiate and implement policies governing their activities. In addition, the SU seeks to foster and support the ideas and wishes of the student body; provide a communication network within the student body; engender cooperation among all student groups, clubs, and organizations; act as a liaison between the student body and administration, faculty, and staff; and nurture an atmosphere of community within the university. To learn more about the Student Union, Please visit: <http://www.viu.edu/students/student-affairs/student-union.html>

2.12. Library and Information Services

The purpose of the VIU Library is to provide students with access to the wide range of information, reference, and research materials they will need to supplement classroom instruction and assigned textbooks, to complete homework, and to undertake research projects. The Library maintains a sizable in-house collection of books, periodicals, and audio-visual

materials. Additionally, VIU Library staff can assist students in accessing a variety of electronic, full-text journals and books, including eight databases, five online journals, and eBooks.

Hours of Operation: The VIU Library is open and staffed by the Librarian and/or trained library assistants, typically from 8:30 AM to 9:00 PM, Monday through Friday; 8:30am-6:30pm Friday; 8:30am-6pm Saturday. Extended hours may be available during exam periods. Check the library website updates <http://library.viu.edu/Home>.

Website and Catalog: The library maintains a website which includes a catalog of library materials, as well as to a variety of other online resources that can be used by students for study, reference, and research. Students can access the library both on and off campus. Using the library's electronic Catalog, students can search for books and other materials as well as place a hold and renew online. Visit The VIU Library website to learn more: <http://library.viu.edu>

Collection: The VIU Library currently has approximately 5,523 volumes, the majority of which are relevant to the University's areas of concentration: business, computer and information science, TESOL, linguistics, public administration, international relations, education, and English as a second language. The Library maintains a reference collection with a variety of standard and specialized reference works and a reserve collection consisting of textbooks and supplementary material for current courses. The Library subscribes to approximately 18 periodicals. Students at VIU can request resources through Interlibrary Loan of a number of nearby academic and public libraries to support their studies.

Online Resources: VIU subscribes to twelve online research databases, journals, and eBooks: Academic Search Elite, Access World News, Applied Science & Technology Source, Business Source Elite, Credo, Comparative Politics, EBSCOhost eBooks, IBISWorld, Journal of Democracy, JSTOR, The Economist, MIT Sloan Management Review, Regional Business News, and US Major Dailies. All of these can be accessed from the Library's website. The online libraries give students and faculty access to a wide range of information, reference, and research resources. Please see the library webpage for descriptions. EBSCOhost focuses on providing access to the full-text of current academic books. EBSCOhost currently provides access to over 177,000 books. The VIU Library webpage has links to over 200 other websites in the areas of business, computer and information science, ESL, general reference, biology, comparative religion, English language and literature, history, mathematics, philosophy, psychology, and sociology. The links provide valuable resources for student study and research.

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

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

- Library email: library@viu.edu.
- Chat link: http://library.viu.edu/Contact_Us

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

2.13. Campus E-mail Account

Admitted students will receive a VIU campus e-mail account. Students are expected to use this account for all communications within the university, including correspondence with their instructors. Students who would prefer only to have to check their primary email account may set their VIU campus e-mail account to forward to their other address. For more information and assistance refer to the IT webpage at <http://it.viu.edu>.

2.14. International Students Services

The International Students Services Office (ISSO) is responsible for all immigration matters that affect international degree-seeking students, as well as English language study students on non-immigrant visas (F-1). The ISS Office is a centralized immigration advising office for all international students, and is responsible for maintaining the Student and Exchange Visitor Information System (SEVIS) compliance for Virginia International University.

In addition, the ISSO also assists other university departments with efforts in providing welfare to all international students, and acts as a resource and support to these individuals in transition to the new culture and environmental surroundings. International student advisement includes, but is not limited to; assistance with procedures, expectations, and requirements of U.S. academic standards. It is a priority of the ISSO to assist with cultivating opportunities to promote and encourage cross-cultural understanding. The International Student Service office is located in the first floor of the campus at 4401 Village Drive and can be reached at (703) 591-7042 or by email at dso@viu.edu.

2.15. Regulations for International Students (F-1 visa/status)

It is the student's responsibility to comply with all immigration regulations that apply to F-1 visa students. If a student fails to follow these procedures, then he or she will be considered "Out of Status" and until the student is able to obtain a new F-1 status, according to immigration guidelines, he/she may not:

1. Continue to stay and study in the USA;
2. Extend their period of study (if needed);
3. Be approved to travel outside of the USA, by a Designated School Official
4. Pursue practical training;
5. Participate in other F-1 visa related activities (if applicable).

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

1. Possess un-expired passport that is valid for at least six (6) months at all times during their stay in the U.S.
2. Attend the school that they are authorized to attend.
3. Make normal progress toward completing their program of study.
4. Report any change of local address, phone number, or email address to the ISS Office within 10 days of the change. Students should also update the aforementioned information via their Student Portals. If applicable, comply with Special Registration Procedures for certain foreign nationals. (For more details please contact VIU's International Student Services Office).
5. Maintain full-time enrollment at all times:
 - a. *If in an **Academic Program***: The full-time course load for graduate degree and certificate programs is 9 credits per semester, and the full-time course load for undergraduate and certificate programs is 12 credits per semester. However, during the Summer sessions the full time course load is lower for graduate and undergraduate studies. The Summer session full course load for graduate degree programs is 3 credits and for undergraduate programs it is 6 credits. Any student starting during a Summer session is required to maintain a full course load in that specific summer session. Keep in mind that if a student is required to take pre-requisites the course load may vary.
 - b. *If in the **ESL Program***: The full-time course load for the ESL program is 20 hours per week.
6. Obtain a new I-20 for a change of program/concentration or a program level of study. Abide by VIU's attendance policy, which requires that all full-time students attend at least 75% of all classes.
7. Accept no employment of any kind, either on-campus or off-campus, without written permission from VIU's ISS Office and, if necessary, by USCIS.
8. Request and be approved of a Reduced Course Load (if applicable)
9. Obtain an F-1 visa extension of stay as needed (this must be done at least 1 month before the original program end date, according to the most current I-20): If a student requires more time to complete their program than that of which is authorized on the VIU I-20, he or she must request a program extension through VIU's ISS Office.
10. Complete a timely reinstatement application if the student has lost their status. The ISS office will make a decision on recommending the student for reinstatement based on the student's demonstration of intention to continue studying.

Vacation and Annual Break:

- a. *If in an **Academic Program***: All degree-seeking F-1 visa students are allowed to take a break after studying at least one full semester, and only during the official school recesses, semester breaks, and summer sessions. However, if one of the summer sessions is their first semester at VIU, or in the U.S.A., they must study during that specific summer session in accordance to the USCIS regulations.
- b. *If in the **Intensive ESL Program***: Students are allowed to take their Annual Break only after completing four (4) consecutive 7-week terms. The annual break is for a maximum of two (2) consecutive terms. Students must take at least four (4) consecutive terms of courses between annual breaks. Students are not eligible to take an annual break after their final session of courses. Students will be eligible for a 60-day grace period (under USCIS regulations) after completing their program. The grace period begins on the Program End Date listed on the I-20 and ends 60 calendar days later.
 - Students who wish to take their annual break must complete an Annual Break Form and submit it to the International Student Services Office at least one week prior to the beginning of the first session of the requested annual break. When the form is turned in, the ISS Office will determine if the student is eligible for the annual break and will inform the student of the decision as well as the student's return to class

date. The student will be informed via campus email within 2 business days of submission of the Annual Break Form.

School Transfers:

- If a current student needs to make a school transfer, they are advised to do so in a timely fashion. It is required that students inform the ISSO of their intention to transfer via email, at dso@viu.edu, or in person by the start date of the new semester at VIU. Failure to do so will result in the student's record being transferred in Terminated status. However, Initial students are required to inform VIU's International Student Services Office of their intention to transfer, via email, phone or in person before the program start date listed on their I-20. Failure to do so will result in the student's record being transferred in Terminated status. Initial students will also need to begin courses at the new Institution no later than 30 days of their entry date into the U.S. We ask that any student who informs the department via phone, also follow up with an email to DSO@viu.edu.

Transfer-Out students must submit the following information:

- Acceptance Letter from New Institution
- F-1 Transfer Verification Form (if applicable)
- VIU Institutional Withdrawal Form (with the required signatures, if applicable)
- Copy of their F-1 Visa
- Copy of their I-94 record

F-1 visa grace periods:

- Upon completion of the program requirements, and/or completion of optional practical training, F-1 visa students must leave the US within the 60-day grace period, change to another immigration status within the time allowed, or return to school, usually within the first 45 days of the grace period. A student who obtains permission from an International Student Advisor prior to withdrawing from VIU will have 15 days to depart from the U.S. However, a student who withdraws without prior approval or terminates their course of study must depart from the U.S. immediately.

Financial Support:

- If there are any changes in a student's financial status and sponsorship information such as a change in sponsor or receipt of scholarship and/or other financial aid, the student must report this change to the International Student Services Office within 10 days.

Travel Authorization for F-1 Visa Students

It is the policy of Virginia International University's International Student Service Office (ISSO) that all F-1 students wishing to travel outside of the United States at any time during their program of study or while on OPT will need to request permission to do so at least 2 weeks in advance of their travel plans. All F-1 students must be aware of the university's travel policy and adhere to it accordingly.

1. F-1 students should only travel outside of the U.S. during official school breaks (such as Annual Break (ESL students Only), or Summer Break) with the exception of extreme emergency cases. The ISS Office will review documents on a case by case basis, and a Leave of Absence will be required.
2. All F-1 students should obtain a DSO signature on their I-20 before they depart from the U.S.
3. All F-1 students must fulfill his/her financial obligation to VIU before travel authorization
4. All F-1 students must enroll for their next mandatory semester, if applicable
5. The ISS Office encourages F-1 students to travel with all of their I-20s, valid passport and visa, financial documents, and academic records (current transcript or status letter)

Anytime a student wishes to travel outside of the U.S. they should be able to submit the following for proof of travel:

1. A completed Travel Authorization Form
2. Travel Itinerary (flight ticket information). NOTE: submission of an itemized travel itinerary is highly encouraged by the ISS Office. Students who are unable to submit travel itineraries will have their dates of travel recorded directly on their I-20 when issued.
3. Your most current I-20
4. Other documentation (if applicable)
**F-2 dependents also require valid Travel Authorization signatures for re-entry to the U.S*

Disclaimer: All F-1 students and their dependents should understand that they assume any and all risks associated with traveling outside of the U.S. The ISS Office will guide and advise students to the best of their ability, with the understanding that CBP has the right to question and detain any student they choose for any reason.

2.16. Opportunities for Practical Training

The US government allows F-1 visa students **two** possible opportunities to gain practical experience related to their field of study, as follows.

Curricular Practical Training (CPT): An F-1 student may be authorized by the DSO to participate in a CPT program that is an integral part of an established curriculum. Students need to have studied full time consecutively for at least one (1) academic year here in the United States (based on their academic program), to become eligible for CPT. CPT is defined as alternative work/study, internship, cooperative education, or any other type of internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. The student has to be enrolled into an academic course while on CPT and the CPT component of any course is equal to only one (1) or three (3) credit hours. CPT is an optional component of specific degree programs at VIU. Students who wish to pursue the CPT program should consult with the school dean/director, and the Career Center for the required paperwork and permission. Any student applying for a 3 credit CPT will need to make sure that their CPT application has been approved by the first day of classes for that current semester. At the discretion of the Dean, as well as the International Student Advisor, students applying for a 1 credit CPT may be approved at any time during the current semester.

Optional Practical Training (OPT): The U.S. government permits graduated students in F-1 status to work for a limited amount of time in the United States so that they may reinforce what they have learned in university and/or college degree programs. This benefit is called Optional Practical Training (OPT). OPT allows F-1 students to obtain employment in areas related to their academic program of study. OPT is available for periods up to twelve (12) months at each higher academic level, and may be extended under some circumstances in STEM program-related fields. A job offer is not necessary to apply for OPT, and if approved a student may work for one or more employers, change jobs, or look for work during the training period. Students who wish to pursue the OPT program should consult with the ISS Office for information on obtaining the required paperwork and permissions. It is the student's responsibility to apply for OPT in a timely manner.

** PLEASE NOTE: These are only some of the rules and regulations associated with your F-1 visa, and/or status. Please contact the International Student Services Office for any questions or concerns regarding your visa, and/or status.*

2.17. Career Center

The VIU Career Center provides individual counseling and professional development resources to help students and alumni learn the skills needed to obtain volunteer, internship and employment opportunities. All VIU students are encouraged to visit the Career Center in their very first semester, before they apply for an academic internship (CPT) and before graduation when they are looking for employment (OPT).

Cover Letter and Résumé Reviews. All students will need a North American-style cover letter and résumé to apply for on- and off-campus jobs and internships. Students should schedule an appointment in their first semester with the Career Center.

On-campus Employment Counseling. The Career Center assists students with on-campus employment searches and applications through the Career Services Manager (CSM), VIU's on- and off-campus job search tool. To access CSM: <https://viu-csm.symplicity.com/students/index.php>.

Off-campus Employment Counseling (CPT and OPT). The Career Center offers a number of resources to help students in their job or academic internship search process. Several resources include: employer database, the CSM, employer binders that contain information about companies hiring, and job boards. Positions are also posted in weekly e-mails that are sent out from the Career Center and posted on Facebook. To access Facebook: www.facebook.com/viucareers.

Internship Counseling (CPT). After one year in a full-time degree program, most students are eligible to complete an academic internship (CPT). The Career Center assists students with the academic internship search and application processes. Students have access to past internship employers and other job search resources through the Career Center.

Professional Development Opportunities. Throughout the year, VIU provides a number of workshops and information sessions on those skills required to find employment. Past sessions have included cover letter and résumé writing, introductions, networking, job fair preparation, interviewing, LinkedIn, American business culture, business communication, employment benefits, and work visas. On the Career Center homepage, students may also access *Interview Stream*, a practice interview software where students can read common interview and industry-related questions, view sample

interviews, practice interviewing and record their own interviews for feedback. VIU's Linked-In alumni community is also available for students looking to network or to obtain a mentor.

Career Center Contact Information:

Website: <http://career.viu.edu>
 Email: career@viu.edu
 Phone: (703) 591-7042, ext. 366
 Facebook: VIU Career Center
 LinkedIn: Career Center VIU
 Office Hours: Monday - Friday, 8:00 AM-5:00 PM

3. APPLICATION FOR ADMISSION

3.1. Application for International Admissions

For the 2017 – 2018 academic year, all VIU applicants must provide the necessary documentation, as described in detail below:

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

According to the Department of Education, “an international student is defined as an individual who is enrolled for credit at an accredited higher education institution in the U.S. on a temporary visa, and who is not an immigrant (permanent resident with an I-51 or Green Card), or an undocumented immigrant, or a refugee.”

3.1.1. International Admissions Requirements

All international applicants are required to submit a completed application package, as outlined below, with a non-refundable \$100.00 application fee.

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

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

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

³ In continuance with the above mentioned Admissions Requirements, students who are applying to programs in the **School of Education** or **School of Public and International Affairs** will need to submit the following:

- **OFFICIAL RECOMMENDATION**
 Minimum of 2 official recommendations from a professional who can speak to the candidate's academic abilities (preferably from a current/former instructor or a current/former employer, at least one must be dated within the last 3 years). All recommendations should be written in English or provide an official translation. Recommendations must include contact information with a minimum of an email address (preferably an institutional email address) and physical mailing address. By submitting recommendations, applicants are permitting VIU to contact recommenders on their behalf regarding their application.
- **ACADEMIC STATEMENT OF PURPOSE**
 A 500-word statement of purpose defining the reasoning behind joining the program. This statement should address the applicant's academic interests, professional objectives, and areas of interest to be explored in the program.
- **RESUME/CURRICULUM VITAE**
 Detailing current and/or previous work history and education. Previous work history is not a requirement for admission.

3.1.2. Explanation of Admission Materials for International Admissions

All application materials not in English must be accompanied by a certified English translation of the original document. Copies of original documents must be notarized or attested by an embassy, consulate, or notary. Please note that not all consulates provide this service. If you are submitting an original document, please let us know.

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

1. Scanned as a PDF file and uploaded into the application portal: <https://portal.viu.edu/application/login.asp>
2. Sent by Mail to:

Virginia International University
Attn: Admissions Office
4401 Village Drive
Fairfax, VA 22030 USA

VIU has the right to request original documentation. The submission of fabricated or falsified documents will result in a) the denial of the student's application and banning of the student from future admission to the university, b) the immediate expulsion of the student if the falsification is found after admission, or c) the nullification of a degree if the falsification is found after program completion.

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

Application Fee: Each international applicant is required to pay a non-refundable \$100.00 application fee. No application will be considered without payment of this fee. For information regarding methods of payment, please visit our website at <http://www.viu.edu/future-students/finance/payment-information.html>.

Passport Copy: Each international applicant is required to submit a copy of legible Passport ID page.

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

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

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

Official Transcripts: All applicants must submit original official transcripts, or notarized or attested copies of transcripts, from all colleges or universities previously attended (whether or not a degree was earned from the institution). If transcripts from the institution are issued in the student's native language as well as in English, students will only be required to submit the English version. A minimum of a 2.5 GPA (on a 4.0 scale) is required for graduate admission, and a minimum of a 2.0 GPA (on a 4.0 scale) is required for undergraduate admission.

Evidence of Sufficient English Language Proficiency: English is the language of instruction at Virginia International University, and therefore international applicants must provide evidence of English language proficiency to ensure that their communication skills are sufficient for effective class participation and completion of course assignments. Virginia International University English language proficiency requirements may can be demonstrated through any of the following options:

1. Submit a valid score from one of the standardized tests listed below. Official language proficiency scores more than two years old will not be accepted as proof of language proficiency.

School of Education English Proficiency Requirement:

Test	Minimum Score*
Test of English as a Foreign Language (TOEFL)	Internet-based (iBT): 79 or Paper-based (pBT): 550
International English Language Testing System (IELTS)	Academic overall band score: 6.5
Pearson Test of English (PTE)	Academic : 59

School of Education applicants who are not able to demonstrate proficiency by submitting one of the approved standardized exams above will need to demonstrate evidence of sufficient English language proficiency by obtaining academic-level scores on all components of VIU's placement and exit test.

All other schools and programs English Proficiency Requirement:

Test	Minimum Score*
Test of English as a Foreign Language (TOEFL)	Internet-based (iBT): 79 or Paper-based (pBT): 550
International English Language Testing System (IELTS)	Academic overall band score: 6.0
Pearson Test of English (PTE)	Academic : 59

2. Provide an official transcript indicating completion of a minimum of 9 credit hours (graduate level) or 12 credit hours (undergraduate level) from an accredited United States post-secondary institution at which the language of instruction was English, including at least one course in English composition, academic writing, or a similar subject. The GPA for those credits, as well as the writing course, must not be lower than C-level.
3. Providing evidence of having completed high school in the United States (excluding special diplomas, special education diplomas, modified diplomas, applied study diplomas, adjusted diplomas, alternative diplomas, certificates of completion/attendance/participation, etc.). A CGPA of 2.0 or higher on a 4.0 grading scale or equivalent is required. High school transcript may be requested if the diploma does not indicate the CGPA information. If your GPA is below the requirements, please review our CGPA Waiver Policy.
4. In addition to the general admission requirements, students who apply for federal financial aid must submit a high school diploma and/or transcript, GED or equivalent. For foreign high school documents, an official evaluation from an accredited evaluation agency is also required.

Please note:

- International students may gain **full admission** to a degree program at VIU if the official language proficiency score meets the minimum requirement mentioned above.
- International students may gain admission to the **Intensive English as a Second Language program (ESL)** if their test scores fall below the scores mentioned above. International students admitted into this category must take a VIU English Placement Test prior to enrollment and complete the ESL program through level 800 before they will be allowed to begin academic coursework.

Conditional admission may be granted to international students if they do not have, or are unable to provide official language proficiency score listed above. The placement test is available online through a remote-proctoring service, as well as on-site at the university campus in Fairfax, Virginia. To learn more about VIU's English Placement Test, please see our English Placement Test FAQs.

** If you earned your bachelor's, master's, or doctorate degree in its entirety in the United States, United Kingdom, Ireland, Australia, New Zealand, Anglophone Canada, Nigeria, Singapore, The Philippines, Bahamas, Barbados, Belize, Cook Islands, Dominica, Grenada, Guyana, Jamaica, Trinidad and Tobago, Saint Kitts and Nevis, Saint Vincent and the Grenadines, and Antigua and Barbuda and can provide an official transcript, you are exempt from the English proficiency test requirement. VIU reserves the right to require a student to take its English Placement Test when there are reasonable doubts as to the authenticity of either submitted standardized test scores or the degree of the English proficiency evidenced by other documentation.*

3.2 Application for Domestic Admissions

For the 2017 – 2018 academic year, all VIU applicants must provide the necessary documentation, as described in detail below:

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

According to the Department of Education, “to be considered a U.S. Residential and/or **Domestic Student**, you must: Be a citizen of the **United States** of America, be a Permanent Resident of the **United States** of America at the time you apply for admission, or hold Refugee, Asylum, or Jay Treaty status. Individuals on H Visas, A Visas, O1 Visas, and K Visas will be considered under the domestic admissions category.”

3.2.1 U.S. Domestic Admissions Requirements

All domestic applicants are required to submit a completed application package, as outlined below, with a non-refundable \$20.00 application fee. Virginia International University has a Rolling Admissions Policy that is applicable to residents and

citizens of the United States. An application for admission is valid for one calendar year from the date of the original submission. An application can be moved to another semester within the calendar year without submitting a new Application Fee. Moving an application is subject to a review of admission standards for the new semester. In the event that these admission standards or the format of the application has changed, a new application may be required. Each request will be individually reviewed for this information prior to moving the application. The applicant/student will be contacted if a new application is required for admissions consideration.

3.2.2. Explanation of Admission Materials Domestic Admissions

All application materials must be submitted in English or be accompanied by a certified English translation of the original document for applicants. Copies of original documents must be notarized or attested by an embassy, consulate, or notary. Please note that not all consulates provide this service. If you are submitting an original document, please let us know.

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

1. Scanned as a PDF file and uploaded into the application portal: <https://portal.viu.edu/application/login.asp>
2. Sent by Mail to:
 Virginia International University
 Attn: Admissions Office
 4401 Village Drive
 Fairfax, VA 22030 USA

VIU has the right to request original documentation. The submission of fabricated or falsified documents will result in a) the denial of the student's application and banning of the student from future admission to the university, b) the immediate expulsion of the student if the falsification is found after admission, or c) the nullification of a degree if the falsification is found after program completion.

#	Admission Materials	Programs				
		Graduate	Undergraduate	Graduate Certificate	Undergrad Certificate	ESL
1	Application Form	✓	✓	✓	✓	✓
2	Application Fee	✓	✓	✓	✓	✓
3	Previous Degree	Bachelor's	High School	Bachelor's	High School	--
4	Official Transcript & Min. GPA	✓ GPA: 2.5 Required	✓ GPA: 2.0 Required	✓ GPA: 2.5 Required	--	--
5	English Proficiency ¹	✓	✓	✓	✓	--
6	Identification	✓	✓	✓	✓	✓
7	Financial Documents ²	✓	✓	✓	✓	✓

In continuance with the above mentioned Admissions Requirements, students who are applying to programs in the **School of Education** or **School of Public and International Affairs** will need to submit the following:

- **OFFICIAL RECOMMENDATION**
 Minimum of 2 official recommendations from a professional who can speak to the candidate's academic abilities (preferably from a current/former instructor or a current/former employer, at least one must be dated within the last 3 years). All recommendations should be written in English or provide an official translation. Recommendations must include contact information with a minimum of an email address (preferably an institutional email address) and physical mailing address. By submitting recommendations, applicants are permitting VIU to contact recommenders on their behalf regarding their application.
- **ACADEMIC STATEMENT OF PURPOSE**
 A 500-word statement of purpose defining the reasoning behind joining the program. This statement should address the applicant's academic interests, professional objectives, and areas of interest to be explored in the program.
- **RESUME/CURRICULUM VITAE**
 Detailing current and/or previous work history and education. Previous work history is not a requirement for admission.

A student may be admitted into an undergraduate program of study offered by the university upon satisfying all of the requirements applicable to that program of study, as follows:

- The student is at least 16 years of age.
- The student has: (1) a high school diploma (excluding special diplomas, special education diplomas, modified diplomas, applied studies diplomas, adjusted diplomas, alternative diplomas, certificates of completion/attendance/participation, etc.); or (2) a recognized equivalent of a high school diploma (e.g., a certification that the student has demonstrated high-school level academic skills or an official document from a state authority (to the satisfaction of the school) recognizing that the student has successfully completed

secondary school through home schooling (as defined by state law). VIU follows the Commonwealth of Virginia specifications for certifying using an Attestation Form that students have achieved a High School Diploma, a copy of the certification evidencing the student's receipt of a recognized equivalent of a high school diploma (GED), and/or an official document from a state authority (to the satisfaction of the university) recognizing that the student successfully completed secondary school through home schooling (as defined by state law). Students are expected to request official copies of their High School Diploma, the official high school transcript; a copy of the certification evidencing the student's receipt of a recognized equivalent of a high school diploma (GED), or Home School documentation to be sent directly to the Office of the Registrar at VIU for evaluation for admittance. VIU must receive official documents prior to the end of the first month of a semester or the student will be terminated from his or her program of student in the undergraduate programs.

- U.S. Service Members or Veterans that apply to become students at VIU must meet the same Admissions criteria that applies to all applicants. If a U.S. Service Member or Veteran desires his or her prior educational credits to be considered for transfer credit, the student must provide the University with an official transcript from each educational institution awarding the degree or any course credits that the student desires to transfer to satisfy the requirements. Upon the student's ability to satisfy of all of the above requirements with respect to his or her selected program of study, VIU will promptly notify the student that he or she is admitted into that program of study at the school and correspond with the Department of Veterans Affairs for education benefits to be used.

3.3. Domestic Admission Requirements for the Graduate Programs

1.) The student has a baccalaureate degree awarded by an educational institution located in the U.S. that is accredited by an accrediting agency recognized by the U.S. Department of Education, or an educational institution located outside the U.S. that is accredited or similarly acknowledged by an agency deemed acceptable at the discretion of the university; and

2.) The student must provide an official transcript from the educational institution awarding the degree. If a student's admission into a graduate program of study at the school of study is rejected by the school, the Admissions department will promptly notify the student.

3.) Graduate program students must consult the admissions criteria for their program of study that may require additional steps for admittance.

Application Form:

All domestic applicants must submit a fully completed online application form that can be completed during the on-site Admissions Interview or can be submitted through the online Application Portal. Incomplete applications will not be considered for admission until all necessary information has been received by the Admissions Office.

Application Fee:

Each domestic applicant is required to pay a non-refundable \$20.00 application fee. No application will be considered without payment of this fee. For information regarding methods of payment, please visit our website at <http://www.viu.edu/future-students/finance/payment-information.html>.

Identification: Each residential applicant is required to provide a copy of US passport or US government-issued photo ID upon time of semester check in.

High School Documentation: High school diploma/certificate (excluding special diplomas, special education diplomas, modified diplomas, applied study diplomas, adjusted diplomas, alternative diplomas, certificates of completion/attendance/participation, etc.). (CGPA of 2.0 or higher on a 4.0 grading scale or equivalent is required. High School transcript may be requested if the diploma does not indicate the CGPA information. If your GPA is below the requirements, please review our CGPA Waiver Policy.)

In addition to the general admission requirements, students who apply for federal financial aid must submit a high school diploma and/or transcript, GED or equivalent. For foreign high school documents, an official evaluation from an accredited evaluation agency is also required.

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

1. For graduate degree programs and graduate-level certificate programs, a bachelor's degree diploma and transcripts, or equivalency, is required.

2. For undergraduate degree programs and undergraduate-level certificate programs, a minimum of a high school diploma, or equivalency, is required.

Official Transcripts: All applicants must submit original official transcripts, or notarized or attested copies of transcripts, from all colleges or universities previously attended (whether or not a degree was earned from the institution). If transcripts from the institution are issued in the student’s native language as well as in English, students will only be required to submit the English version. A minimum of a 2.5 GPA (on a 4.0 scale) is required for graduate admission, and a minimum of a 2.0 GPA (on a 4.0 scale) is required for undergraduate admission.

Special Circumstances Policy

For students who may not be able to present required official transcript(s) and/or diploma(s) for credential evaluation due to political refugee or asylum status, fear of persecution in requesting documentation, or political (or otherwise) situations that result in closure of previous institution(s). As such, it may be necessary to employ an alternative method of educational verification. Please contact the Office of Admissions for additional information.

Disclaimer Statement

Virginia International University does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex, sexual orientation, marital status, gender identity, age, genetics information, physical or mental disability, status as a protected veteran, or any other non-merit factor in the admission to, participation in, or employment in the programs and activities which the University operates.

4. TUITION AND FEES

4.1. General Guidelines

Students are responsible for maintaining a current mailing address in their student record on Student Portal, and for activating and checking their University e-mail accounts to receive official university communications.

By registering for classes, students accept responsibility for the semester charges. Students are responsible for withdrawing from all classes that they do not intend to complete by the deadlines listed in the Academic Calendar. Students must confirm withdrawals and class drops, and full or partial liability may apply. The University does not cancel classes for nonpayment or nonattendance.

Refer to the Payment Schedule and the Academic Calendar on the Student Portal for payment due dates and tuition penalties for dropping classes after the start of the semester.

Payments are due in the Accounting Office, located in the 1st floor of 4401 Village Drive, Fairfax, VA 22030, on or before 6:00 p.m. on due dates, regardless of postmark if mailed. Credit card payments made through the Student Portal must be completed by 11:59 p.m., to be considered in that day’s business. Students must check Student Portal for balance due, verify registration, and pay through the Student Portal or at the Accounting Office by the due date. Failure to receive a reminder bill confirming charges does not waive the requirement for payment when due.

4.2. International Tuition

Virginia International University offers quality education at an affordable rate and provides students with access to scholarship programs and Federal Financial Aid. Tuition and fees are subject to change. The following tuition and fee structure is effective for 2017-2018 academic year.

Tuition is based on 3 credits for 1 course

- Undergraduate Degrees are 120 credits
- Undergraduate Certificates are 24 credits
- Graduate Degrees are 36 credits; 39 credits for M.Ed.
- Graduate Certificates are 18 credits

Full-time course load varies per program.

International Tuition: Degree Programs

Level/Program	Per Credit	Per Course
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TUITION AND FEES

Graduate	\$726.00	\$2,178.00
TESOL	\$695.00	\$2,085.00
Undergraduate	\$422.00	\$1,266.00

International Tuition: Intensive ESL

Level/Program	Per Hour	Per 7-week Term*
International	\$10/hour	\$1,400.00

4.3. Domestic Tuition

Domestic Tuition:

Virginia International University offers domestic tuition for US citizens, US Permanent Residents/Green card Holders, Political asylum/refugee, Jay Treaty Status, H1/H1B/H4 visa for work and residency, O visa for work and residency, A visa for foreign embassy personnel in USA, K visa – 90 days Fiancées.

Alumni Tuition:

An eligible Alumni student is a student who graduated from VIU from a certificate or degree program. Students who graduate from a non-degree program, such as ESL, Test Preparation, and Continuing education will not be considered eligible for the alumni tuition rate

Online Tuition:

Online tuition applies only to students taking their coursework fully online. On-campus students who elect to take one or more online courses will be charged the on-campus tuition rate.

All student categorized above as domestic, online and alumni will be charged Domestic tuition and all others will be charged international tuition.

Domestic/Online/Alumni Tuition: Degree Programs

Level/Program	Per Credit	Per Course*
Graduate	\$508.00	\$1,524.00
TESOL	\$508.00	\$1,524.00
Undergraduate	\$392.00	\$1,176.00

* Amount is based on 3 credits for 1 course.

**Amount is based on full-time course load.

Domestic/Online/Alumni Tuition: Intensive ESL

Level/Program	Per Hour	Per 7-week Term*
International	\$9/hour	\$1,260.00

4.4. Non-Intensive ESL Tuition

Students can pay tuition and fees through the Student Application Portal after completing the online registration. The class payment and registration must be completed at least one business day before the first day of classes. For example, the class registration and payment must be completed by 11:59 pm Thursday before the Saturday class. Late registrations or payments will not be accepted.

The following tuition and fee structure is effective for 2017-2018 academic year. Tuition and fees are subject to change. Each class is offered upon reaching a required number of student enrollment.

Program Name	Cost Per Session
Evening and Weekend Classes	\$240.00 (30 hr/session)+Textbook fee
Special Weekend Course for Au Pairs – Grammar Tune Up!	\$120.00 (15 hr/session)
Saturday Museum Classes*	\$40.00 (per visit)
Late Registration Fee	\$25.00

*Tuition is non-refundable.

Refund and Deferral Policy

Students who wish to request a refund or defer their courses should visit Accounting Office or call (703) 591-7042 ext. 335 during regular business hours or email to accounting@viu.edu.

Saturday Museum Class

Museum class tuition is non-refundable. However, a student may choose another Saturday Museum class and request a deferral up until one business day before the class for which he/she originally registered.

Non-intensive Evening and Weekend Classes

Refunds for the non-intensive evening and weekend classes are granted up to three business days before the first day of classes. Students are permitted to defer to another course within the program up until one business day after the first day of class for which he/she originally registered.

4.5. School of Test Preparation Tuition

Students can pay tuition and fees through the Student Application Portal after completing the online registration. The class payment and registration must be completed at least one business day before the first day of classes. For example, the class registration and payment must be completed by 11:59 pm Thursday before the Saturday class. Late registrations or payments will not be accepted.

The following tuition and fee structure is effective for 2017-2018 academic year. Tuition and fees are subject to change. Each class is offered upon reaching a required number of student enrollment.

Course	Tuition
TOEFL/IELTS for CEUs (60 hours;12 weeks)	\$500.00
GRE/GMAT	\$900.00
LSAT	\$900.00
SAT/ACT	\$450.00

Private Course Tuition

Class Size	Per Person/Hour	Per Person/Course
One Student	\$45.00	\$450.00
Two Students	\$35.00	\$350.00
Three Students	\$25.00	\$250.00
Four Students	\$15.00	\$150.00
Five+ Students	\$10.00	\$100.00

4.6. Standard Fees

Standard fees are charged to all students as applicable by program.

FEE	DESCRIPTION	AMOUNT
Application Fee International (On-Ground) Domestic (On-Ground) Online	This fee is required to submit an application for admission. The application fee is valid for one year. Students who withdraw from and return to the university must pay the application fee upon re-application.	\$100.00
		\$20.00
		\$20.00
Non-Degree Enrollment Fee	This one-time fee is charged to non-degree program (Non-Intensive ESL and School of Test Preparation) students the first time they register. The fee is non-refundable.	\$20.00
Student Service Fee Academic Spring/Fall (On-Ground) Academic Summer (On-Ground) ESL Online	This fee allows the university to enhance the student experience by funding vital services and support mechanisms which benefit the university community. This fee is charged per session/semester.	\$75.00
		\$50.00
		\$50.00
		\$30.00
Resource Fee Full-Time ESL Part-Time ESL	This fee covers the cost of books and course materials. This fee is charged per session.	\$100.00
		\$50.00

4.7. Other Fees

Other fees are circumstantial and are charged on a case-by-case basis. All other fees are non-refundable.

FEE	DESCRIPTION	AMOUNT
International Application Deferral Fee	This fee is required when student wish to defer their semester of admission to a later academic year, after their application is submitted and accepted.	\$50.00
English Placement Test Fee On-Campus Test Online Test	This fee is charged per test.	\$30.00 \$55.00
Tuition Payment Plan Fee	Applies to students who wish to finance their tuition in installments. This fee is charged per installment.	\$30.00
Transcript Request Fee Standard processing (5 business days) Express processing (2 business days)	This fee is charged to students who request an official VIU transcript. This fee is charged per transcript.	\$10.00 \$25.00
Transcript Mailing Fee Regular USPS (domestic only) Domestic FedEx International FedEx		\$ -- \$25.00 \$65.00
Graduation Application Fee	This fee is charged when the student applies for graduation upon completion of his or her program of study. This fee is charged regardless of the student's intention to walk in the annual commencement ceremony.	\$150.00
Late Graduation Application Fee	This fee is charged to students who submit the graduation application past the deadline. This fee is charged in addition to the graduation application fee.	\$50.00
Diploma Mailing Fee Domestic International		\$25.00 \$65.00
Diploma Replacement Fee Graduate/Undergraduate Diploma Certificate	This fee is charged if the student requests an additional or replacement diploma. This fee is charged per diploma.	\$50.00 \$25.00
Withdrawal Fee	Charged if the student withdraws from the university.	\$100.00
Change of Program Fee	Required for change of program of study.	\$20.00
ID Replacement Fee	This fee is charged per replacement card.	\$10.00
Late Registration Fee	This fee is charged to students who register course after deadline. This fee is charged per semester.	\$50.00
Late Payment Fee	Late tuition payment This fee may not exceed \$500.00.	3% of outstanding balance due at time of payment
Check Return Fee	Applies only if check received is unpaid by bank	\$40.00
Credit Card Charge-Back Fee	Applies if payment made by credit card is charge-back.	3% of outstanding balance
Wire Transfer Refund Fee International Wire Domestic Wire	Charged if a refund is requested to be paid via wire.	\$40.00 \$25.00

4.8. Delinquent Accounts

Financial Holds

If a student's account is not paid in full by the due date, a financial hold will be placed to student's account and the student's access to campus resources will be blocked. Course grades, official transcripts, and diplomas will not be issued

until the account is paid in full. In addition, students with delinquent accounts may have a prepayment hold placed on their account, requiring payment in full at the time of registration for all future semesters.

The university may require payments toward a delinquent account to be in the form of certified funds such as cash, money order, or wire transfer to the university's bank account.

Collection Process

The university pursues debt in accordance with the guidelines set forth by the Commonwealth of Virginia in the Virginia Debt Collection Act. Virginia State law requires that the university make every attempt to collect past due amounts. If, after 60 days, full payment of a debt has not been received, the student account will be placed with a collection agency. Students are responsible for any collection costs incurred.

Students should be advised that debts placed with a collection agency will affect the student's credit rating. Collection efforts are also costly to the student, and thus students should avoid these additional costs by paying on time. Collection fees cannot be appealed. If a student finds that their account has been referred to a collection company, they must contact the company immediately to make payment arrangements.

In addition to being sent to a collection agency, the account can be listed by the Credit Bureau as a bad debt, a delinquent account can be collected in full from income tax refunds, lottery winnings, or other refunds due from the state, and the account may be turned over to the Virginia Attorney General's Office for litigation.

Again, timely payment is strongly encouraged so that the above collection efforts can be avoided. The Accounting Office is committed to helping students resolve delinquent balance. If a student's account becomes delinquent, please contact the Accounting Office immediately so other options may be discussed.

4.9. Living and Other Expenses

Tuition and fees vary depending on a number of factors including, but not limited to, the program and level of study, course enrollment, and other specific circumstances. This tuition and fee structure is effective as of Fall 2017. Tuition and fees are subject to change. Funds for personal expenses (e.g., supplies, etc.) are not included. E-books are included (upon availability) in academic program tuition.

Living and Other Expenses: Students should calculate and bring extra funds for these expenses based upon their individual projected needs. Below is rough estimation, intended only as a guidance. Actual expenses will vary depending on individual needs.

Expenses	Explanation	Amount
Living	The approximate cost for an individual student living in the Washington, D.C. metropolitan area.	\$12,000 per academic year (9 months)
Textbook	Textbook expenses are not included in the cost of tuition. All students must obtain their books before the course add/drop period ends.	Academic program students may spend an average of \$100.00 per course in which textbooks are not provided.

4.10. Payment Information

Payment Procedures The full amount of tuition and fees are due and payable one week prior to the start of each semester. Interest will be charged on outstanding balances. A student may not proceed from one academic year to the next without having fully paid the previous year's tuition and fees. Any exceptions must have prior approval of the administration. It is the student's responsibility to make the necessary arrangements for tuition and fee payments on a timely basis so as not to impede his/her academic progress.

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

Making a Payment

The Accounting Office strives to make bill payment as easy as possible for students. For convenience, students are able to make payments in the following ways:

Payment via the Student Portal

We encourage all students to take advantage of the easy and hassle-free option to make tuition payments by credit or debit card through the student portal. Avoid the wait and make your payment when it is convenient for you!

Payment in the Accounting Office

The Accounting Office is able to take your payments in person Monday through Friday until 6 PM. We accept payments by credit card, check, cash, or money order.

Payment via Mail

The Accounting Office will happily receive checks or money orders via mail. Please **do not** send cash payments via mail. Please allow 10 business days for delivery by the due date, and postmarks are not considered a receipt of payment. Payments may be mailed to the following address:

Virginia International University
ATTN: Accounts Receivable
4401 Village Drive
Fairfax, VA 22030 United States

Payment Methods

Payments can be made using the following methods:

Credit and/or Debit Card: Credit and/or debit card payments are accepted at the Accounting Office and online through the student portal. VIU accepts Master Card, Visa, Discover, and American Express.

(Note: Online payments can be made by using multiple cards. Please note that the same card cannot be used more than once in the same day).

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

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

Wire Transfer:

VIU offers two options for students wishing to pay via wire transfer:

GlobalPay

We offer a simple electronic payment mechanism through Western Union Business Solutions called GlobalPay which allows students to pay tuition and fees using their local currency. Our hope is that this option will save students money on exchange rates and bank fees. Payments made via GlobalPay are credited directly to your student account in as few as two (2) business days.

Depending on your country and region, you may have different options for GlobalPay payment via local bank transfer, credit card, Western Union Agents, or ChinaPay. Your payment options and availability will vary by country and region. For instructions on paying via GlobalPay, please contact the Accounting Office at accounting@viu.edu for further instructions.

Traditional Wire Transfer

To make a traditional wire transfer to VIU, please contact the Accounting Office at accounting@viu.edu for further instructions. When sending a wire transfer, be sure to include the student's full name and student ID number.

Money Order

Money orders should be made payable to Virginia International University. Please be sure to include the student's full name and student ID number.

Demand Drafts

VIU will accept demand drafts (DDs) only if the funds are drawn on a US bank and in US currency. Drafts should only total the amount of tuition and fees for the semester for which the student is paying. All demand drafts received which exceed the amount of total tuition and fees for that semester will be refunded only after the Demand Draft is processed and settled.

IMPORTANT NOTE: VIU's Accounting Office does not accept payments over the phone.

4.11. Payment Plan

About Tuition Payment Plan

For students who wish to finance their tuition in installments, VIU has a payment plan available. There is a non-refundable fee of \$30.00 per installment. Failure to pay any outstanding balance will result in an academic hold on the student's account, accrual of late fees, and ineligibility to apply for a payment plan in future semesters.

Note: Students who are in their first semester of study at VIU are not eligible to apply for a payment plan.

Applying for a Tuition Payment Plan

You are eligible for a payment plan if:

1. You are not a first-semester student;
2. There is not a financial hold on your account;
3. You are studying in an academic undergraduate, graduate, or certificate program (not ESL);
4. You have registered for courses in the current term and your total bill is more than \$2,000;
5. You are not on the waiting list for any courses; and
6. The payment deadline has not passed.

After you have received confirmation of approval of your application, you may visit the Accounting Office to make your first installment payment or you can make the payment through your student portal.

4.12. Cancellation and Refund Policy

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

Last Date of Attendance	Tuition Refund Amount*
Up to the last day of add/drop period	100% of the semester tuition
After the add/drop and through 25% of the semester	50% of the semester tuition
Through 50% of the semester	25% of the semester tuition
After 50% of the semester	No refund will be issued

* Excludes all fees

To initiate the refund process, the student can submit a Refund Request Form or contact to Student Accounts Office. Students may download the form on our website or obtain a hard copy of the form from the Accounting Office. Student Accounts Office reviews the student accounts periodically and contact to students with overpayment. Student can decide to request refund or keep the overpayment balance to their account. The bank transaction fee, however, will be deducted from this total. In general, VIU will refund the tuition deposit in the same manner as it was received by VIU (credit card payment, bank wire transaction, or check). Please note, **VIU will only issue tuition refunds to the organization or person who made the original payment.** All fees (application fee, postage fee, student service fee, etc.) are not refundable.

The official withdrawal date, for the purpose of a refund calculation, will be the last date on which the student was recorded present for a class. If no payment was made, or if the student was participating in a payment plan and the payments are insufficient to cover the student's obligations according to the schedule above, the university will send the student a bill for the difference. If the student's financial obligation is not fulfilled, VIU is authorized to do the following until the money owed is paid:

- a) Withhold the release of the student's academic records or any information based upon the records.
- b) Withhold the issue of the student's transcripts.
- c) If the student's account remains delinquent, VIU reserves the right to terminate enrolment and cancel F-1 visas of international students
- d) Late tuition payments are subject to financial penalties
- e) Financial hold will be placed and access to student portal and Moodle will be blocked

Online Education Cancellation and Refund Policy

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

Last Day of Attendance Notice	Tuition Refund Amount
Up to the last day of add/drop period	100% of the tuition
After the add/drop & through 25% of the session	75% of the tuition
Through 50% of the session	50% of the tuition
Through 75% of the session	25% of the tuition
After 75% of the session	No refund will be issued

* Excludes all fees

To initiate the withdrawal process, the student must submit an Institutional Withdrawal Form to Virginia International University. Students may download the form from our website or obtain a hard copy from the Registrar's Office or the Office of International Student Services.

To initiate the refund process, VIU requests that the student submit a Refund Request Form. The form must be submitted to Virginia International University within 12 months of the last day the student attended a class. Students may download the form from our website or obtain a hard copy from the Accounting Office.

The official withdrawal date, for the purpose of a refund calculation, will be the last date on which the student was recorded present for a class. If no payment was made, or if the student was participating in a payment plan and the payments are insufficient to cover the student's obligation according to the schedule above, then the university will send the student a bill for the difference. If the student's financial obligation is not fulfilled, VIU is authorized to do the following until the monies owed are paid:

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

Museum Trips Cancellation and Refund Policy

A Day at the Museum class payment and registration deadline

The payment and registration deadline is one business day before the first day of classes.

Note: Student will not be permitted to register or make a payment on the same day of class.

A Day at the Museum class deferral

After paying the course fee, the student may elect to defer his/her class up until one business day before the class for which she/he originally registered.

Note: A Day at the Museum classes can be deferred only with other museum classes.

Tuition for a Day at the Museum is non-refundable.

Other Non-Intensive ESL Courses Cancellation and Refund Policy

Non-Intensive ESL (Business English, Evening ESL & American Language and Culture) payment and registration deadline:

The payment and registration deadline is one business day before the first day of classes.

Example: If the first day of class is Monday, December 12, tuition may be paid until Friday, December 9.

Non-Intensive ESL (Business English, Evening ESL & American Language and Culture) refunds:

Refunds will be granted up to three business days before the first day of classes; after this time, no refunds will be granted. Students will, however, be permitted to defer/change to another course until one business day after the first day of class.

Example: If the course starts on Monday, December 12 and tuition was paid on or before Wednesday, December 7, the student is eligible for a tuition refund. If tuition was paid on and after Thursday, December 8, the student is not eligible for a tuition refund but will be permitted to defer/change to another course until one business day after the first day of class (see below).

Non-Intensive ESL (Business English, Evening ESL & American Language and Culture) course deferral/change:

The student may defer/change to another course up to one business day after the first day of the course for which s/he originally registered. Students wishing to defer/change course should coordinate with the Accounting Office during regular business hours to do so.

Example: If the first day of class is Monday, December 12, the student has the option to defer/change to another course until Tuesday, December 13.

4.13. Return to Title IV Funds (R2T4)

Title IV Refunds

When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV funds earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, it is the responsibility of the school and the student to return any unearned funds to the Department of Education. The R2T4 Policy and Institutional refund policy is provided to all students via the catalog, which can be accessed at www.viu.edu.

Withdrawal Process

The law requires that if a recipient of Title IV assistance withdraws/resigns from an institution before completing the semester in which the recipient began attendance, the institution must calculate the percentage and amount of Title IV assistance the student earned. Unearned Title IV funds must be returned to the Title IV programs by the school and/or the student. Students who wish to resign from the University should follow withdraw procedures located in the academic catalog. An electronic version of the catalog is located online at www.viu.edu.

Withdrawal Date, Last Date of Attendance, and Date of Determination

The date of withdrawal or withdrawal date is always the last date of attendance (LDA) as supported by VIU's attendance records. The date of determination (DOD) is no later than 14 days from the LDA, except if the student confirmed and documented his or her return into a course within the payment period. When a student indicates his or her intent to return, the DOD is no later than 14 days from the date the student was scheduled to return.

Leave of Absence

Students on leave of absence will be treated as a withdrawal for Federal Financial Aid purposes.

Post-Withdrawal Disbursements

If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Any post-withdrawal disbursement due must meet the current required conditions for late disbursements. A school is required to make (or offer as appropriate) post-withdrawal disbursements to eligible students. A post-withdrawal disbursement must be made within 180 days of the date the institution determines that the student withdrew. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned FSA and has no relationship to incurred educational costs.

Procedures:

- A student (or parent, in the case of a Direct PLUS loan) is notified of eligibility for a post-withdrawal disbursement of within 30 days of the date of determination by email and must respond within fourteen days.
- If the student (or parent) accepts the post-withdrawal disbursement, it will be made as soon as possible but no later than 180 days of the withdrawal date.
- The Financial Aid Office will track this notification and make appropriate updates in the system as necessary.
- When the student's (or parent's) response is received it will be updated in the system.
- The priorities for disbursement are grants first; paid to outstanding institutional charges before being paid directly to the student (or parent).

Determining the Percentage of Aid Earned

VIU uses the payment period for the calculation of the Return of Title IV Funds formula. The payment period is the semester in which the student received Title IV funds. Because classroom attendance is taken by instructors and tracked for online courses, VIU is an attendance taking institution.

The percentage of time the student completed for the semester determines the "earned percentage." The earned percentage is based on calendar days in the semester, including weekends. Only scheduled breaks of at least 5 days will be excluded. The length of the break is determined by counting from the first day of the break up to the next day on which

classes are offered. The weekends preceding and following the break are counted as part of the break, unless Saturday classes are scheduled.

Responsibility to Return Funds

Institutional charges are used to determine the unearned portion of Federal Student Aid. It is the school's and student's responsibility to return any un-earned aid funds. Any unearned funds are returned within 45 days of the date of determination that the student withdrew.

Order of Return of Title IV Funds

Title IV aid is returned in the following order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grant

Student Notifications

Upon completing the R2T4 calculation, the business office will return any unearned Loan and Grant funds to the Department of Education. Students will be notified in writing of any funds returned on their behalf.

Return to Title IV Examples:

1. It is Jennifer's first semester, and she is enrolled in the Business Administration program. She is a full-time student enrolled in 12 credits in the semester (15 weeks / 105 days).
On the 2nd day of week 7, Jennifer withdrew from her courses to pursue an acting career. Jennifer attended VIU for 51 days ($(7 \times 7) + 2 = 51$) in an enrollment period of 105 days; therefore, she completed 48.57% (51/105) of her enrollment period.
During the current payment period, Jennifer was disbursed a Pell grant for \$1,500 and a subsidized loan for \$1,500, a total of \$3,000. Her earned aid is \$1,457 (48.57% x 3,000), whereas her unearned aid is \$1,543 (\$3,000-\$1,457). After the institutional refund is applied and unearned Pell Grant funds are returned Jennifer will have to repay the disbursed and earned subsidized loan amount funds. She may also have to repay any disbursed unearned loan funds to VIU.
2. It is John's second semester and he is a full-time student enrolled in 12 credits in the semester. On the 5th day of week 11, it was the last time John attended class. John attended VIU for 75 days ($(11 \times 7) + 5 = 82$) in an enrollment period of 110 days; therefore, he completed 74.54. % (82/110) of his enrollment period. During the current payment period, John was disbursed a Pell grant for \$900, a subsidized loan for \$2,500, and an unsubsidized loan for \$1,000, a total of \$4,400. Because he attended for at least 60% of the enrollment period, his total earned aid is \$4,400, and there is no unearned aid.

4.14. Discount Policy

Family Discount Policy

Virginia International University offers a 5% tuition discount per semester for immediate family members studying concurrently and on a full-time basis at VIU. The discount is valid as long as the immediate family members (defined as parents, children, brothers, sisters, and spouses) are enrolled and paying tuition. The discount is applied to the tuition fees of both students.

When and How to Apply: The deadline to apply for the family discount is the last day of the add/drop period in each semester. Applications after this deadline will only be considered for the following semester.

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

Family Discount Procedures

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

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

Discount Procedures

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

5. FINANCIAL AID

The Financial Aid Office provides a variety of services to help students pay for their education; including, financial aid advising, exploring funding resources, and financial assistance. Federal student financial aid awards may consist of grants and loans. Awards are based primarily on financial need, although there are some alternative financial aid sources available for those who may not qualify for need-based financial assistance. Financial Aid counseling service is available Monday through Friday by phone, email, or personal appointment.

Eligibility

In order to be eligible to receive federal financial aid at Virginia International University, both new and currently enrolled students must file a Free Application for Federal Student Aid (FAFSA) and comply with all federal, state, and VIU regulations and policies regarding financial aid. **Virginia International University Federal Title IV School code for the FAFSA is 041440.** Priority consideration for all sources of financial aid is given to those students whose financial aid applications are on file with the Financial Aid Office by the deadline of that given semester/session. To meet this priority filing date, students should file the FAFSA as soon as possible after October 1st, of each year. The FAFSA is filed online at www.fafsa.gov.

Annual Renewal of Financial Aid

Students who wish to apply for federal student financial aid, including federal loans, are required to file a Free Application for Federal Student Aid (FAFSA) each year to determine eligibility. The financial aid awarded may be adjusted annually based on the renewed FAFSA application.

Financial aid for summer is generally limited to students who have remaining Federal Pell Grant or Federal Loan eligibility. Contact the Financial Aid Office for specific information regarding eligibility.

5.1. Financial Aid Programs

Virginia International University administers the following federal student financial aid programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Subsidized and Unsubsidized Federal Direct Stafford Loans, and Federal PLUS Loans for parents of dependent students and graduate students.

Title IV aid is packaged in the following order:

1. **Federal Pell Grant** – a maximum award of \$5,920 for 2017-18 award year that does not have to be repaid.
2. **Federal Supplemental Educational Opportunity Grant (FSEOG)** – additional grant for students who demonstrate exceptional financial need, and it does not have to be repaid. Funds for this program are only limited to Federal Pell Grant recipients.
3. **Federal Direct Subsidized Loan** – a low interest loan available to students who demonstrate financial need. Interest does not accrue and repayment does not begin until six months after the recipient leaves school or drops below half-time status.
4. **Federal Direct Unsubsidized Loan** – a low interest loan available to undergraduate and graduate students who are eligible with or without financial need. Note that interest begins accruing on this type of loan while recipients are still in school.
5. **Federal Direct PLUS Loan for Parents of Dependent Students and Graduate Students** - a loan available to parents of dependent undergraduate students and to graduate students. Eligible participants can borrow up to the cost of attendance.

All financial aid recipients are responsible for becoming familiar and complying with applicable federal and state regulations, and university policies.

All students receiving financial aid must be enrolled in an eligible degree or certificate program; maintain satisfactory academic progress (SAP) as defined by Virginia International University in accordance with federal guidelines (see below); be a U.S. citizen, permanent resident of the U.S., or eligible non-citizen, and meet other basic eligibility criteria as defined by the U.S. Department of Education.

Satisfactory Academic Progress (SAP) Standards

Federal legislation governing the administration of federal programs requires colleges and universities to define and enforce standards of academic progress for students receiving or applying for financial aid. To comply with this legislation,

Virginia International University established a formal satisfactory academic progress policy. For detailed information, go to the Satisfactory Academic Progress section or contact the Financial Aid Office.

Return of Title IV Funds

The Financial Aid Office is required by federal law to recalculate federal financial aid eligibility for students who completely withdraw from all classes, drop out, are dismissed, or take a leave of absence prior to completing the payment period or term. According to the regulations, the amount of Federal Title IV awarded to a student must be recalculated in these situations and any portion of the financial aid received that is considered to be “unearned” must be returned to the Title IV Program(s) from which it was received. Any student considering dropping or withdrawing from all courses, should contact the Financial Aid Office immediately regarding possible adjustments to their financial aid.

Programs that Qualify for Federal Student Financial Aid

All graduate, undergraduate, and certificate (except Graduate Certificate in Project Management and ESL) programs qualify for federal student financial aid. All non-credit certificate programs and continuing education programs do not qualify for federal student financial aid.

For more information, please contact the Financial Aid Office by email at financialaid@viu.edu. To be considered for federal financial aid, please complete your FAFSA to determine your eligibility for all federal aid programs.

Contact Information

Financial Aid Office
4401 Village Drive
Fairfax, VA 22030
Phone: 703.591.7042 ext. 336
Email: FinancialAid@viu.edu

5.2. Title IX Compliance

In compliance with the Title IX 20 U.S.C. § 1681(a), no student at Virginia International University shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Furthermore, sexual harassment and violence are strictly prohibited at Virginia International University. For more information, please see section 8.6. *Sexual Misconduct Policy and Notice of Non-Discrimination*

Any victims or third parties should report all incidents of sex discrimination, sexual harassment, or sexual violence to the Title IX Coordinator and Deputy Coordinators, at the below contact information:

Title IX Coordinator

Name: Christina Koonts
Title: Associate Vice President, Institutional Effectiveness & QA
Office Address: 4401 Village Drive, Fairfax, VA 22030
Telephone: (703) 591-7042 Ext. 318
Email: christina@viu.edu

Title IX Coordinator

Name: Caitlin Myron
Title: Title IX & Clery Compliance Coordinator
Office Address: 4401 Village Drive, Fairfax, VA 22030
Telephone: (703) 591-7042 Ext. 379
Email: cmyron@viu.edu

Title IX Coordinator

Name: Rebecca Yu
Title: Director of Human Resources
Office Address: 4401 Village Drive, Fairfax, VA 22030
Telephone: (703) 591-7042 Ext. 338
Email: rebecca@viu.edu

In accordance with the federal law, all victims and third parties have the option of reporting incidents by email, phone, mail, or in person to the Title IX Coordinator. All victims have the right to report to police, Virginia International University will facilitate that process if desired by the victim. Victims also have the right not to report to police.

All incidents of sex discrimination, sexual harassment, or sexual violence will be investigated promptly, in order to remedy any hostile educational environment created by such behaviors. Investigations may include the assistance of police, which may delay the response of Virginia International University to accommodate a police investigation. If the case requires police investigation, Virginia International University will delay their response to the case a maximum of 10 days in order to give appropriate time for police to gather evidence. If Virginia International University must delay their response, all parties will be informed of the delay and given an approximate timeline for when the response will resume. Institutional investigations will take no more than 60 days, except in the instance of a complex case which will be addressed within a reasonable time-frame given the circumstances.

Employees and third party reports are protected along with reporting victims from any adverse consequence, harassment, intimidation, or discrimination that is causally related to reporting sex discrimination under Title IX.

6. SCHOLARSHIPS

Scholarship Program Description

Virginia International University offers the unique opportunity to acquire an excellent, multi-disciplinary education at a lower cost by offering our students access to scholarships. VIU has been attracting individuals who take their VIU experiences into their own cultures, share their knowledge with future generations and launch successful careers. Thus, there are several different types of scholarships available based on exemplary personal skills, academic achievement, extracurricular participation, and residency. Full-time undergraduate and graduate current students, students attending the English as a Second Language program, and prospective students, who started their application to VIU, are eligible to apply for a scholarship if the scholarship requirements are met. Every scholarship has unique criteria.

Scholarship Program Funding

The VIU Scholarship Program funding is derived from a number of sources and is supported by generous contributions from individuals and organizations. The VIU Board of Trustees approves the allocation of resources for the scholarship program from the annual operating budget during its annual meeting prior to the start of the calendar year. Scholarships are awarded annually and range from \$500.00 to full tuition.

6.1. Application Instructions

Students must apply for admission to Virginia International University, or be currently enrolled as full-time students, before they can be eligible to apply for any scholarship.

To apply for a scholarship, students must:

1. Apply for admissions at VIU (new students)
2. Browse the scholarship opportunities
3. Choose up to two types of scholarship
4. Review the requirements for the scholarship application
5. Apply online through the applicant portal or student portal
6. Upload their documents

All supporting document submissions must be scanned, color copies of original documents. Samples of these documents may include transcripts, diplomas, certificates, and test scores. Photocopies are not considered acceptable documentation. If any document is issued in the applicants' native language, they must provide both the original document and a translation of the document in English. Translated documents must be notarized. VIU has the right to request original documentation. Submission of fabricated or false documents will result in disqualification from future scholarship application.

Application Deadlines

All applications and supporting materials must be received by 12:00 PM EST on the day of the application deadline.

Semester	Application Period
Fall 2017	April 7, 2017 – May 12, 2017
Spring 2018	September 1, 2017 – October 6, 2017
Summer 2018	TBD

Selection & Announcement

The scholarship selection process begins immediately after the application period ends. All applications are initially screened for completion and criteria assessment. Once the application is deemed complete, the application will be available for the Scholarship Committee's review. Each application is reviewed and assessed on an individual basis.

Selected applicants will be invited for an interview with the members of the Scholarship Committee as part of the selection process. The interview will be held at VIU campus or via Skype. Applicants may bring additional supporting materials to the interview if they wish.

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

6.2. Scholarship Rules and Regulations

1. Application
 - 1.1 Students who are awarded a scholarship must reapply each year if they want to be considered for the scholarship for the next academic year. There is no guarantee that the scholarship will be awarded for the following year.
 - 1.2 Students are eligible to apply for up to two scholarship types, but they will be eligible to receive only one scholarship per academic year.
 - 1.3 All documents must be received by the application deadline. Incomplete applications will automatically be denied.
 - 1.4 Scholarship application period opens three times a year (Spring I, Summer I, and Fall I).
 - 1.4.1 Returning students are eligible to apply for scholarships for Spring, Summer, or Fall semesters.
 - 1.4.2 The New Horizon scholarship accepts applications for Spring, Summer, or Fall.
 - 1.5 Academic merit holds the highest weight in the review of most scholarship applications. In the case of a tie, the committee will rely on this hierarchy to make their award decision.
 - 1.6 Applicants must submit one application for each scholarship for which they wish to apply.
2. Scholarships are awarded as credit towards tuition only. The award amount will be divided into installments and the credit will be deducted from the total tuition charged for each semester.
3. Scholarships cannot be awarded to applicants who receive any VIU discount or outside scholarship funding besides Financial Aid (e.g., government scholarships, academic collaboration-related funding, etc.).
4. Cumulative GPA can be rounded one decimal place for eligibility requirements.
5. Student must maintain the requirements for the scholarship for which they applied in order to continue receiving the scholarship for the subsequent semester.
6. Evidence of English language proficiency is required depending on the type of scholarship.
7. Students must be in good standing with the university in order to apply for any scholarship.
8. Scholarship awardees must agree to sign a Media Release Form authorizing VIU to use their picture, video, and/or testimonial for scholarship marketing purposes.
9. VIU full-time staff is only eligible to apply for the VIU Staff Workforce Development Scholarship.
10. Students who are awarded with a scholarship during their last semester cannot apply the full awarded amount to one semester; only half of the scholarship amount will be applied to the student's last semester of study.
11. Students who apply for the Work on Campus scholarship will be automatically granted the award if eligibility requirements are met. However, VIU has the right to retrieve the amount awarded for the Work on Campus scholarship within 30 consecutive days if a student resigns or is let go from the position.
12. Students must be enrolled full time in one of VIU's on-ground degree or language programs in order to receive the scholarship award.
13. VIU has the right to request original documentation. Submission of fabricated or false documents will result in immediate dismissal of the application and will disqualify the individual from applying to the scholarship program in the future. Documents submitted for application purposes will not be returned to the applicant.
14. There is no guarantee that a scholarship will be awarded solely because the applicant meets the requirements, eligibility, and/or fulfilment of the scholarship criteria. All applicants should submit their application and follow proper procedures.

6.3. Types of Scholarships and Eligibility

Current and prospective students are eligible to apply. Students who are enrolled in any of VIU's undergraduate, graduate, and language studies programs as full-time students are eligible to apply for a scholarship if requirements are met. Students enrolled in the language studies program (ex. ESL program) as part-time students are also eligible to apply. Prospective students have the chance to apply for scholarships during their application process for admission to VIU.

VIU currently offers several types of scholarships to assist prospective and current students.

1. Fresh Start Scholarship

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

Amount: \$500 per academic year (\$250 per semester)

Eligibility

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

- Must have been enrolled and studied as a full-time student at an accredited university in the U.S. for at least one semester.
- Must be in good academic standing and must meet a minimum 3.00 (on a 4.0 scale) cumulative GPA requirement.

Application Documents: Completed applications must include all of the following:

1. Online application form (applicant portal or student portal)
2. Most recent transcript from the college, or university attended in the United States. Transcript should indicate the completion of a minimum of 9 credits (graduate level) or 12 credits (undergraduate level) from an accredited United States post-secondary institution (not VIU) at which the language of instruction was English. The GPA for those credits must not be lower than C-level.
3. Personal statement of success of at least 500 words describing the student's background, future goals, education, influential experiences, and career objectives. This should be submitted in the form of an essay, not a list of facts.
4. One letter of recommendation from a faculty member at the student's current college or university.

2. Student Activity Scholarship

The Student Activity Scholarship recognizes a select number of students for their leadership in students' activities at Virginia International University. Activities may include attendance to events, volunteering, field trips, workshops, etc. Candidates should have contributed to the betterment of both their fellow classmates and the university and have ensured a brighter future for those with whom they have interacted. The Office of Student Affairs will keep track of students' participation.

Amount: up to \$1,000

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

- Must have achieved the silver or gold level in the VIU Leadership and Mentorship Program.
- Must be in good academic standing and must meet a minimum 3.00 (on a 4.0 scale) cumulative GPA requirement.

Application Documents: Completed applications must include all of the following:

1. Online application form (applicant portal or student portal)
2. Unofficial Transcript (Unofficial transcripts are available for printing in the student portal).
3. Personal statement of at least 500 words (250 words for language program students), detailing participation on campus, leadership, and community service experience. This must be in essay format, not a list of facts.
4. Certificate or letter from the Office of Student Affairs stating the level of achievement in the VIU Leadership and Mentorship program.

3. Regional Scholarship

The purpose of this scholarship is to provide and maintain awareness of the value that Virginia International University places on ethnic diversity and multiculturalism within the community. The scholarships will be awarded to prospective students from 7 regions around the world. There are 18 scholarships available for each region.

Amount: \$500 – up to full tuition per academic year.

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

- Must be a first-time applicant for any of VIU's academic program.
- Must apply for one of VIU's undergraduate or graduate program as a full-time student.

Regions:

I. North America and the Caribbean: 17 countries

Canada, The United States, Anguilla, Antigua and Barbuda, Barbados, Dominica, Dominican Republic, Grenada, Jamaica, Mexico, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, Bahamas, Haiti, Honduras, Belize.

II. Central and South America: 18 countries

Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Guyana, Nicaragua, Panama, Paraguay, Peru, Suriname, Uruguay, Venezuela.

III. **Sub-Saharan Africa: 52 Countries**

Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo Brazzaville, Congo Democratic Republic, Cote D'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Reunion, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan St. Helena, Sudan, Swaziland, Tanzania, Yogo, Uganda, Zambia, Zimbabwe.

IV. **East Asia and The Pacific: 25 Countries**

Australia, Brunei, Burma, Cambodia, Mainland China, Federated States of Fiji, Hong Kong and Macau, Indonesia, Japan, Laos, Malaysia, Marshall Islands, Micronesia, Mongolia, New Zealand, Palau, Papua Nova Guinea, Philippines, Singapore, South Korea, Taiwan, Thailand, Timor-Leste, Tonga, Vietnam.

V. **Europe and Eurasia: 45 Countries**

Albania, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Lithuania, Luxembourg, Macedonia (The Former Yugoslav Republic of), Malta, Moldova, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russian Federation, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom.

VI. **Middle East and North Africa: 19 Countries**

Algeria, Bahrain, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, United Arab Emirates, West Bank and Gaza, Yemen.

VII. **South and Central Asia: 13 Countries**

Afghanistan, Bangladesh, Bhutan, India, Kazakhstan, Kyrgyzstan, Maldives, Nepal, Pakistan, Sri Lanka, Tajikistan, Turkmenistan, Uzbekistan.

Types of Regional Scholarships

Regional Scholarships	Number of scholarships	Amount	Required GPA	English Proficiency Score		
				(on a 4.0scale)	TOEFL (iBT/pBT)	IELTS
The Best of [REGION]	1	Full tuition	3.5	90/577	6.5	64
Faces of [REGION]	2	Half tuition	3.0	79/550	6.5	59
Step Up	5	\$1,000	3.0	75/540	6.0	56
Welcome	10	\$500	2.75	70/525	6.0	53

Application Documents: Completed applications must include all of the following:

1. Online application form (applicant portal or student portal)
2. Secondary or higher education transcript*
3. Letter of recommendation from faculty (academic) or supervisor (professional)
4. Personal statement of success of at least 500 words describing your background, future goals, education, influential experiences, and career objectives in the form of an essay; not a list of facts
5. Evidence of English proficiency

Option 1: Test scores (see table above for minimum requirement).

Option 2: Provide an official transcript indicating completion of a minimum of 9 credit hours (graduate level) or 12 credit hours (undergraduate level) from an accredited United States post-secondary institution (not VIU) at which the language of instruction was English. The GPA for those credits must not be lower than C-level.

Option 3: Provide a high school diploma from a recognized institution within the United States.

**If you earned your bachelor's degree in its entirety in the United Kingdom, Ireland, Australia, New Zealand, or Anglophone Canada, you are exempt from the evidence of English proficiency requirement.*