

## 6. Special Achievement

Learning occurs not only inside the classroom but outside as well. This scholarship is awarded to students who have demonstrated superior talent and experiences outside the classroom. This should include, but is not limited to, experience in the fields of athletics, music, and art. Candidates' professional experiences are also valued.

*Amount:* \$700 – \$3,000 - per academic year for academic programs

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

- Must be able to show significant excellence and experience related to a demonstrated talent, achievement and/or career field.
- Must be in good academic standing and meet a minimum 3.0 (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 secondary or higher education transcript (VIU students may submit unofficial transcripts available for printing in the student portal).
3. Personal statement of at least 500 words detailing talent and achievements in essay format. The talent and experiences must be measurable achievements and not just recreational in nature.
4. Official proof of awards, certificates of achievement, licenses, etc. must be provided (without official proof of awards, the application cannot be considered).

## 5. New Horizon Scholarship

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

*Amount:* \$1,000 up to full tuition – per academic year

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

- Applicants must be living in areas where there has been either a recent natural disaster or civil unrest (VIU reserves the sole right and responsibility to determine whether a country qualifies for the New Horizon Scholarship).

*Application Documents:* Completed applications must include the following:

1. Online application form (applicant portal or student portal)
2. Personal statement of success of at least 500 words describing how the situation in your country has affected you. This should be in the form of an essay, not a list of facts.
3. A print out of a news article giving details of the situation in your home country. This news article may come from a local, national, or international newspaper or news magazine or the websites associated with the newspaper or news magazine. Blogs will not be accepted.

## 6. Campus Employment Scholarship

Student Support Representatives contribute significantly to both academic and administrative areas of the University. On-campus employment opportunities offer students worthwhile work experience relevant to their career field. Students will be compensated financially and will receive a Campus Employment Scholarship during their eligible semesters of on-campus employment. Students hired as Student Support Representatives will receive the Campus Employment Scholarship (CES) after their second semester of employment on-campus. Students are eligible for either the Campus Employment Scholarship, or Academic Scholarship, but not both.

*Amount:*

Semester	Graduate Students	Undergraduate Students
1 <sup>st</sup> semester eligible	\$600	\$500
2 <sup>nd</sup> semester eligible	\$1,200	\$1,000
3 <sup>rd</sup> (and all future) semester(s) eligible	\$1,800	\$1,500

*Eligibility:* To be eligible for this scholarship, students must meet the following criteria:

- Must be enrolled as a full time student (3 graduate courses; 4 undergraduate courses).
- Must be working on VIU campus a minimum of 16 hours a week for at least 8 continuous weeks.
- Must be in good academic standing and meet a minimum 3.00 (on a 4.0 scale) cumulative GPA requirement.

*Application Requirements:* There is no application for this scholarship.

## 7. Dean's Academic Scholarship

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

*Amount:* \$2,000 per academic year

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

- Must be enrolled as a full time student (3 graduate courses; 4 undergraduate courses).
- Must be in good academic standing and meet a minimum 3.70 (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 success of at least 500 words describing your background, future goals, education, influential experiences and career objectives. This should be in the form of an essay, not a list of facts.
4. Two letters of recommendation from faculty members at VIU.
5. Evidence of English Language Proficiency (any ONE of the following):  
Option 1: Test Scores – TOEFL score of at least 90 (iBT) or 577 (pBT) OR an IELTS score of at least 6.5 OR a PTE Academic score of at least 64\*  
Option 2: Provide 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 Certificate of Completion from the English as Second Language Program at Virginia International University.

*\*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.*

## 8. Presidential Academic Scholarship

The Presidential Academic Scholarship is the most prestigious merit-based scholarship offered by the university. The selection is based upon exceptional academic achievement, as well as the potential for continued academic and professional success.

*Amount:* \$4,000 up to full tuition per academic year.

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

- Must be enrolled as a full time student (3 graduate courses; 4 undergraduate courses).
- Must be in good academic standing and meet a minimum 3.90 (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 success of at least 500 words describing your background, future goals, education, influential experiences and career objectives. This should be in the form of an essay, not a list of facts.
4. Two letters of recommendation from faculty members at VIU.
5. Evidence of English Language Proficiency (any ONE of the following):  
Option 1: Test Scores – TOEFL score of at least 90 (iBT) or 577 (pBT) OR an IELTS score of at least 6.5 OR a PTE Academic score of at least 64\*  
Option 2: Provide 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 Certificate of Completion from the English as Second Language Program at Virginia International University.

*\*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.*

# 7. ACADEMIC REGULATIONS

## 7.1. Enrollment

**Full-Time Students:** For Fall and Spring semesters, a full-time course load is 9 semester credit hours for graduate level programs and 12 semester credit hours for undergraduate level program. ESL students must study for 20 hours per week to be considered a full-time student, which applies for all terms. For Summer terms, graduate students registered for 3 or more credit hours per term and undergraduate students registered for 6 or more credit hours per term are considered full-time students. Certification by the Registrar's Office of any student as full-time requires that the student be engaged in full-

time academic study. Certification will not be warranted merely by payment of full-time tuition. Students not attending classes full-time will not be certified as such.

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

**Course Overload:** Students who wish to register for more than 9 credits for graduate programs or more than 12 credits for undergraduate programs in the Fall or Spring semester, or more than 6 credits for graduate or undergraduate programs in the Summer sessions must complete a course overload form. For graduate programs a minimum CGPA of 3.5 and for undergraduate programs a minimum CGPA of 3.0 is required to become eligible. Students must obtain an approval signature from their academic advisor as well as the dean of the appropriate school, and submit the form to the Registrar's Office prior to the end of the add/drop period. Students must be in a good academic standing to request for a course overload. The school dean has the authority to approve or deny the request.

**Undergraduate Students Classification:** Classification of undergraduate students is based on the number of undergraduate course credits earned as follows: freshman, 0–29 credits earned; sophomore, 30–59 credits earned; junior, 60–89 credits earned; and senior, 90 or more credits earned. All undergraduate certificate students are considered freshman.

### **Continuous Enrollment**

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

For the degree-seeking students, the Fall and Spring semesters are mandatory, and the summer terms are optional. The degree-seeking F-1 students are not required to take classes during the summer terms, and they are allowed to take a break or take less than full-course load during the summer terms, unless summer is the first term of enrollment. ESL students who complete four (4) consecutive terms of ESL classes and wish to continue with the ESL program is eligible to take an annual break. ESL F-1 students must submit an Annual Break Request Form and get an official approval from the International Student Services Office (ISS Office/DSO).

## **7.2. Non-Degree Enrollment**

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

- Online application
- Application fee
- Transcripts from all previously attended schools and all diplomas received (refer to the APPLICATION FOR ADMISSION section).
- Evidence of sufficient English language proficiency (non-native English speakers only)

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

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

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

## **7.3. Language of Instruction**

VIU proudly maintains an international focus as one of its values, which is evident in the curriculum and among the wider learning community membership. In order to facilitate communication and instruction in a manner that would be conducive to all community members, English is used as the primary medium of instruction. Only under special circumstances, or when otherwise impossible, community members should strive to communicate in English.

## 7.4. Academic Advising

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

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

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

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

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

## 7.5. Semester and Credit System

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

### Credit Hours

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

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

For VIU students to complete any program, they must complete a specified number of credit hours as required by their respective programs of study. One credit hour can be earned by successful completion of 15 contact hours of learning. One contact hour of learning is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate break(s). For example, for three graduate credit hours, a student must receive 45 contact hours of classroom instruction or a combination of lab and class work. Two hours of lab is equal to one hour of classroom teaching. Additionally, three hours of internship or externship is equal to one hour of classroom teaching. The coursework in online courses is equivalent to the amount of coursework in the on-ground version of the same courses.

## 7.6. Grading System and Grade Point Average

**Explanation of Grades:** For graduate level courses, the grades of A, A-, B+, B, B-, C+, and C are passing grades, and C-, D+, D, D-, and F are failing grades. For undergraduate level courses, the grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and D- are passing grades, and F is failing grade. The grade of S is a passing grade and the grade of U is a failing grade for ESL courses. The grade of "I" (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required coursework within 8 weeks of the beginning of next term. For the purpose of SAP evaluation, a grade of "I" is included in the calculation of the CGPA as a failing grade and counts as credit hours attempted for calculating the completion rate. The quality of performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows:

Percentage	Letter Grade	Grade Points	CGPA	Academic Standing
94.00-100.00	A	4.00	4.00	

90.00-93.99	A-	3.70		
87.00-89.99	B+	3.30		
83.00-86.99	B	3.00	3.00	<i>Satisfactory grade for graduate level programs</i>
80.00-82.99	B-	2.70		
77.00-79.99	C+	2.30		
73.00-76.99	C	2.00	2.00	<i>Lowest passing grade for graduate level course, and satisfactory grade for undergraduate level programs</i>
70.00-72.99	C-	1.70		
67.00-69.99	D+	1.30		
63.00-66.99	D	1.00		
60.00-62.99	D-	0.70	0.70	<i>Lowest passing grade for undergraduate level programs</i>
0.00-59.99	F	0.00	0.00	<i>Failure</i>
--	AU	--	--	<i>Audit</i>
--	I	0.00	--	<i>Incomplete</i>
--	InP	--	--	<i>In Progress</i>
--	NR	--	--	<i>Not Reported</i>
75.00-100.00	S	--	--	<i>Satisfactory (non-credit)</i>
--	TC	--	--	<i>Transfer Credit</i>
0.00-74.99	U	--	--	<i>Unsatisfactory (non-credit)</i>
--	W	--	--	<i>Withdrawn</i>

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

- AU: Audited Course
- I: Incomplete
- InP: In Progress
- R: Repeat Course
- TC: Transfer-in Credits
- W: Withdrawn
- NR: Not

Reported

**Grade Point Average (GPA):** GPA is defined as the total grade points (PTS) divided by credit hours (HRS).

**Cumulative GPA (CGPA):** Is defined as the overall GPA attained so far in an ongoing education period.

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

**Course Codes and Levels:**

- **ESL 0100-0899:** English as a Second Language courses (ESL is a non-credit program)
- **XXXX 100-499:** Undergraduate level courses, classified by academic subject (alternatively division or area) and level of difficulty.
- **XXXX 500-999:** Graduate level courses, classified by academic subject (alternatively division or area) and level of difficulty.

**Receiving Grades:** Students will receive their grades by the close of business on the day grades are due to the Registrar's Office. Students can view their grades via the student portal.

**7.7. Grade Change Policy**

Faculty members (instructors) are responsible for and have the authority to assign grades due to their position to evaluate the student's academic work and performance in a course. It is the responsibility of the instructor to initiate any grade change. Grade changes from an incomplete must be submitted to the Registrar's Office within 8 weeks of the beginning of next term as stated in the Academic Calendar. Other grade changes must be submitted to the Registrar's Office no later than the end of the following semester. Any grade change submitted after the deadline will not be accepted by the Registrar's Office.

**Incomplete Grade ("I"):** The grade of "I" (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required coursework by the end of the semester. An "I" grade is not to be given for late submission of work. A grade of "I" must be evaluated and changed within 8 weeks of the beginning of next term. At this time, all work from the previous semester/session must be completed and submitted to the instructor. If a grade is not submitted within 8 weeks of the beginning of next term, the grade will be changed from "I" to "F" with the assumption that the student has not fulfilled his/her requirements for the course.

The impact of an "I" grade on a student's satisfactory academic progress is as follows:

- A grade of "I" is included in the calculation of the CGPA as a failing grade and counts as credit hours attempted for calculating the completion rate.
- Courses that remain as an "I" at the end of 8<sup>th</sup> week of the beginning of next term will automatically become an "F" grade.

- Incomplete and Withdrawal grades may have an adverse effect on the successful course completion percentage of a student if he/she has been charged tuition for any part of the course.
- The “I” grade is only issued for verifiable, unavoidable reasons. Since the “I” grade extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation and documented on the student’s transcript.

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

**Grade Change:** The following are examples of appropriate reasons for grade appeals:

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

The following are examples of denial reasons for grade appeals:

- To enable a student to graduate
- To allow a student to be awarded a scholarship, President’s/Dean’s List inclusion, or Latin honors
- To avoid receiving an academic warning, probation, or dismissal
- Personal issues that are not related to academics
- To comply with internal and/or external program standards
- Demonstration of not having completed course requirements

**Grade Change Initiated by an Instructor:** A grade can be changed by an instructor regardless of whether the change was a requested by the student. After final grades are submitted, an instructor must notify the Registrar by email at registrar@viu.edu and copy the dean/program director prior to making any changes or corrections to a grade. Upon request, the Registrar can enable the grade book to allow a grade to be amended by the instructor. Then, the instructor will make changes to the grade book on the faculty portal and re-submit the grade to the Registrar via the faculty portal.

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

In the event that the instructor does not respond within 2 weeks or the issue remains unresolved after receiving the instructor’s determination, the student may appeal in writing to the school dean within seven (7) days. The school dean will call a meeting with a grievance panel, which consists, at minimum, of the dean and/or the Program Designee, one faculty member, and the President or Vice President of the Student Union. The student and faculty member will be invited to present their sides of the issue to the grievance panel. The grievance panel will then determine an appropriate resolution; both the student and faculty member will be notified of the decision within seven (7) days. The decision made by the grievance panel is final and cannot be further appealed.

## 7.8. Repeat Courses (“R”)

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

1. The original grade, credit hours, and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage for the purpose of satisfactory academic progress. As a general rule, all of the credit hours for which the university has collected any tuition, whether for a first time or repeated course, will be included in the computation of the successful course completion percentage.
2. The cumulative GPA will be based only upon the higher grade for the repeated course attempted.
3. The original grade for the course repeated under this rule will remain on the student’s academic record. The lower attempt will be excluded in the cumulative GPA calculation and the higher grade will be included in the cumulative GPA calculation.
4. Course repetition does not extend the Maximum Time Frame for completing a program of study. (Maximum Time Frame is the time allowed for a student to complete a course of study. This requirement is discussed in more detail in other sections.) The student must complete the program within the original Maximum Time Frame allowed for their program.

## 7.9. Transfer Credits (“TC”) Policy

When a student brings credits from other institutions, these credits will be noted with a grade of “TC” (Transfer Credits). Transfer credits (“TC”) are included in the calculation of the maximum allowable credits and completion rate requirements as credits attempted and credits earned for SAP calculation. Since these courses will not carry grades, they will have no effect on GPA calculations. The student’s new normal program length will be shortened to reflect the transfer courses and the Maximum Time Frame will be recalculated.

For a graduate degree-seeking transfer student, the majority of the credits required for a graduate degree program must be completed at VIU. For an undergraduate degree-seeking transfer student, a minimum of 50% of the credit hours must be completed at VIU. For example, a transfer student in VIU’s graduate degree program would have to complete at least 21 of the required 36 or 39 credit hours at VIU. This means that prior to enrollment, a graduate degree student may transfer up to 15 semester graduate credits from other accredited institutions and apply them towards a graduate degree program at VIU at the discretion of the institution. A graduate level certificate student may transfer up to 6 semester credit hours of graduate credit hours from other accredited institutions and apply them towards a graduate level certificate program. A minimum of a 3.000 grade point average (“B”) out of 4.000 must have been earned on all graduate level transferable credit hours. An undergraduate degree student may transfer up to 60 semester credit hours from other accredited institutions and apply them to their program. An undergraduate level certificate student may transfer up to 12 semester credit hours and apply them towards an undergraduate level certificate program. A minimum of a 2.000 grade point average (“C”) out of 4.000 must have been earned on all undergraduate level transferable credit hours.

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

- (a) Courses are from an accredited institution recognized by the US Department of Education, the Council on Higher Education Accreditation, or, for foreign institutions, the government or appropriately recognized organization accreditation;
- (b) Courses are equivalent to VIU courses;
- (c) Courses consist of at least 3 credit hours;
- (d) Course grades are B or higher;
- (e) Courses does not duplicate;
- (f) Course descriptions, syllabi or course catalogs are submitted along with the transfer of credit request;
- (g) Any student looking to obtain transfer credit from an institution located outside of the United States will need to obtain a detailed course-by-course evaluation from an approved NACES member provided in the following link: [www.naces.org](http://www.naces.org); and a member of the Association of International Credentials Evaluators (AICE) – [www.aice-eval.org](http://www.aice-eval.org), the American Association of Collegiate Registrars and Admissions Officers (AACRAO) – [www.aacrao.org](http://www.aacrao.org), or the National Association of Credential Evaluation Services (NACES) – [www.naces.org](http://www.naces.org); and
- (h) The maximum number of transferable credits is 15 credits.

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

- (a) Courses are from an accredited institution recognized by the US Department of Education, the Council on Higher Education Accreditation, or, for foreign institutions, the government or appropriately recognized organization accreditation;
- (b) Courses are equivalent to VIU courses;
- (c) Courses consist of at least 3 credit hours;
- (d) Course grades are C or higher;
- (e) Courses does not duplicate;
- (f) Course descriptions, syllabi or course catalogs are submitted along with the transfer of credit request;
- (g) Any student looking to obtain transfer credit from an institution located outside of the United States will need to obtain a detailed course-by-course evaluation from an approved NACES member provided in the following link: [www.naces.org](http://www.naces.org); and a member of the Association of International Credentials Evaluators (AICE) – [www.aice-eval.org](http://www.aice-eval.org), the American Association of Collegiate Registrars and Admissions Officers (AACRAO) – [www.aacrao.org](http://www.aacrao.org), or the National Association of Credential Evaluation Services (NACES) – [www.naces.org](http://www.naces.org); and
- (h) The maximum number of transferable credits is 60 credits.

## 7.10. Dual Enrollment

Being enrolled and studying at another institution during the time while also enrolled at VIU is considered to be dual enrollment. A student may transfer no more than two courses (up to 6 credit hours) from another institution; provided that the total number of transfer credit does not exceed the 50% threshold and the institution’s accreditation (or its equivalency) is verifiable, with the exception of a bachelor’s degree program which allows up to four courses (12 credit hours) to be

transferred. The transfer credits are counted as part of the maximum transfer credits, and a prior written approval of the school dean/director is required.

### 7.11. Transferability of Credits

Transfer of Virginia International University credits to another institution is at the discretion of the receiving institution and no guarantee of credit transfer can be made by the university.

### 7.12. Course Add/Drop

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

### 7.13. Withdrawals ("W")

#### Withdrawals after the Add/Drop Period:

A student who wishes to change his/her schedule by dropping a course may do so only during the add/drop period by submitting a Course Add/Drop/Withdrawal Form. Students may withdraw only after obtaining the school dean's or academic advisor's signature on the Course Add/Drop/Withdrawal Form. Forms must be received within the following timeframes to be considered withdrawal without penalty. Any withdrawal after that will result in failing grade.

Course Length	Submission Window
15 Weeks	Week 2 to end of Week 10
8 Weeks	Week 2 to end of Week 5
7 Weeks	Week 2 to end of Week 4

A grade of "W" (indicating official withdrawal) will be recorded on the student's transcript. "W" grades are not calculated in the CGPA; however, they will be considered credit hours attempted if the student has incurred a financial obligation for the course. "W" grades affect the required minimum completion rate.

To withdraw from a course, the student must complete the relevant section of the Course Add/Drop/Withdrawal Form, obtain the school dean or academic advisor's signature, and submit the completed form to the Registrar's Office.

**Withdrawals from the University:** A student may withdraw from the university when circumstances beyond the student's control make it impossible for him or her to complete their coursework for the semester. A student wishing to withdraw from the university must complete the relevant section of the Institutional Withdrawal Form, obtain the school officials' signatures, and submit the completed form to the Registrar's Office. If a student fails to attend for a period of 14 consecutive calendar days of classes for which he or she is registered in a given semester or term, the university will make a determination as to whether the student intends to return to classes or should be administratively withdrawn from his or her program of study. The student will receive a grade of "W" if he or she withdraws between the second and tenth week of the semester for 15-week courses, or between the second and fifth week of the session for 8-week courses. A student who does not withdraw from the university before the deadline will receive a failing grade or a letter grade based upon his/her performance in the course. The institutional refund policy is applied to determine if the institution is required to provide a refund to the student. Students who fail to register by the end of add/drop period are automatically considered to be officially withdrawn from the University.

### 7.14. Course Auditing ("AU")

Students electing to take a course for audit must receive approval from the school dean prior to the completion of the add/drop period. Students may not make changes to their audit status after the add/drop period. A variety of factors go into reviewing and approving a course audit, including space available in the course, a student's current and previous academic standing, the total number of courses in a program, a student's visa status, and the number of remaining courses left in the program. A grade of "AU" is awarded for a course audit. The faculty member and the student must agree to the terms of a course audit including expectations for attendance, participation, and coursework to be completed. Failure to adhere to these requirements will result in failure with a grade of "F" for the course. Classes taken for audit may be repeated for credit. Audited courses do not count as credits attempted for the purpose of determining satisfactory academic progress. Therefore, they have no effect on the student's GPA computation. Program and prerequisite policies will apply to all auditing courses. Audited courses are subject to all regular tuition and fees. Tuition and fees are subject to change without prior notice.

## 7.15. Not Reported (“NR”)

An “NR” grade means that a grade has not yet been reported by an instructor at the time of grade processing. If an instructor does not submit grades by the deadline of grade submission, the Registrar’s Office records a temporary grade of “NR” to the student records. An actual letter grade will replace the NR grade once final grade processing takes place.

“NR” grades are not calculated in the CGPA; however, they will be considered credit hours attempted for academic satisfaction progress calculation. At the time “NR” changes to the letter grade, the student’s SAP will be re-evaluated.

## 7.16. Program and Course Prerequisite Policy

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

## 7.17. Attendance Policies

### General Attendance Policy

The policy applies to all programs unless specified otherwise.

1. In recognizing the correlation between attendance and academic achievement as well as student retention, regular and punctual attendance is mandatory for students enrolled at Virginia International University. Instructors are required to maintain attendance for each class meeting.
2. In cases of absence, it is the student’s responsibility to notify the course instructor prior to missing class. In cases where advance notification is not feasible (e.g. accident or emergency) the student must provide notification as soon as possible after the absence. This notification should include an explanation of why a notice could not be sent prior to the class.
3. Some absences can be determined as “excused absence” and permit the student to make up the missed coursework without penalty.
4. There are only **five** acceptable reasons for absence from a class or lab to be “excused absence”:
  - 1) **Serious illness or serious medical emergencies on the part of the student or a dependent.** The student must submit a doctor’s note explaining the reason for the absence to the instructor(s).
  - 2) **Family emergency.** The student must submit a note and supporting documents to their instructor explaining the reason for their absence. In case of a death in the family, a death certificate must be submitted as supporting documents.
  - 3) **Legal.** The student must submit the official documentation to their instructor explaining the reason for their absence.
  - 4) **Military duty.** Student must provide an official government, state, or civic document indicating conditions and length of required service.
  - 5) Authorized and approved events which are of significant relation to course content as approved by the faculty member and/or dean.
5. The instructor can require additional documentation substantiating the excused absence from the student and have established timeframe for such submission.
6. To make up the excused absence course work, the student must initiate communication with the instructor to determine the deadline and what will constitute as the make-up of the course work. The instructor must provide the student an opportunity to make up any in-class quizzes, exams, or other works that contribute to the final grade or provide a reasonable alternative by a date agreed upon by the student and instructor. The final decision on the content and deadline of the make-up must be communicated to the student in writing, by the instructor, via VIU campus email. If the student does not follow the makeup plan (e.g., no show at the prearranged time or missed the deadline for makeup work), they forfeit their rights for further make up of that work. Timely communication between the student and instructor is important.
7. Absences for unexcused reasons will result in not being able to make up in-class work, quiz, exam or other work and may negatively affect the student’s final course grade. The instructor is under no obligation to provide an opportunity to a student that has unexcused absences.
8. Students with more than 4 absences (e.g., 5 or more excused and/or unexcused) in a course per semester will result in a failing grade for the course. F-1 visa students must continue attending classes to maintain their visa status even if they have missed more than 4 classes and will be receiving a failing grade.
9. The Registrar’s Office will notify a student and his/her academic advisor when he/she misses the third class (excused and/or unexcused). The notification is sent to the student VIU campus email. However, students are responsible for

monitoring their own attendance records on Student Portal. Failure to receive the notification does not negate their attendance status.

10. Students must maintain at least 75% attendance at any given time during the semester, regardless of whether the absence is excused or unexcused. Failure to do so will result in further warning from the Registrar's office. F-1 visa students will be reported to the International Student services Office for further action. F-1 visa students may lose their status if the attendance rate does not improve.
11. If the student feels that he or she has been unfairly denied an excused absence, the student may appeal to the School Dean who will consider the case and attempt to resolve the problem. If the case cannot be satisfactorily resolved at that level, a final appeal may be made to the grievance panel.
12. Tardiness. All students are expected to arrive to on-ground classes on time. Late attendance is disruptive to both the instructor and students. If a student is tardy for an on-ground class more times than what the instructor(s) consider acceptable, the instructor will report the issue to the student's school dean for appropriate disciplinary action. Three class sessions of tardiness per course whether arriving late or leaving early or a combination of both will be counted as one unexcused absence. The conversion is made in Registrar's Office based on attendance records submitted by instructor.
13. A student who wishes to question their attendance must contact the instructor of the course in writing before the course ends or within the first two weeks of the next semester/session. This includes the summer sessions, even if the student decides not to take course(s) during the summer sessions. The instructor will review the request and reply to the student regarding the facts of the student's attendance record. The school dean and Registrar may be copied on the written request and facts regarding the attendance record.

In the event that the instructor does not respond within 2 weeks or the issue remains unresolved after receiving the instructor's determination, the student may appeal or request exception to the attendance policy in writing to the school dean within seven (7) days. The school dean will call a meeting with a grievance panel, which consists, at minimum, of the dean and/or the Program Designee, one faculty member, and the President or Vice President of the Student Union. The student and faculty member will be invited to present their sides of the issue to the grievance panel. The grievance panel will then determine an appropriate resolution; both the student and faculty member will be notified of the decision within seven (7) days. The decision made by the grievance panel is final and cannot be further appealed.

### **ESL Attendance Policy**

Our Intensive English Program's attendance policy requires all students to attend their scheduled classes and to arrive to class on time. Missing more than three classes (excused and/or unexcused) that meet 70 hours per term or two classes that meet 35 hours per term may result in losing your visa status. VIU maintains meticulous attendance records and will cancel students' I-20s if they cannot maintain their visa status. Furthermore, low attendance will have a negative effect on a student's grades and may result in a failing grade. Failing more than one course per semester means that the student may have to repeat the whole level.

In cases of absence, it is the student's responsibility to notify the course instructor prior to missing the class. In cases where advance notification is not feasible (e.g. accident, or emergency), the student must provide notification by the next class meeting after the absence. This notification should include an explanation of why a notice could not be sent prior to the class.

1. Some absences can be determined as "excused absence" and permit the student to make up the missed coursework without penalty.
2. There are only **three** acceptable reasons for absence from a class or lab to be "excused absence":
  1. **Serious illness or serious medical emergencies on the part of the student or a dependent.** The student must submit a doctor's note explaining the reason for the absence.
  2. **Family emergency.** The student must submit a note and supporting documents explaining the reason for their absence. In case of a death in the family, a death certificate must be submitted as supporting documents.
  3. **Legal.** The student must submit the official documentation explaining the reason for their absence.
3. To make up the excused absence coursework, the student must initiate communication with the instructor to determine the deadline and what will constitute as the makeup of the course work. The instructor must provide the student an opportunity to make up any quiz, exam or other work that contributes to the final grade or provide a reasonable alternative by a date agreed upon by the student and instructor.
4. To submit an excused absence, fill out the "excused absence documentation submission form" from the red folder opposite room 232. Include any doctor's notes and all supporting documentation. Give all documents to either associate director in room 232. Do not give any documents to your teacher.

5. One unexcused absence (one class absence per session) can be made up by completing a pre-arranged two-hour session in the tutoring center. Prior arrangements must be made with your teacher and the tutoring center administrator.
6. Absences for unexcused reasons will result in not being able to make up work, quizzes, exams or other work and may negatively affect the student's final course grade.

### **Attendance in Online Classrooms**

Regardless of the modality of instruction, attendance is based upon a student's active participation and engagement in academically related activities that can be documented. For courses offered in an online format, documentable, academically related activities are defined in the course syllabus via the course assignments/requirements. Attendance is attributed considering both the timely and meaningful completion of these academically related activities. Examples of academically related activities could include, but are not limited to the following:

- Course assignments and discussion forums outlined on the syllabus
- Participation in required synchronous sessions as outlined on the syllabus
- Submission of timesheets for an internship or practicum

In order to receive attendance for a given week, a majority of the academically related activities must have been completed meaningfully and on time.

Meaningful completion of work includes meeting the minimum requirements for academic work as outlined in the course syllabus. The following are examples of activities that are not acceptable for the purpose of attendance in the online classroom because they do not demonstrate meaningful completion or participation in academically related activities:

- Student logging into the course page
- Student posting content unrelated to a discussion form (for example, posting an unrelated bio or photo), or simply posting a single sentence as a response to a prompt
- Student communicating with a professor from the learning management system or via email
- Student downloading files or watching/listening to media files on the course page

Timely submission of work includes the completion of work or participation in an activity by the due date defined in the course syllabus. Students are considered to have participated on time if participation/completion is done by the due date identified in the syllabus.

Attendance for online courses is recorded each week on Faculty Portal. The last day of attendance for an online class is defined as the last day in which the student was engaged in an academically related activity that can be documented.

## **7.18. Satisfactory Academic Progress (SAP) Policy**

The Satisfactory Academic Progress (SAP) Policy monitors and measures whether the students are maintaining satisfactory academic progress in their educational programs. The standards and requirements of satisfactory academic progress apply to all enrolled students.

The SAP Policy contains the following sections:

- 7.18.1. President's and Dean's List
- 7.18.2. Graduation Requirements
- 7.18.3. Latin Honors
- 7.18.4. Satisfactory Academic Progress Standards
  - 7.18.4.1. Maximum Time Frame (MTF)
  - 7.18.4.2. Qualitative Standards – CGPA
  - 7.18.4.3. Quantitative Standards – CR
  - 7.18.4.4. SAP Requirement Charts
  - 7.18.4.5. Academic Warning and Notification
  - 7.18.4.6. Academic Dismissal and Notification
  - 7.18.4.7. Procedure to Appeal an Academic Dismissal
  - 7.18.4.8. Academic Probation
  - 7.18.4.9. Re-entry (Student Withdrawal and Readmission Policy)
  - 7.18.4.10. Special Letter Grades and SAP evaluation
  - 7.18.4.11. Remedial Courses and SAP evaluation
  - 7.18.4.12. Changing or Adding Program, Concentration or Specialization and SAP evaluation
  - 7.18.4.13. Satisfactory Progress Requirement for ESL Program

### 7.18.1. President's and Dean's Lists

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

#### President's List

#	Requirements	Undergraduate Program Students	Graduate Program Students
1	Minimum GPA	4.00	4.00
2	Minimum credit hours attempted and earned	12	9
3	Minimum grade	A	A
4	Other requirements	<ul style="list-style-type: none"> <li>• No I, U or F</li> <li>• Only required grades for the intended program are considered.</li> </ul>	

#### Dean's List

#	Requirements	Undergraduate Program Students	Graduate Program Students
1	Minimum GPA	3.75	3.90
2	Minimum credit hours attempted and earned	12	9
3	Minimum grade	C+	B+
4	Other requirements	<ul style="list-style-type: none"> <li>• No I, U or F</li> <li>• Only required grades for the intended program are considered.</li> </ul>	

A letter from either the Office of the President or the Dean's Offices is sent to students noting their accomplishments and placement on the list. The President's and Dean's list are published on VIU's website twice a year.

### 7.18.2. Graduation Requirements

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

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

	Graduate Degree	Undergrad. Degree	Graduate Certificate	Undergrad. Certificate
Minimum Passing Grade Per Course	C	D-	C	D-
CGPA	3.00	2.00	3.00	2.00
Total Required Credit Hours	36 or 39*	120	18	24

\* Master of Education requires 39 credits. All other master's degree programs require 36 credits.

**Fee:** The fee for graduation is \$150 for all undergraduate and graduate students if paid by the deadline, or \$200 if paid after the deadline. The graduation fee is non-refundable.

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

**Cancellation of Degree Application:** Students who cancel their application for graduation, or whose applications are cancelled by the Office of the Registrar, must reapply for graduation in order to be considered for a subsequent semester.

### 7.18.3. Latin Honors

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

The requirements for graduation with honors are as follows:

Graduate Degree Program	Degree GPA
Summa Cum Laude	3.950 or higher
Magna Cum Laude	3.900 - 3.949
Cum Laude	3.800 - 3.899
Undergraduate Degree Program	Degree GPA
Summa Cum Laude	3.800 or higher
Magna Cum Laude	3.700 - 3.799
Cum Laude	3.600 - 3.699

### 7.18.4. Satisfactory Academic Progress Standards

The satisfactory academic progress (SAP) standards are measured after the final grades are recorded at the end of Fall, Spring, Summer I and Summer II, which are called "evaluation points". SAP is measured by the following three criteria.

1. Maximum Time Frame for Program Completion (MTF)
2. Qualitative Standard: a required minimum cumulative grade point average (CGPA)
3. Quantitative Standard: a required minimum completion rate (CR)

Students who fail to meet any of the above mentioned criteria will be considered not meeting the SAP requirements and will be put on Academic Warning or Academic Dismissal.

At the time of SAP review, students will fall into one of the following categories:

- **GOOD STANDING:** Student has met the required SAP and is eligible for aid for the following semester or academic year.
- **ACADEMIC WARNING:** Student has not made progress standards for the first time; the student will remain eligible for financial aid for one semester.
- **ACADEMIC DISMISSAL:** Student fails to meet the required SAP at the end of an academic warning period or at the end of an academic probation period, or fails to comply with Academic Plan during or at the end of an Academic Probation period; the student is no longer eligible for Financial Aid. Please see re-establishing eligibility below.
- **ACADEMIC PROBATION:** The student will remain eligible for financial aid for one semester or length of Academic Plan. At the next evaluation point, if the student continues to not meet SAP, then the student will not be eligible for financial aid.

#### 7.18.4.1. Maximum Time Frame (MTF)

Students at VIU must complete their program of study within 1.5 times the Normal Program Length (NPL) as measured in semester credit hours attempted. This is called the Maximum Time Frame (MTF) and is formulized as  $MTF = 1.5 \times NPL$ . For example, the MTF for an undergraduate degree program is 180 credits  $MTF = 1.5 \times NPL = 1.5 \times 120 \text{ credits} = 180 \text{ credits}$ .

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

Program of Study	NPL in credits	MTF credits
Undergraduate Certificate Programs	24	36
Graduate Certificate Programs	18	27
Undergraduate Degree Programs	120	180
Master of Education	39*	57*
All Other Graduate Degree Programs	36*	54*

\* Beyond the program prerequisites.

If a student is unable to complete the program within one of the aforementioned MTF allowed in credits, the individual will be dismissed from the program, no academic warning or probation is allowed at this point, and the student will not be eligible to receive the original credential (e.g., bachelor's degree).

#### 7.18.4.2. Qualitative Standards - CGPA

Students must meet the qualitative standard of a minimum cumulative grade point average (CGPA) requirement at each SAP evaluation point, as shown in the "SAP Requirement Charts" by program level below.

Undergraduate degree program students must have a minimum cumulative grade point average (CGPA) of 2.00 and graduate degree program students must have a minimum CGPA of 3.00 at the end of the second academic year and at the end of each semester thereafter.

Undergraduate certificate program students must have a minimum cumulative grade point average (CGPA) of 2.00 and graduate certificate program students must have a minimum CGPA of 3.00 at the end of academic year and at the end of each semester thereafter.

A student who fails to meet SAP standards for the first time will be placed on "Academic Warning" status. A student who fails to meet SAP standards at the end of the "Academic Warning" period will be dismissed (Academic Dismissal) from the program and the university, with the option to appeal if mitigating circumstance(s) resulted in the dismissal. If the appeal is approved, the student will be placed on "Academic Probation" with an approved Academic Plan and expected to improve academic standing within the given timeframe in the Academic Plan.

There are only certain mitigating circumstance(s) that can be considered for an appeal. Please refer to the Procedure to Appeal Academic Dismissal for the exhaustive list.

#### 7.18.4.3. Quantitative Standards – CR

Students must meet the quantitative standard of a minimum completion rate (CR) requirement at each SAP evaluation point, as shown in the "SAP Requirement Charts" below, by program level.

A student who fails to meet SAP standards for the first time will be placed on "Academic Warning." A student who fails to meet SAP standards at the end of the "Academic Warning" period will be dismissed from the program and the university, with the option to appeal if mitigating circumstance(s) resulted in the dismissal. If the appeal is approved, the student will be placed on "Academic Probation" with an approved Academic Plan and expected to improve academic standing within the given timeframe in the Academic Plan.

There are only certain mitigating circumstance(s) that can be considered for an appeal. Please refer to the Procedure to Appeal Academic Dismissal for the exhaustive list.

#### 7.18.4.4. SAP Requirement Charts

##### 1. Undergraduate Degree Programs

Credits Attempted	Required Minimum CGPA	Required Minimum CR	Result if SAP Not Met
1 – 24 credits	1.60	50.00%	<ul style="list-style-type: none"> <li>• Academic Warning if 1st time</li> <li>• Academic Dismissal if on Academic Warning in the previous semester.</li> </ul> NOTE: If MTF is reached, Academic Warning is not allowed.
25 - 47 credits	1.80	60.00%	
48 - MTF credits	2.00	66.67%	

##### 2. Undergraduate Certificate Programs

Credits Attempted	Required Minimum CGPA	Required Minimum CR	Result if SAP Not Met
1-15 credits	1.60	60.00%	<ul style="list-style-type: none"> <li>• Academic Warning if 1st time</li> <li>• Academic Dismissal if on Academic Warning in the previous semester</li> </ul>

16 - MTF credits	2.00	66.67%	NOTE: If MTF is reached, Academic Warning is not allowed.
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### 3. Graduate Degree Programs

Credits Attempted	Required Minimum CGPA	Required Minimum CR	Result if SAP Not Met
1-9 credits	2.50	50.00%	<ul style="list-style-type: none"> <li>• Academic Warning if 1st time</li> <li>• Academic Dismissal if on Academic Warning in the previous semester</li> </ul> NOTE: If MTF is reached, Academic Warning is not allowed.
10-18 credits	2.60	55.50%	
19-27 credits	2.80	60.00%	
28 - MTF credits	3.00	66.67%	

### 4. Graduate Certificate Programs

Credits Attempted	Required Minimum CGPA	Required Minimum CR	Result if SAP Not Met
1 - 9 credits	2.60	60.00%	<ul style="list-style-type: none"> <li>• Academic Warning if 1st time</li> <li>• Academic Dismissal if on Academic Warning in the previous semester</li> </ul> NOTE: If MTF is reached, Academic Warning is not allowed.
10 - MTF credits	3.00	66.67%	

#### 7.18.4.5. Academic Warning and Notification

Failure to achieve the required minimum CGPA and/or the required minimum completion rate at the required evaluation point will result on Academic Warning (See the “SAP Requirement Charts”). The academic warning period is one semester. A notification to students on Academic Warning will be sent no later than the end of the course add/drop period of next semester/session. The notification is sent to the students VIU campus email. However, students are responsible for monitoring their own academic progress. Failure to receive the notification does not negate the student’s SAP result and its implications.

Students on Academic Warning are required to meet with their academic advisor to register for the next semesters, and must work towards improving his or her CGPA and/or completion rate to meet the minimum SAP requirements by the end of next semester to be in good academic standing.

If a student fails to meet the SAP requirements at the end of the Academic Warning period, the student will be dismissed from the program and the university, with the option to appeal if mitigating circumstance(s) resulted in the dismissal. If the appeal is approved, the student will be placed on Academic Probation. Refer to the Procedure for Appealing Academic Dismissal and Academic Probation section for further detail on this process.

#### 7.18.4.6. Academic Dismissal and Notification

There are four (4) reasons that a student can be on Academic Dismissal due to the SAP requirements:

- 1) Failure to meet the required SAP standards at the end of an Academic Warning period
- 2) Failure to meet the required SAP standards at the end of an Academic Probation period
- 3) Failure to comply with Academic Plan during or at the end of an Academic Probation period
- 4) If the review of a student’s SAP evaluated at any time indicates that it is mathematically impossible for the student to meet the minimum requirements of the Standards of SAP policy at the next mandatory evaluation point the result will be an Academic Dismissal from the program and the university.

The Academic Dismissal will be notified to the students by Registrar’s Office via VIU campus email within 5 business days after the final grades are posted. However, all students are responsible for monitoring their own academic progress. Failure to receive the notification does not negate the student’s SAP result and its implications.

The student who is dismissed may appeal to the Office of Academic Affairs within 10 business days of the notification by writing if a mitigating circumstance resulted in the dismissal. Refer to the “Procedure for Appealing Academic Dismissal” section below for more detail on this process. F-1 students dismissed from the program and the university and/or lost their appeal will have their F1 visa status terminated.

#### **7.18.4.7. Procedure for Appealing Academic Dismissal**

A student being dismissed for not meeting SAP requirements can appeal the Academic Dismissal if they have mitigating circumstance(s) that contributed to the dismissal. The following is a list of conditions that can be considered as mitigating circumstances which have negatively impacted academic progress:

- Student illness or injury that lead to hospitalization or documented serious illness or injury of the student (including mental health issues)
- Death of an immediate family member (a parent, spouse, sibling or child)
- Illness of an immediate family member where the student is the primary caretaker or the family member is the primary financial support
- Work-related major changes during the period (including Military deployment)
- Natural disaster

Any consideration of the conditions outside of the list provided should be discussed with the Office of Academic Affairs. The appeal must be submitted to the Office of Academic Affairs within 10 business days from the notification, in writing, and must include following documents:

1. Letter of appeal, explaining the mitigating circumstances that resulted in the academic dismissal, explanation on how the circumstance have been remedied or changed to ensure that he or she will be able to meet SAP requirements
2. Supporting documentation of the mitigating circumstances, and its remediation or change.
3. Academic Plan approved by academic advisor. Refer to the “Academic Probation” section for further information on Academic Plan.

If a student is dismissed for the second time during or after an academic probation, due to not meeting the SAP requirement and/or the Academic Plan goals, the student will not be able to appeal the second dismissal immediately unless the mitigating circumstance claim that affected low academic progress is different than the one indicated in the first approved appeal.

Title IV financial aid student recipients cannot appeal two times in a row even if the mitigating circumstance that resulted in the academic dismissal is different than the one indicated in the first approved appeal. Two times in a row is defined as submitting an appeal for a semester immediately following an appealed semester whether submitted, approved, or denied. After the second dismissal, if the student wishes to enroll back at VIU, for the same program or a different program, the student must sit out one year, after which the student will be eligible to re-appeal and if approved resume study at VIU under Academic Probation.

The appeal process is the same, and if approved, Academic Probation requirements apply. In other words, the student must meet the standards of SAP by complying with the Academic Plan, and successfully meet the SAP requirement by the end of the probation period. (See the “Academic Probation” section for further detail.) If the second re-entry appeal is denied, no additional appeals may be allowed and the student is permanently dismissed from the university. No consideration of a dismissal appeal will be given until all financial holds have been removed. The SAP Appeal Committee will not review an appeal if the financial holds have not been removed prior to the deadline.

#### **7.18.4.8. Academic Probation**

A student whose academic dismissal appeal is approved by the SAP Appeals Committee will be placed on “Academic Probation” and can continue his or her study under the condition of an approved Academic Plan. The statement “Academic Probation” will be entered into the student’s permanent record.

Academic probation is one semester with the exception of an additional semester if it is approved in the Academic Plan. The **Academic Plan** is a written agreement between a student and an academic advisor in order for the student to improve his/her academic progress. The academic plan includes a course schedule plan during the Academic Plan period to ensure that the student has a realistic achievable academic plan. It may include the courses that need to be repeated during the probationary period. The plan also includes the required minimum CGPA and minimum completion rate that the student must achieve at the end of Academic Plan period.

If the student on academic probation attains the minimum SAP requirement at the end of or during the probationary period, the Academic Probation status will be lifted and the student will be considered in a good academic standing. If a student

fails to meet the SAP requirement at the end of the probationary period, or fail to follow and meet the Academic Plan goals, the student will be dismissed from the program and the university. "Academic Dismissal" will be entered into the student's permanent record.

#### **7.18.4.9. Re-entry (Student Withdrawal and Readmission Policy)**

**Withdrawal:** Students who have voluntarily withdrawn from the university in good standing may apply to be re-admitted into the university through the regular VIU admission process. If accepted, they may re-enroll and become a VIU student once again. Students who were on Academic Warning, or Academic Probation at the time of their voluntarily withdrawal, the student will be placed back on those status and same requirements will apply, upon successful re-admission. The students who were on Academic Probation will be conditionally accepted with the understanding that the student will submit a revised Academic Plan, approved by their academic advisor, to the Registrar's Office to complete enrollment.

**Termination Due to Academic Dismissal:** Students must successfully complete the regular admission process first to receive conditional acceptance. After which the student must successfully appeal the Academic Dismissal to be enrolled back in class. Refer to the **Procedure for Appealing Academic Dismissal** section.

**Termination Due to Non-Academic Reasons:** Students who have had their status as a student involuntarily terminated due to non-academic reasons must apply to be re-admitted through the VIU admission process. A written petition may be requested during the re-admission process. All students who have had their student status terminated for any reason must clear all outstanding financial balances with the Accounting Office prior to applying for re-admission into the university.

**F-1 Visa Reinstatement:** Students who have failed to maintain their F-1 visa status for any reason must apply for reinstatement of their F-1 status with the U.S. Citizenship and Immigration Services (USCIS) before they can enroll at the university. VIU will evaluate the circumstances in which the student lost the visa status and only those who were terminated for reasons beyond the student's control will be considered for reinstatement. Students who have been out-of-status for more than five months are not eligible to apply for reinstatement within the United States. Student must leave the U.S and reapply for a new I-20 in order to resume full time attendance.

Students who have their visa status terminated will need to clear all financial obligations with the VIU Accounting Office before formally beginning the reinstatement process. Students who have their visa status terminated while studying at VIU will not be able to continue their studies during the semester in which their status was terminated. Students will instead may apply for reinstatement and continue their studies during the semester following the termination. Applying for reinstatement does not guarantee the terminated status will be reversed. This decision is made solely by USCIS.

#### **7.18.4.10. Special Letter Grades and SAP evaluation**

##### **Incomplete Grade ("I")**

For the purpose of SAP evaluation, a grade of "I" is included in the calculation of the CGPA as a failing grade and counts as credit hours attempted for calculating the completion rate. Courses that remain as an "I" at the end of 14 calendar days after the final grade submission date will automatically become an "F" grade.

If the student's SAP is not met while receiving an "I" grade, SAP will be re-evaluated after the "I" grade changes to an actual letter grade.

##### **Repeat Course ("R")**

The original grade, credit hours, and subsequent repetitions must be calculated as credits attempted in the completion rate and MTF for the purpose of SAP evaluation. When a course is repeated, the lower grade will be excluded in the cumulative GPA calculation and the higher grade will be included in the cumulative GPA calculation.

##### **Non-Punitive Grades**

"AU", "TC", "W", "NR" grades are considered as Non-Punitive Grades.

##### **Audited Course ("AU")**

Audited courses do not count as credits attempted for the purpose of determining satisfactory academic progress and have no effect on the student's CGPA and Semester GPA computation.

##### **Transfer Credits ("TC")**

When a student brings credits from other institutions, these credits will be noted with a grade of "TC" (Transfer Credits). Transfer credits ("TC") are included in the calculation of the maximum allowable credits and completion rate requirements as credits attempted and credits earned for SAP calculation. Since these courses will not carry

grades, they will have no effect on GPA calculations. The student's new normal program length will be shortened to reflect the transfer courses and the Maximum Time Frame will be recalculated.

### **Withdrawal (“W”) – Withdraw without penalty**

A student who wishes to change his/her schedule by dropping a course may do so only during the add/drop period by submitting a Course Add/Drop/Withdrawal Form. Students may withdraw only after obtaining the school dean's or academic advisor's signature on the Course Add/Drop/Withdrawal Form. Forms must be received within the following timeframes to be considered withdrawal without penalty. Any withdrawal after that will result in failing grade

<b>Course Length</b>	<b>Eligible Timeframe for “W”</b>
15 Weeks	Week 2 to end of Week 10
8 Weeks	Week 2 to end of Week 5
7 Weeks	Week 2 to end of Week 4

A grade of “W” (indicating official withdrawal) will be recorded on the student's transcript. “W” grades are not calculated in the CGPA; however, they will be considered credit hours attempted if the student has incurred a financial obligation for the course. “W” grades affect the required minimum completion rate. Please refer to the Withdrawals (“W”) section in the academic catalog for further information.

### **Not Reported (“NR”)**

An “NR” grade means that a grade has not yet been reported by an instructor at the time of grade processing. “NR” grades are not calculated in the CGPA; however, they will be considered credit hours attempted for academic satisfaction progress calculation. At the time “NR” changes to the letter grade, the student's SAP will be re-evaluated.

### **Non-Credit Courses (ESL Courses)**

The grade of “S” (Satisfactory) is a passing grade and the grade of “U” (Unsatisfactory) is a failing grade for ESL courses. ESL courses do not affect CGPA or Completion Rate calculations.

## **7.18.4.11. Remedial Courses and SAP evaluation**

### **Remedial and/or Program Prerequisite Courses**

Remedial and/or program prerequisite courses needed to meet certain conditions of admission to the program do not apply towards any degree requirements. Therefore, those courses do not affect CGPA, Completion Rate and Maximum Time Frame calculation.

### **Extended-Enrollment**

Virginia International University does not offer extended enrollment.

## **7.18.4.12. Changing or Adding Program, Concentration or Specialization and SAP Evaluation**

### **Change of Program, Concentration, or Specialization**

When a student changes his or her program, the grades earned in the first program will be recorded as earned if the courses are applicable to the new program and will affect the student's new program CGPA, Completion Rate and MTF calculation. Changing from online program to on ground program, or vice versa, of the same degree program will not be considered a change of program.

To change a program, concentration, or specialization, a student must:

1. Submit a Change of Program or Concentration/Declaration Form
2. Meet with the current program school dean for acknowledgement
3. Meet with the new program school dean for advising
4. Meet with a representative of VIU's Admissions Office to determine if extra documentation is required and to request for a transfer credit evaluation if applicable

If a student being on academic warning or academic probation changes a program, the SAP will be re-evaluated for the new program. If a student is dismissed from the previous program, he or she must appeal with a mitigating circumstances and the appeal must be approved in order to start the new program. Such student will start on Academic Probation in the new program.

### **Additional Program, Concentration or Specialization**

When a student graduates from a program at VIU and enrolls in another program, concentration, or specialization the grades used in the CGPA of the previous curriculum, if applicable to the new curriculum, will be recorded as grades earned, and will be applied to the student's new curriculum CGPA, Completion Rate and MTF calculation.

#### **7.18.4.13.Satisfactory Progress Requirement for ESL Program**

##### **Evaluation Points**

Students enrolled in the ESL program are assessed at each level to determine satisfactory progress. Full-time ESL students are expected to pass a level in each term. Part-time ESL students are expected to pass a course(s) in each term they registered for.

##### **ESL Academic Warning**

A full-time ESL student who fails to pass a level in the ESL program will receive an academic warning. A part-time ESL student who fails to pass a course(s) will receive an academic warning.

##### **ESL Academic Probation**

A full-time ESL student with an Academic Warning status will be placed on ESL Academic Probation if s/he fails to pass a level in the next consecutive term. A part-time ESL student with an Academic Warning status will be placed on ESL Academic Probation if s/he fails to pass a course(s) in the next consecutive term.

##### **ESL Academic Dismissal**

A full-time ESL student who is on Academic Probation must pass the current level or s/he will be dismissed and the statement "Academic Dismissal" will be entered into the student's permanent record. A part-time ESL student on Academic Probation must pass all courses in order to avoid being dismissed from the program and the university. F-1 students dismissed from the program and the university will lose their F-1 visa status if they do not appeal or the result of appeal is denied by the SAP Appeals Committee.

##### **Procedure for appealing ESL Probation or Dismissal**

A student being dismissed for violating Satisfactory Academic Progress can appeal if they have mitigating circumstance(s) that contributed to the dismissal. The mitigating circumstance(s) must be supported with sufficient documentations.

The following is a list of conditions that can be considered as mitigating circumstances which have negatively impacted academic progress.

- Student illness or injury that lead to hospitalization or documented serious illness or injury of the student (including mental health issues)
- Death of an immediate family member (a parent, spouse, sibling or child)
- Illness of an immediate family member where the student is the primary caretaker or the family member is the primary financial support
- Work-related major changes during the period (including Military deployment)
- Natural disaster

Any consideration of the conditions outside of the list provided should be discussed with the Office of Academic Affairs. The student must appeal to the Office of Academic Affairs within 10 business days from the notification. The appeal must be in writing and must include following documents:

1. Letter of appeal, explaining the mitigating circumstances that resulted in the academic dismissal, explanation on how the circumstance have been remedied or changed to ensure that he or she will be able to meet SAP requirements
2. Supporting documentation of the mitigating circumstances, and its remediation or change.

#### **7.19. Leave of Absence (LOA)**

From time to time, students may seek authorization for a leave of absence (LOA) from the university to temporarily interrupt a program of study. A LOA allows for a student to suspend his or her enrollment for a brief period of time rather than withdrawing from the program and re-enrolling. In the case of prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, a LOA may be granted to the student if requested in writing by the student.

##### **Instructions**

- 1) A student seeking a LOA must consult with his/her academic dean, and submit a LOA form to Registrar's Office. The request must be signed and dated with the reason for LOA.
- 2) Upon receiving the LOA request and form, the university will determine if there is a reasonable expectation that the student will return to the university and resume his/her study. The university will grant the request or deny it, and inform the student by email.

- 3) The LOA cannot exceed 180 days in any 12-month period. Students with F-1 visa must contact the International Student Advisor for consultation prior to requesting for a LOA to ensure compliance with federal immigration regulations [8 C.F.R. §214.2(f)(6)(iii)(B)].
- 4) The student must report to Registrar's Office upon returning from the approved LOA on/or prior to the expected return date stated on the LOA form.
- 5) If a student does not resume attendance at the university on/or before the end of an approved LOA, the student will be considered withdrawn from the institution. The date that the LOA was approved should be considered the last date of attendance for refund purposes.

## **8. STUDENT RIGHTS & RESPONSIBILITIES**

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

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

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

### **8.1. Grounds for Warning, Suspension, or Dismissal**

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

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

### **8.2. Academic Dishonesty Policy and Procedures**

#### **Academic Integrity and Code of Academic Excellence**

In the pursuit of academic excellence, it is the policy that all parties associated with Virginia International University (VIU) conduct themselves with a high level of honesty and responsibility in regard to academic scholarship. VIU is committed to the establishment of and adherence to high academic and integrity standards in order to foster reputations that students, faculty, staff, and alumni can be proud of. This reputation directly correlates to the value of the degrees conferred by the institution and is viewed with utmost importance. This requires that students understand the importance of integrity and adhere to the highest standards while in class or on internships, at work, and in continuing education.

The university commits to preparing students to be professionally and academically prepared for the professional rigors of the world of work. In order to ensure that high quality educational opportunities are offered and to ensure the rigors of academic excellence, VIU requires that students adhere to the Code of Academic Excellence in order to build upon and foster the educational demands of the institution.

#### **I. Academic Integrity**

Formal oversight of the Academic Integrity is monitored by the entire VIU learning community including students, faculty, and staff of VIU. The student body is involved with the formal review, investigation, and recommendation of sanctions against violations of the Code of Academic Excellence through the participation of the President or Vice President of the Student Union, who will participate in Programmatic Grievance Panels as required. Suspected violations of academic integrity shall be directed to the appropriate School Dean or Office of the Academic Affairs in writing.

## II. Code of Academic Excellence

The Code of Academic Excellence is a commitment by students to adhere to and build the reputation of the academic rigors and continual conduct focused on integrity and personal-academic growth. The following statement is adopted by VIU and applies to all students at the Institution:

*"All Virginia International University students are expected to perform with integrity and respect for the high rigors of academic excellence espoused by VIU. Academic integrity includes the maintenance of a learning environment where everyone is given an opportunity to succeed through their own efforts and violations to the Code of Academic Excellence are not tolerated by the learning community."*

### Academic Misconduct

Violations to the Code of Academic Excellence can ultimately lead to the improper evaluation of assessment tasks leading to unjust attribution of grades or course status. Therefore, it is integral to monitor and evaluate any allegation of academic misconduct. Forms of violation can include, but are not limited to the following:

- A. Unauthorized use of material or improper collaboration
- B. Intended or unintended plagiarism
- C. Submissions of the same work for multiple courses
- D. Falsifying, purchasing or altering the work of others or representing others' materials as one's own work
- E. Unauthorized access to or the theft of the work of others

Each instance of alleged abuse of the Academic Code of Excellence will be evaluated and reviewed by members of the VIU learning community taking into consideration such factors as the student's prior academic history. Therefore, the listing above is not intended to be exhaustive and is merely meant to serve as a list of potential areas for violation.

### Reporting and Resolving Academic Misconduct

VIU is committed to the immediate resolution of allegations of misconduct. Wherever possible, if academic misconduct can be stopped prior to the occurrence of a violation, it is encouraged that members of the learning community hold each other accountable. When necessary, students, instructors, administrators and staff members, or other external parties may report misconduct. In doing so, it is important to understand both the scope of program oversight regarding allegations of misconduct and the adjudication process for allegations of misconduct.

#### I. Scope of School/Program Oversight

In cases where violations of the Code of Academic Excellence are suspected, the student, staff or faculty member shall notify the dean of the school in which the allegation took place. Each school within the university has an appointed designee ("Program Designee") who oversees and manages the adjudication process to completion. This designee will either be the dean of the school or someone on the dean's staff. In the rare instance where the dean has a conflict of interest, a dean from another school will be made the de facto designee for the proceedings as selected by the Vice President of Academic Affairs.

#### II. Adjudication of Allegations

In the event that an instructor or colleague suspects academic dishonesty, he or she will follow the procedures outlined below in order to encourage a fair and equitable solution for any and all violations to the Code of Academic Excellence. Consultation with the program designee (dean, chair, or director) is compulsory. To verify if this is repeated misconduct, the first step in reporting every instance of academic misconduct is through consultation with the Program Designee, based upon which the instructor will follow the forthcoming procedures.

As a gatekeeper for Academic Integrity, the Program Designee will determine if the offense constitutes a first, second, etc. violation. In instances where an egregiously serious offense is presented, the Program Designee may recommend resolution five.

##### 1. Resolution for the First Allegation of Misconduct:

- a. The instructor alleging misconduct must inform the student in writing of the violation and host a meeting between him/herself and the student whereby the student is given a verbal warning and a zero grade on the assignment with the option of resubmitting the work.
- b. The instructor must submit a letter of allegation to the dean of the school to be placed in the university records.

##### 2. Resolution for Second Allegation of Misconduct

- a. If a violation to the Academic Code of Excellence is alleged again for the same student a second time, the instructor shall inform the student in writing of the charges against violating the Code of Excellence & Academic Integrity Policy and that the allegation has been escalated to the dean's office.

- b. The instructor shall gather the original student documentation related to the incident (which includes the student's work and plagiarism report from Turn-it-in and/or any supporting documentation) and submit it to the Program Designee.
- c. The Program Designee shall schedule a meeting with the student to discuss the allegation.
- d. During the meeting, the student is reminded of the Code of Excellence & Academic Integrity Policy. The student is also shown the copy of the Code of Excellence & Academic Integrity Policy that was signed by him/her.
- e. The Program Designee informs the student that he/she will receive a zero for the assignment with no option to resubmit the work.
- f. A copy of the student's work is given back to the student, while the original work and case supporting documentation is kept in the student's permanent file at VIU.

**3. Resolution for Third Allegation of Misconduct:**

- a. If a violation to the Academic Code of Excellence is alleged again for the same student for the third time, the Program Designee shall send a written or electronic notice to the student explaining the nature of the allegation and inform the student that this matter will be handled by the school's grievance panel, which consists, at minimum, of the dean and/or Program Designee, one faculty member, and the President or Vice President of the Student Union.
- b. During the grievance panel meeting, the Program Designee shall present documentation about all the instances of academic misconduct. The panel will then discuss the violation and possible consequences of the violation. Consequences of violations to the code can include but are not limited to:
  - i. Failure of a course with the option to repeat the course.
  - ii. Failure of an internship or externship with the option to repeat.
- c. A formal meeting will be arranged between the dean and/or Program Designee and the student in which the verdict will be presented to the student in the form of a formal letter. A copy of this letter will also be provided to the Registrar's Office where it will be added to the student's permanent record. Appeals to decisions can only be made to the Institutional Grievance Committee.
- d. At this time, the Program Designee will return a copy of the paper (with comments) to the student while keeping the original paper and supporting documentation in the university records.

**4. Resolution for the Fourth Allegation of Misconduct:**

- a. If a violation to the Academic Code of Excellence is alleged again for the same student for the fourth time, a written or electronic notice shall be sent to the student explaining the nature of the allegation and informing the student that this matter will be handled by the Institutional Grievance Panel, which consists, at a minimum, of the dean and/or Program Designee, the Vice President of Academic Affairs, and a designee from the Office of the President.
- b. During the Institutional Grievance Panel hearing, the Program Designee will provide documentation of all allegations of misconduct. The panel will then discuss the violation and possible consequences of the violation. Possible consequences can include:
  - i. Suspension from the school for a minimum of one semester
  - ii. Permanent expulsion from the university
- c. The student will be notified in writing by a letter from the Vice President of Academic Affairs regarding the decision. Appeals to decisions can only be made to the Office of the Vice President of Academic Affairs.
- d. At this time, the Program Designee will return a copy of the paper (with comments) to the student while keeping the original paper and supporting documentation in the university records.

**5. Resolution of Allegation of Egregious Instances of Misconduct**

- a. If a violation to the Academic Code of Excellence is alleged that is determined by the Program Designee as being an egregious violation of misconduct, a written or electronic notice shall be sent to the student explaining the nature of the allegation and informing the student that this matter will be handled by the Institutional Grievance Panel, which consists, at a minimum, of the dean and/or Program Designee, the Vice President of Academic Affairs, and a designee from the Office of the President.
- b. During the Institutional Grievance Panel hearing, the Program Designee will provide documentation of all allegations of misconduct. The panel will then discuss the alleged violation and possible consequences of the violation. Possible consequences can include:
  - i. Failure of a course with the option to repeat the course.
  - ii. Failure of an internship or externship with the option to repeat.
  - iii. Suspension from the school for a minimum of one semester
  - iv. Permanent expulsion from the university
- c. The student will be notified in writing by a letter from the Vice President of Academic Affairs regarding the decision. Appeals to decisions can only be made to the Office of the Vice President of Academic Affairs.
- d. At this time, the Program Designee will return a copy of the paper (with comments) to the student while keeping the original paper and supporting documentation in the university records.

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

### **8.3. Non-Academic Dishonesty/Misconduct**

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

1. *Illegal activities*: Violation of any federal, state, and local laws and any published or decreed university policies will be reported to the proper authorities.
2. *Copyright infringement*: Most printed materials, photographs, motion pictures, sound recordings, and computer software are protected by copyright. Copyrighted works may not be reproduced, distributed, performed, or adapted by students without the copyright owner's permission. For more information, please see the Copyright & Fair Use Policies for Software & Other Materials section in this Catalog.
3. *Computer misuse*: Some software products are protected by copyright laws. Students may not copy the institution's software without permission of the copyright holder. Additionally, students may not place personal software on the institution's computers or damage or destroy either software or computers. For more information, please see the Copyright & Fair Use Policies for Software & Other Materials section in this Catalog.
1. *Drug use*: The manufacture, sale, dispensation, possession, or use of any controlled substances or illegal drug paraphernalia on university premises or at university sponsored events is considered an illegal activity and is prohibited on all university property. For more information, please see section 8.7. *Drug and Alcohol Policy*.
2. *Alcohol consumption*: The use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all university property. For more information, please see section 8.7. *Drug and Alcohol Policy*.
3. *Firearms possession*: The use, possession, or sale of firearms or other weapons or any dangerous explosives or explosive elements or component parts on university property is strictly prohibited. For more information, please see section 8.9 *Weapons Policy*.
4. *Physical and psychological abuse*: Any form of physical and/or psychological abuse, threat, or harassment of another person or fighting on university property will result in sanctions. If the abuse is judged severe enough, the local police department may be consulted.
5. *Property damage*: Littering, defacing, destroying, stealing, or damaging university property (or attempting to do so), initiation thereof, or causing such damage to be initiated is prohibited. Any false report, warning or threat of fire, explosion, or other emergency under the University's jurisdiction is also prohibited.
6. *Gambling*: Gambling or holding a raffle or lottery at the university without proper approval is forbidden.
7. *Obscene language or conduct*: Use of profanity and disorderly or obscene conduct is strictly prohibited.

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

The university does not excuse any violation of its policies on the basis that the student was not aware of these policies and their subsequent penalties and sanctions. The university reserves the right to expel any student for illegal activity and/or for any action outlined above.

#### **Disruptive Classroom Behavior**

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

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

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

### **8.4. Civil Rights and Sexual Harassment**

VIU does not and will not tolerate sexual harassment of students, faculty, and/or staff. This policy is part of the university's effort to maintain a learning and working environment free from sexual harassment, exploitation, or intimidation. Violation of this policy will subject individuals to disciplinary actions, up to and including dismissal for employees and students. Sexual

harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. In keeping with the guidelines provided by the US Equal Employment Opportunity Commission on sexual harassment in employment, VIU defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an individual, or action taken in retaliation for reporting such behavior, regardless of where such conduct may occur. Sexual harassment is deemed to have occurred when:

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

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

### **8.5. Americans with Disabilities (ADA) Policy**

Virginia International University is a diverse community that provides equal opportunity in employment, activities, and its academic programs. The University does not discriminate on the basis of race, color, religion, gender, ethnic or national origin, disability, age, marital status, veteran status, membership in uniformed services, gender identity, or sexual orientation in the administration of any of its education policies, admission policies, scholarship and loan programs, and other school-administered policies and programs, or in its employment related policies and practices. Virginia International University is firmly committed to adhere to all federal and state equal opportunity and civil rights laws, including but not limited to Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and their implementing regulations. For more information about Title IX, please see section 5.2. *Title IX Compliance*.

In accordance with Title III of the Americans with Disabilities Act, Section 506, Virginia International University is committed to ensuring that all of its facilities and programs are accessible to all persons. If you believe you may qualify for course adaptations or accommodations in accordance with ADA, Section 506, it is your responsibility to contact VIU's Office of Student Affairs for an accommodation approval letter.

Documentation about your particular diagnosis must be provided by a qualified health professional (such as a physician, surgeon, psychiatrist, licensed clinical or educational psychologist, or certified learning disability specialist), and must be currently relevant (less than 3 years old). The assessment of reasonable accommodation is the decision of the university and will be provided to you in a letter of accommodation for your instructors no later than the second class session.

VIU's Office of Student Affairs contact information:

Email: [studentaffairs@viu.edu](mailto:studentaffairs@viu.edu)

Phone: (703) 591-7042 ext. 367

Location: 4401 Village Dr, Fairfax, VA 22030

The Office of Student Affairs is open from Monday to Friday during regular hours of operation.

### **8.6. Sexual Misconduct Policy and Notice of Non-Discrimination**

Virginia International University does not discriminate on the basis of sex in its education programs or activities. Prohibited Conduct under the Sexual Misconduct Policy constitutes sex discrimination prohibited by Title IX of the Education Amendments of 1972 (Title IX), sections of the Violence Against Women Reauthorization Act (VAWA), Title VII of the Civil Rights Act of 1964 (Title VII), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and the Virginia Human Rights Act.

Title IX prohibits sex discrimination in all aspects of university activities and programs. This means that students are entitled to an environment that is free from sex discrimination. Both men and women can be victims of sex discrimination, and sex discrimination can occur between members of the same or opposite sex.

Individuals who have been found to have violated this policy will face disciplinary action, up to and including expulsion. It is the responsibility of every member of the VIU community to create and foster an environment free from sex discrimination.

As such, all members of the community are encouraged to take reasonable actions to stop or prevent an act of sex discrimination. Anyone who takes such actions will receive the support of VIU.

Virginia International University (VIU or the University) is committed to maintaining a safe educational and work environment in which no member of the community is, on the basis of sex, gender, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any VIU program or activity.

The Sexual Misconduct Policy applies to any form of sexual or gender-based discrimination, which includes, but is not limited to, sexual assault, domestic violence, dating violence, stalking, and harassment.

VIU provides ongoing prevention, awareness, and training programs for employees and students in an effort to:

- To eliminate, prevent, and address sex discrimination and its effects;
- Encourage reporting;
- Make available timely services for those affected by Prohibited Conduct; and
- To provide the prompt and equitable investigation and resolution of Prohibited Conduct cases.

Any question regarding the interpretation and application of this policy shall be referred to the Title IX Coordinator. The Title IX Coordinator may designate a Title IX Deputy Coordinator to serve as the Title IX Coordinator for any procedures outlined in this policy. For more information, please see the Sexual Misconduct Policy available at: <http://www.viu.edu/students/resources/students-rights-and-responsibilities/sexual-misconduct-policy.html>

## **8.7. Drug and Alcohol Policy**

VIU is committed to providing an environment free of alcohol and drug abuse in compliance with the Drug Free Schools and Communities Act and the Higher Education Act of 1965.

Virginia International University does not condone the illegal or otherwise irresponsible use of alcohol and other drugs. It is the responsibility of every member of the VIU community to know the risks associated with substance use and abuse. This responsibility obligates students and employees to know all relevant VIU policies, and federal, state, and local laws and to conduct themselves in accordance with those laws and policies. To ensure the availability of this information, the University publishes the following information regarding VIU policies and sanctions; laws and penalties associated with substance use and abuse; health and behavioral risks of drug use; and resources for treatment and educational programming. The dissemination of this information is in support of the Drug Free Schools and Communities Act and the Clery Act.

### **Alcohol Policy**

VIU hopes the Alcohol Policy will encourage students and employees to make responsible decisions regarding the consumption of alcoholic beverages. As such, VIU is a dry campus and expressly prohibits the sale, consumption, or use of alcoholic beverages on any VIU property.

All members of the VIU community are expected to know and act in accordance with Virginia laws concerning the purchase, possession, consumption, sale, and storage of alcoholic beverages. However, ignorance of the law is not a viable defense. Thus, the VIU community is reminded of the following:

1. Any sale of an alcoholic beverage requires an ABC license.
2. Alcoholic beverages are not to be given or sold to persons who are under the legal drinking age, which is 21 years of age.
3. Alcoholic beverages are not to be given to persons who are intoxicated.
4. State law prohibits drinking in unlicensed public places; public intoxication; possession of an alcoholic beverage by someone under the legal drinking age; falsely representing one's age for the purpose of procuring alcohol; and purchasing an alcoholic beverage for a person who is under the legal drinking age.
5. Violations of state alcohol laws are criminal misdemeanors punishable by fines up to \$2,500, imprisonment up to 12 months, and suspension of a driver's license.
6. The use of alcoholic beverages as a prize in a contest, drawing, lottery, etc., is prohibited.
7. The use of alcoholic games (e.g., quarters, drink-offs, beer-pong, etc.) is prohibited.
8. VIU recognizes the value of group-sponsored social events that take place off-campus. VIU acknowledges that some of these group-sponsored events that take place off-campus may be at establishments that serve alcohol. VIU does not prohibit the consumption of alcohol at these events. However, groups or individual group members may be held accountable for the underage possession or consumption of alcohol, and unsafe or irresponsible behavior that occurs during a group-sponsored event.

Unsafe behavior includes, but is not limited to, consuming alcohol through beer bongs, participating or facilitating drinking games, or consuming an excessive quantity of alcohol in a short amount of time. Irresponsible behavior

includes, but is not limited to, the use or attempted use of fraudulent identification to obtain alcohol or making alcohol available to underage persons.

9. VIU funds may not be used to purchase or obtain alcohol.

Members of the VIU community, and their invited guests, who reside in property leased by VIU who are lawfully permitted to purchase, possess, and consume alcohol, may do so in the residence.

Any member of the University community who violates state alcohol laws is subject to disciplinary action. Whether or not criminal charges are brought, all students are subject to disciplinary action for any violation of state alcohol laws that occurs:

1. On VIU owned, controlled, or leased property;
2. At VIU sponsored functions; or
3. Under other circumstances involving a direct and substantial connection to the University.

Any student found to have engaged in such conduct is subject to the entire range of sanctions, including suspension and expulsion.

Students and recognized student organizations are always expected to conduct themselves in accordance with the laws of the Commonwealth of Virginia and to assume full responsibility for their activities and events.

### **Drug Policy**

The unauthorized manufacture, sale, distribution, and possession of “controlled substances” (illegal drugs), including marijuana, cocaine, heroin, and LSD, are prohibited by both state and federal law and are punishable by severe penalties. VIU does not tolerate or condone such conduct.

Any member of the University community who violates state or federal drug laws is subject to disciplinary action. Whether or not criminal charges are brought, all students are subject to disciplinary action for any violation of state or federal laws that occurs:

1. On VIU owned, controlled, or leased property;
2. At VIU sponsored functions; or
3. Under other circumstances involving a direct and substantial connection to the University.

Any student found to have engaged in such conduct is subject to the entire range of sanctions, including suspension and expulsion. Students and employees who are found to be in violation of state or federal drug laws may be referred to the appropriate authorities for criminal prosecution.

### **Health and Behavioral Risks**

The negative physical and mental effects of the use of alcohol and other drugs are well-documented. Use of these drugs may cause: blackouts, poisoning and overdose; physical and psychological dependence; damage to vital organs such as the brain, heart and liver; inability to learn and remember information; and psychological problems including depression, psychosis and severe anxiety. Other risks include impaired judgment and coordination which can lead to: DUI/DWI arrests; hazing; falls, drowning and other injuries; contracting sexually-transmitted diseases including AIDS; and unwanted or unplanned sexual experiences and pregnancy.

The substance abuse of family members and friends may also be of concern to students and employees. Patterns of risk-taking behavior and dependency not only interfere in the lives of the abuser, but can also have a negative impact on the affected students' academic work, emotional well-being and adjustment to college life.

Assistance is available both on-campus and off-campus for students and employees who are dependent on, or who abuse alcohol or other drugs. Counseling services are available on-campus for students. Visit the website for counseling services or if you would like to make an appointment, email [counseling@viu.edu](mailto:counseling@viu.edu).

Substance Abuse and Mental Health Services' Treatment Referral Routing Service provides referrals to local treatment facilities, support groups, and community-based organizations. Callers can also order free publications and other information. It is a confidential, free, 24/7/365 information service.

Hotline: 1-800-662-4357

Online treatment locators: <https://findtreatment.samhsa.gov/>

Helpline website: <https://www.samhsa.gov/find-help/national-helpline>

Organization website: <https://www.samhsa.gov/>

## **Federal and Commonwealth of Virginia Penalties**

Federal and Virginia law penalizes the unlawful manufacturing, distribution, use, and possession of controlled substances, including prescription drugs. Synthetic designer drugs such as “bath salts,” “plant food,” and “carpet cleaner,” contain mixtures of many different chemicals, including those that resemble cocaine, methamphetamine, and MDMA or “ecstasy.” Federal law makes the distribution of “analogue” substances marketed for human consumption illegal if those substances are chemically similar to a scheduled illegal drug and have the same pharmacological effect on a user.

Federal law sets penalties for first offenses ranging from less than one year to life imprisonment and/or fines up to \$10 million. Penalties may include forfeiture of property, including vehicles used to possess, transport or conceal a controlled substance, and the denial of professional licenses or federal benefits, such as student loans. The punishment for the possession and/or distribution of a controlled substance analogue is up to twenty years in prison and a fine of up to \$1 million.

Convictions under Virginia law may be misdemeanor or felony crimes with sanctions ranging from probation to life imprisonment and/or fines of up to \$1 million. Virginia law specifically prohibits the sale, gift, distribution, and possession of synthetic cannabinoids, which carry penalties as a Class 6 felony.

Federal law holds that any person who distributes, possesses with intent to distribute, or manufactures a controlled substance in, or within one thousand feet of an educational facility is subject to a doubling of the applicable maximum punishments and fines. A similar Virginia law carries sanctions of between one and five years’ imprisonment and up to a \$100,000 fine for similar violations.

## **Limited Amnesty**

Virginia International University encourages the reporting of all potential violations of Prohibited Conduct under the Sexual Misconduct Policy. VIU does not condone underage alcohol consumption or the use of illegal drugs. However, because it is of the utmost importance of VIU to protect the wellbeing of its students and employees, VIU may extend limited amnesty from disciplinary action for the illegal consumption of alcohol or illegal drug use by victims, witnesses, and those reporting incidents or assisting victims of Prohibited Conduct. These individuals must have acted in good faith, and any such violation must not have placed the health or safety of any other person(s) at risk.

The Title IX Coordinator and the President, or their designees’, will determine if amnesty will be applied and to what extent. Alcohol and drug amnesty is intended to encourage students and employees to seek assistance for themselves and others by reducing the fear of facing VIU’s Students Rights & Responsibilities Policy/Employee Handbook Policies for such conduct. It is an attempt to remove barriers that may prevent an individual from reporting, seeking medical assistance, or other assistance.

## **8.8. Non-Smoking Policy**

Smoking is not permitted within facilities owned or leased by the university or in university-owned vehicles. Smoking is not permitted within 50 feet of any university facility.

## **8.9. Weapons Policy**

The use, possession, or sale of firearms, other weapons, or any dangerous explosives or explosive elements or component parts on university property is strictly prohibited.

Weapons are defined as, but not limited to:

- a) Any gun, bow, crossbow, or other weapon designed or intended to propel a missile or projectile of any kind, including any pistol, revolver, rifle, musket, long gun, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; or any object similar in appearance whether capable of being fired or not, in such a manner as to induce fear in the mind of a reasonable person;
- b) Any stun weapon, including any device that emits a momentary or pulsed output, which is electrical, audible, optical, or electromagnetic in nature and is designed to temporarily incapacitate a person;
- c) Any knife, including but not limited to any dirk, bowie knife, switchblade knife, ballistic knife, machete, sword, saber, or razor, except a pocket knife having a folding metal blade less than three inches;
- d) Any slingshot, spring stick, metal knucks, or blackjack;
- e) Any flailing instrument consisting of one or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain;
- f) Any disc, of any configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart;

- g) Any frame, receiver, muffler, silencer, missile, projectile or ammunition designed for use with a dangerous weapon, including any cartridge, pellet, ball, missile or projectile adapted for use in a firearm;
- h) Any explosive substance or explosive device, if such substance or device is intended to be used as a weapon that causes but not limited to bodily harm of another person; any person who constructs, uses, places, sends, or causes to be sent any hoax explosive device so as to intentionally cause another person to believe that such device is a bomb or explosive;
- i) Any tear gas, mustard gas, phosgene gas or other noxious or nauseating gases or mixtures of chemicals designed to, and capable of, producing vile or injurious or nauseating odors or gases, if such gas or chemical is intended to be used as a weapon to cause bodily injury to another person(s).

No student, faculty, staff, visitor, or affiliate shall carry, possess, maintain, or conceal weapons on any property owned or controlled by Virginia International University. This includes concealed handgun carry permits. The security officers that VIU has contracted with are permitted to carry weapons on property owned by Virginia International University.

### **8.10. Copyright & Fair Use Policies**

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

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

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <http://www.copyright.gov/>, especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

There are some exceptions in United States copyright law such as the fair use doctrine. The fair use doctrine allows limited use of copyrighted material without the permission of the copyright owner for several purposes, including teaching and scholarship. It is the responsibility of each student, faculty, and staff to inform oneself about what is and what is not permissible use of copyrighted material. Copyright and fair use guidelines for students, faculty, and staff can be found on the VIU Library website and are posted in the VIU Library as well as at all photocopy machines at VIU. For additional assistance with copyright and fair use issues, please consult the VIU Librarians.

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

### **8.11. Students' Records and Release of Information**

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

1. Name, address, telephone number, date and place of birth, program undertaken, dates of attendance, and certificates, diplomas, and degrees awarded may be provided to third parties unless the request to omit such information is presented in writing.

2. Records are required by VIU officials in the proper performance of their duties. VIU defines a school official as a person employed by the university including a full-time or adjunct professor/instructor, an administrator, clerical staff, a member of the board of trustees or a member of committees and disciplinary boards, or a student serving on an official committee, such as a disciplinary committee, with legitimate educational interests.
3. In accordance with FERPA, a school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
4. Information may be provided to organizations conducting studies for educational and governmental agencies.
5. Information may be provided to US government agencies as listed in Public Law 93-380 who request information for specific purposes.
6. Information may be provided at the request of any accrediting agencies.
7. Information may be provided to parents of dependent children as defined in the Internal Revenue Code of 1954.
8. Information may be provided to appropriate persons in connection with an emergency.
9. Information may be provided for the purposes of awarding financial aid.
10. Information may be provided in response to legal court orders.

### **Definition of Student Records**

A student file (electronic file in the university's file server for the students who initiated a program in Spring 2012 or physical file for the students who enrolled prior to Spring 2012) is maintained by the Registrar's and Admissions Offices, which includes the following student information:

- Enrollment Agreement Form at the time of initial enrollment for each program, which includes the enrollment contract and other information relating to the payment for educational services
- Passport copy or ID card that indicates the student name
- Permanent (home) and/or local addresses
- Admission-related documents as well as an acceptance letter issued by the university
- Copy of diploma/certificate
- Copy of transcript which shows the graduation date and the degree/certificate obtained at VIU
- Record of warning, probation, dismissal, or termination, if applicable

These additional records are kept in a student file when applicable:

- Copy of I-20 for F-1 visa students
- Copy of non-immigrant visa for foreign students
- Veterans Administration records for veterans

VIU has the right to keep all documents that a student submits to the university.

### **Record Keeping Period**

All student academic records including transcripts are required to be maintained by the Registrar's Office. The student files are kept for specific duration as follow:

- Minimum 10 years following a student's graduation from VIU
- Minimum 10 years following a student's withdrawal from VIU (including those who transferred out, those terminated by SEVIS, and unauthorized withdrawal cases)

The following records are kept in electronic format in the university database permanently in accordance with the guidelines published by the State Council for Higher Education of Virginia (SCHEV).

- Transcripts showing the name of student, the program title, the semesters enrolled, and grades and credit hours
- Grades
- Attendance records
- Course descriptions

All admission related documents and records for applicants who do not enroll in the university are maintained by the Admissions Office electronically in the student file server for the period of time mentioned below:

- 5 years following the applied semester or session
- 5 years following the denial of a student's visa request and a completed refund, if applicable
- Incomplete application files will be kept for 2 years

### **FERPA and Directory Information Withheld/Released**

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

1. Inspect and review their education records;
2. Request the amendment of inaccurate or misleading records;

3. Consent to disclosure of personally identifiable information contained in their education record; and
4. File a complaint with the US Department of Education concerning alleged failures by VIU to comply with this law.

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

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

## 8.12. Formal Complaint Procedure

Virginia International University is committed to provide a positive educational experience for its students. VIU faculty and staff attempt to create, in all areas, an atmosphere that is conducive to learning. For this reason, VIU has established a procedure to address any school-related problems, concerns, or complaints to ensure that student concerns on academic and non-academic matters are constantly aware, addressed, resolved, improve and enhance the quality of services.

The life cycle of a complaint is made up of five stages, wherein the first stage encourages informal resolutions to address and resolve the student complaints as quickly as possible. In the event that matters are unresolved or do not result in a satisfactory outcome, the complaints can be escalated to the next stage. Certain complaints will receive immediate attention by the Department of Quality Assurance and a formal investigation will be launched, based on the urgency and sensitive nature of a given complaint.

### Stage 1: Informal complaint

VIU team members maintain an open-door policy. Students may express concerns to any administrator. In order to resolve the problem at the earliest opportunity, all students are encouraged to address their complaints initially to VIU staff member involved or the other department responsible to oversee the immediate area causing the concerns. It is advisable for VIU staff members and department involved to briefly record the complaints in writing and share with other departments if the case and experience could benefit other departments. For example, academic concerns will be handled by the instructors directly. Students should first discuss the problem with the instructor and then with the Dean of the School, if necessary. If the problem is not resolved at that level, the student should then contact the Vice President of Academic Affairs.

### Stage 2: Referral to Appropriate Executive

In the event that a complaint may not be resolved at the departmental level, the complaint will be escalated to the next highest level. If the complaint is academic in nature, it would be escalated from the faculty to the dean, and eventually the Provost level. A complete list of possible escalation is below:

<b>Department receiving Complaint</b>	<b>Executive Level Escalation</b>
Academic Affairs	Dean → VP of Academic Affairs
Accounting	Executive VP of Finance & IT
Admissions	Associate VP of Enrollment Management & Marketing
Alumni Relations	Office of the President
Business & Property Management	Director, Facility & Property Management
Career Center	Associate VP of Institutional Effectiveness & QA
Financial Aid	Executive VP of Finance & IT
Human Resources	Executive VP of Finance & IT
Information Technology	Executive VP of Finance & IT
Inquiry & Communications	Associate VP of Enrollment Management & Marketing
Institutional Effectiveness	Associate VP of Institutional Effectiveness & QA
International Student Services	Executive VP of University & Student Affairs
Library	VP of Academic Affairs
Marketing	Associate VP of Enrollment Management & Marketing
Media & Public Relations	Associate VP of Enrollment Management & Marketing
Online Education	Executive VP of University & Student Affairs
Quality Assurance & Compliance	Associate VP of Institutional Effectiveness & QA
Registrar	VP of Academic Affairs
Scholarship Office	Office of the President
Student Affairs	Executive VP of University & Student Affairs
University Affairs	Executive VP of University & Student Affairs

### Stage 3: Complaint to Institutional Effectiveness & Quality Assurance Department

Students have various options to file complaints and suggestions for academic and non-academic matters to Institutional Effectiveness & Quality Assurance Department. There are three options that students can choose to file the complaints and suggestions.

1. Online: Individuals can complete the online suggestion form on the website or send an email to qa@viu.edu.
2. On Campus: Suggestion boxes are placed at the front desk of each campus, along with business cards for the Quality Assurance team
3. In Person: Students can walk in to discuss complaints with quality assurance department every day of the week.

Quality Assurance staff investigates the complaint, interviews the parties involved, find the related resources and provides the resolution. The complaint is logged and is forwarded to the related department to review, improve and enhance the quality of the education and services.

### Stage 4: Referral to Office of the President

If the complaint or grievance may not be resolved at any of the previous three levels, a student is referred directly to the office of the President for resolution of their complaint. The President and his support staff take the time to listen to the student or staff member, hear the grievances, and also receives a full, written report on the background of the issue from Quality Assurance and tries to find a fair and agreeable resolution for all parties.

### Stage 5: Formal Written Complaint

At any time throughout the complaint process, at the written request of the student for issues that are academic in nature, an ad-hoc Grievance Committee comprised of the Provost, one senior faculty member, the Dean of the School, and other invited staff or faculty. The Committee will convene to address concerns which remain unresolved. The ad-hoc Grievance Committee will convene within ten (10) working days of a written request from the student. The student will be notified of the committee's decision within three working days of the meeting.

If after following the above stated procedure, the student feels that his or her concerns have not been resolved, he or she may address these concerns in writing to the following organizations:

State Council for Higher Education for Virginia (SCHEV)  
James Monroe Building,  
101 N. 14<sup>th</sup> Street,  
Richmond, VA 23219  
Institutional Approval Coordinator

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

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

## 8.13. Academic Catalog Changes Policy

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

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

## 9. ACADEMIC PROGRAMS

### 9.1. Academic Program Listing

VIU currently offers 24 different programs of study across the graduate, undergraduate and certificate levels. A breakdown of each program and information related to each is displayed in the table below:

	Program Name	Total Credit Hours	Program Length	Credential Awarded
1	BS in Business Administration	120	48 months	Bachelor's Degree
2	BS in Computer Science	120	48 Months	Bachelor's Degree
3	Certificate in Business Intelligence	18	12 Months	Graduate Certificate
4	Certificate in Information Systems	18	12 Months	Graduate Certificate
5	Certificate in Information Systems Management	18	12 Months	Graduate Certificate
6	Certificate in Information Technology Audit & Compliance	18	12 Months	Graduate Certificate
7	Certificate in International Business	24	12 Months	Certificate
8	Certificate in Project Management	18	12 Months	Graduate Certificate
9	Certificate in Small Business Management	24	12 Months	Certificate
10	Certificate in TESOL	18	12 Months	Graduate Certificate
11	MS in Applied Linguistics	36	24 Months	Master's Degree
12	MS in Accounting	36	24 Months	Master's Degree
13	Master of Business Administration	36	24 Months	Master's Degree
14	MS in Computer Science	36	24 Months	Master's Degree
15	Master of Education	39	24 Months	Master's Degree
16	MS in Information Systems	36	24 Months	Master's Degree
17	MS in Information Systems Management	36	24 Months	Master's Degree
18	MS in Information Technology	36	24 Months	Master of Science
19	MS in International Relations	36	24 Months	Master's Degree
20	MS in Project Management	36	24 Months	Master's Degree
21	Master of Public Administration	36	24 Months	Master's Degree
22	MS in Software Engineering	36	24 Months	Master's Degree
23	MA in TESOL	36	24 Months	Master's Degree
24	English as a Second Language	840*	36 Months	Certificate of Completion

\*Program Measured in Clock Hours

### 9.2. Undergraduate Programs

VIU currently offers two undergraduate degree programs and two programs from the School of Business (SB) and the School of Computer Information Systems (SCIS):

1. Bachelor of Science in Business Administration (BSBA)
2. Bachelor of Science in Computer Science (BCS)
3. Certificate in International Business
4. Certificate in Small Business Management

VIU's undergraduate degree programs provide a high level of professional education in business administration and computer science studies. They cover a broad range of subjects, thereby qualifying students for more diverse job opportunities. For the admission requirements and a list of materials required for admission to the undergraduate degree programs, please refer to the Application for Admission section of the Academic Catalog.

#### Undergraduate Program Requirements

An undergraduate baccalaureate degree at VIU can be earned by completing the program minimum course requirements of 120 credit hours and undergraduate certificate can be completed by earning 24 credit hours. All courses, including the General Education Department (GEC) courses, are three (3) credit hour courses. To qualify for a bachelor's degree, students must meet all credit requirements as described below:

1. Students enrolled in any undergraduate degree program must maintain a Cumulative Grade Point Average (CGPA) of at least 2.0 (B), out of 4.0, and a minimum grade of at least 0.7 (D-), out of 4.0, in all courses to remain in good standing and to graduate.
2. The maximum number of credit hours permitted for the completion of any undergraduate degree program is 180 semester credits.
3. Undergraduate students may transfer up to 60 semester credit hours of college credits earned at other accredited institutions.
4. No degree credit is earned by a student for any grade below 0.7(D-), out of 4.0, received in an undergraduate-level course. However, any grades lower than 0.7 (D), out of 4.0, will be calculated in the CGPA.
5. The student must have completed a minimum of 120 semester credit hours. The required distribution of these credit hours is shown under the detailed description of each undergraduate degree program.

### **Undergraduate Internships**

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

## **9.3. General Education Department**

### **Mission**

The mission of the General Education Department is to prepare VIU students to obtain the necessary skill set to be well-prepared for their academic programs; shape their world view as an individual; foster engagement and motivated creativity; and to simply be able to contribute to the society as an accomplished human being.

### **Divisional Outcomes**

#### *Arts & Humanities*

1. Define and express an appreciation of the essential elements of the arts as they relate to societal and cultural values.
2. Express sensitivity and tolerance of cultural differences.
3. Understand differing worldviews in order to be literate in concepts that are behind one’s behavior, traditions, daily preferences, and values.

#### *Communication*

1. Express oneself clearly both orally and in writing in a respectful and academic manner.
2. Develop critical and reflective reading and inquiry skills to synthesize, analyze, and evaluate.
3. Conduct research and organize material effectively.

#### *Language*

1. Understand the language, customs, and culture of an additional language.
2. Develop critical thinking skills in order to analyze the human condition of speakers of other languages.
3. Recognize that language skills allow students to be able to communicate in new ways.

#### *Math*

1. Apply problem solving skills and pattern intelligence skills.
2. Develop analytical reasoning to solve problems.

#### *Natural Sciences*

1. Apply problem solving skills and utilize the scientific method.
2. Recognize natural systems and processes in relation to the surrounding world.

#### *Social Sciences & Cultural Studies*

1. Interpret human behavior and develop skills to successfully interact with individuals at all levels of society.
2. Critically analyze the organization of society and the role of individuals and groups in the larger society.
3. Demonstrate a basic knowledge of ethical norms to exercise independent judgment and ethical decision-making.

## Structure of General Education Department

The General Education Department requires completion of a total of 36 credits (12 courses). Undergraduate students are required to meet the General Education Department requirements consisting of courses across six divisions: Communications (nine credits), Arts and Humanities (six credits), Social Sciences and Cross Cultural Studies (six credits), Mathematical Sciences (three credits), Natural Sciences (six credits), and Languages (six credits). Student are able to choose among courses within a Division unless otherwise noted by their academic program of study or School. Students should choose courses in consultation with their academic advisor who will provide suggestions for courses most relevant to the student's academic discipline.

GEC Division	Number of Courses	Credit Hours
A. Communications	3	9
B. Arts and Humanities	2	6
C. Social Sciences and Cross Cultural Studies	2	6
D. Mathematical Sciences	1	3
E. Natural Sciences	2	6
F. Languages	2	6
<b>Total</b>	<b>12</b>	<b>36</b>

### Distribution of Courses:

#### A. Communications Division (3 Courses - 9 Credit Hours)

Code	Course Title	Credits
COMM 110	Oral Communication Skills	3
ENGL 113	English Composition and Rhetoric	3
ENGL 120	Academic Writing	3

#### B. Arts and Humanities Division (2 Courses - 6 Credit Hours)

Code	Course Title	Credits
HUMN 101	Introduction to the Arts and Humanities	3
LING 105	Language and the Human Experience	3
PHIL 101	Philosophy	3
RLGN 110	Comparative Religion	3

#### C. Social Sciences and Cross Cultural Studies Division (2 Courses - 6 Credit Hours)

Code	Course Title	Credits
GOVT 120	Comparative Government	3
GOVT 130	American Society and Politics	3
GOVT 140	International Relations	3
GEOG 101	World Geography	3
HIST 101	World History	3
SOCI 101	Sociology	3
PSYC 101	Psychology	3

#### D. Mathematical Sciences Division (1 Course - 3 Credit Hours)

Code	Course Title	Credits
MATH 160	Pre-Calculus	3
MATH 165	Calculus I	3

#### E. Natural Sciences Division (2 Courses - 6 Credit Hours)

Code	Course Title	Credits
BIOL 101	General Biology	3
CHEM 101	General Chemistry	3
GEOL 101	Introduction to Geology	3
PHYS 101	College Physics	3

#### F. Languages Division (2 Courses - 6 Credit Hours)

Students are permitted to substitute other undergraduate-level foreign language courses than those listed below to satisfy the Languages Division requirements as long as they can demonstrate that the divisional outcomes are met.

Code	Course Title	Credits
ARAB 100	Elementary Arabic I	3
ARAB 105	Elementary Arabic II	3
ARAB 200	Intermediate Arabic I	3
ARAB 205	Intermediate Arabic II	3
ARAB 250	Conversational Arabic I	3
ARAB 300	Advanced Arabic I	3
ARAB 305	Advanced Arabic II	3
CHIN 100	Elementary Chinese I	3
CHIN 105	Elementary Chinese II	3
CHIN 200	Intermediate Chinese I	3
CHIN 205	Intermediate Chinese II	3
CHIN 250	Conversational Chinese I	3
CHIN 300	Advanced Chinese I	3
CHIN 305	Advanced Chinese II	3
FREN 100	Elementary French I	3
FREN 105	Elementary French II	3
FREN 200	Intermediate French I	3
FREN 205	Intermediate French II	3
FREN 250	Conversational French I	3
FREN 300	Advanced French I	3
FREN 305	Advanced French II	3
SPAN 100	Elementary Spanish I	3
SPAN 105	Elementary Spanish II	3
SPAN 200	Intermediate Spanish I	3
SPAN 205	Intermediate Spanish II	3
SPAN 250	Conversational Spanish I	3
SPAN 300	Advanced Spanish I	3
SPAN 305	Advanced Spanish II	3

#### 9.4. Graduate Programs

VIU currently offers thirteen graduate degree programs and six graduate certificate programs from the School of Business, the School of Computer Information Systems, the School of Education, and the School of Public & International Affairs:

1. Master of Business Administration (MBA)
2. Master of Science in Accounting (MAC)
3. Master of Science in Project Management (MPM)
4. Master of Science in Computer Science (MCS)
5. Master of Science in Information Systems (MIS)
6. Master of Science in Information Systems Management (MISM)
7. Master of Science in Information Technology (MIT)
8. Master of Science in Software Engineering (MSE)
9. Master of Arts in TESOL (MATESOL)
10. Master of Education (M.Ed.)
11. Master of Science in Applied Linguistics (MSAPLX)
12. Master of Science in International Relations (MIR)
13. Masters of Public Administration (MPA)
14. Graduate Certificate in Project Management
15. Graduate Certificate in Business Intelligence
16. Graduate Certificate in Information Systems
17. Graduate Certificate in Information Systems Management
18. Graduate Certificate in Information Technology Audit & Compliance
19. Graduate Certificate in TESOL

VIU's graduate degree programs provide a high level of professional education in business and public administration, computer information systems, software engineering, education, international relations, and TESOL. They cover a broad range of subjects, thereby qualifying students for diverse career opportunities. For the admission requirements and a list of materials required for admission to the graduate degree programs, please refer to the Application for Admission section of the Academic Catalog.

### **Graduate Program Requirements**

Graduate degrees are earned by completing a minimum of 36-39 credit hours, or a minimum of 18 credit hours for certificate programs, beyond the prerequisite courses and typically 3 credit hours per course. To qualify for a graduate degree, students must meet the requirements below.

1. Students enrolled in the graduate degree program must maintain a Cumulative Grade Point Average (CGPA) of at least 3.0 (B), out of 4.0, and a minimum grade of at least 2.0 (C), out of 4.0, in all courses to qualify for the degree, to remain in good standing, and to graduate.
2. The Maximum Time Frame (MTF) permitted for the completion of any graduate degree program is 54 semester credit hours for 36 credit hour programs, and 58.5 semester credit hours for 39 credit hour programs. The Maximum Time Frame (MTF) permitted for the completion of any graduate certificate program is 27 semester credit hours for 18 credit hour programs.
3. Only graduate level courses may be applied toward the degree. A master's student may transfer up to 18 credit hours of graduate credits earned at other accredited institutions.
4. No degree credit is earned by a graduate student for any grade below 2.0 (C), out of 4.0, received in a graduate level course. However, any grades lower than 2.0 (C), out of 4.0, will be calculated in the CGPA.
5. Credit earned with undergraduate level courses taken as required prerequisite courses by the graduate student will not be counted towards the total credit requirement for degree completion.

### **Thesis Guide**

Students must consult with their academic advisors for thesis courses.

### **Graduate Internships**

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

## **10. SCHOOL OF BUSINESS**

**The mission** of the School of Business is to provide a diverse body of students with the ability to succeed in a global business environment. Through our faculty, the School of Business at VIU is committed to helping students to respect, value, and appreciate the wealth of diversity common to the international business community.

### **School of Business Learning Outcomes**

To achieve the mission of the School, all graduates are expected to achieve the following learning outcomes:

- SO A.: Apply principles of management, finance, economics, and accounting to business practices.
- SO B.: Integrate knowledge of business concepts, functions and methodologies to achieve successful business decisions.
- SO C.: Recognize and incorporate cultural diversity and promote collaborative enterprise in business decisions.
- SO D.: Apply managerial decision making through utilization of best practices in business.
- SO E.: Determine the role of leadership in high performing organizations and business entities.

### **10.1. Bachelor of Science in Business Administration**

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

offers a Bachelor of Science in Business Administration degree with the following three concentrations: (a) Finance, (b) International Business, and (c) Marketing.

### BSBA Program Outcomes

In business organizations, VIU BSBA graduates will be able to:

1. Describe the major concepts of the global economy, finance and accounting and their implications for business decision making.
2. Analyze business issues and apply business functional area knowledge, quantitative and qualitative tools and techniques to solve problems.
3. Demonstrate knowledge of contemporary theory and practice in international business.
4. Identify principles of management, organizational behavior, operations management, strategy and policy, international management and entrepreneurship.
5. Utilize information technology and effective communication tools and methods to complete work and disseminate results and findings of research and analysis.
6. Explain ethical and social responsibilities of businesses.

### Career Paths for BSBA Graduates

Students graduating from the BSBA program should be prepared to provide leadership a variety of business settings. The BSBA Program develops the foundation for continuing education and growth in all fields of business and administration. Graduates of the BSBA Program can anticipate jobs in the following types of careers at the entry-level, experienced, and management levels:

- Small Business Owner
- Retail Store Manager
- Management Consultant/Analyst
- Business Development Officer
- Business Manager
- Financial Officer
- Financial Advisor
- Marketing Coordinators/Managers

### Structure of the BSBA Program

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

Area	Number of Courses	Credit Hours
General Education Department Courses	12	36
Foundation Core Courses	8	24
Professional Core Courses	10	30
Concentration Courses	6	18
Elective Courses	4	12
<b>Total</b>	<b>40</b>	<b>120</b>

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

Code	Course Title	Course Prerequisite	Credits
CAR 100	Career Planning & Management	None	3
COMP 124	Information Technology	None	3
COMP 127	Office Applications	None	3
ACCT 201	Principles of Financial Accounting	None	3
STAT 200	Introduction to Statistics	None	3
BUSS 210	Introduction to Business	None	3
BUSS 301	Principles of Management	None	3
BUSS 302	Principles of Marketing	None	3

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

Code	Course Title	Course Prerequisite	Credits
ACCT 202	Principles of Managerial Accounting	ACCT 201	3
ACCT 305	Accounting Information Systems	ACCT 201	3
ECON 101	Principles of Microeconomics	None	3
ECON 102	Principles of Macroeconomics	None	3
BUSS 303	Principles of Finance	ACCT 201	3
BUSS 307	Business Law I	None	3
BUSS 312	Organizational Theory & HR Management	None	3
BUSS 406	Operations Management	STAT 200	3
BUSS 407	Political & Social Environment of Business	BUSS 301	3
BUSS 480*	Senior Business Research Project	All Core Courses & 1 <sup>st</sup> Semester Concentration	3

\* Internship / CPT qualified course - per approval by the Dean

### Concentration: (6 Courses - 18 Credit Hours)

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

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

Code	Course Title	Course Prerequisite	Credits
ECON 207	Intermediate Microeconomics	ECON 101	3
ECON 208	Intermediate Macroeconomics	ECON 102	3
BUSS 314	Corporate Finance	BUSS 303	3
BUSS 420	Introduction to Investment Banking	BUSS 303	3
BUSS 430	Financial Analysis & Valuation	BUSS 303	3
BUSS 444	International Finance	BUSS 303/ECON 101	3

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

Code	Course Title	Course Prerequisite	Credits
BUSS 154	Introduction to Import and Export	None	3
BUSS 340	International Business	BUSS 210/ BUSS 312	3
BUSS 420	Introduction to Investment Banking	BUSS 303	3
BUSS 442	International Marketing	BUSS 302	3
BUSS 443	International Strategy	BUSS 210	3
BUSS 444	International Finance	BUSS 303/ ECON 101	3

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

Code	Course Title	Course Prerequisite	Credits
BUSS 322	Marketing Research	STAT 200	3
BUSS 421	Advertising & Promotion	BUSS 302	3
BUSS 422	Sales Management	None	3
BUSS 423	Services Marketing	BUSS 302	3
BUSS 424	Not-for-Profit Marketing	BUSS 302	3
BUSS 442	International Marketing	BUSS 302	3

### Elective Courses: (4 Courses - 12 Credit Hours)

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

Code	Course Title	Course Prerequisite	Credits
BUSS 348	Public Relations	BUSS 210	3
BUSS 456	Project Management	None	3
BUSS 470	Business Law II	BUSS 307	3
BUSS 260	Internship Level I	None	3
BUSS 261	Internship Level II	None	3
BUSS 360	Internship Level III	None	3
BUSS 460	Internship Level IV	None	3

## 10.2. Certificate in International Business

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

### Certificate in International Business Program Outcomes

1. Apply effective oral and written communication skills.
2. Demonstrate a high level of ethics and professionalism.
3. Apply technological and analytical skills.
4. Recognize and integrate global cultural diversities in business decisions.
5. Apply decision making skills through utilizing best practices in business.
6. Interpret international business concepts, principles and financial strategies.

### Career Paths for International Business Certificate Graduates

Students graduating from the International Business Certificate program should be prepared to provide support a variety of business settings. The international business certificate program develops the foundation for continuing education and growth in all fields of business and administration. Graduates of the International Business Certificate Program can anticipate jobs in the following types of careers at the entry and experienced professional levels:

- Import/Export Manager
- In business sector sales, marketing, consulting, e-Business, and advertising positions
- In government and non-profit agencies, a certificate in International Business can serve as a foundation upon which to develop more specialized business functions such as finance, management, or marketing.

### Core Courses

Code	Course Title	Course Prerequisite	Credits
BUSS 154	Introduction to Import and Export Management	None	3
BUSS 302	Principles of Marketing	None	3
BUSS 312	Organizational Theory & HR Management	None	3
BUSS 340	International Business	BUSS 210/ BUSS 312	3

BUSS 442	International Marketing	<i>BUSS 302</i>	3
BUSS 444	International Finance	<i>BUSS 303/ ECON 101</i>	3
COMM 110	Oral Communication Skills	<i>None</i>	3
ECON 101	Principles of Microeconomics	<i>None</i>	3

### 10.3. Certificate in Small Business Management

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

#### Certificate in Small Business Management Program Outcomes

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

1. Describe the internal and external environment of business.
2. Describe and explain the ethical and social obligations and responsibilities of business.
3. Apply fundamental management tools in business decision making.
4. Apply knowledge of business concepts and functions in an integrated manner.
5. Use specialized knowledge to solve business problems.

#### Career Paths for Small Business Management Certificate Graduates

Students graduating from the Small Business Management Certificate program should be prepared to provide support a variety of business settings. The small business management certificate program develops the foundation for continuing education and growth in all fields of business and administration. Graduates of the Small Business Management Certificate Program can anticipate jobs in the following types of careers at the entry and experienced professional levels:

- Entrepreneurship
- Small business financial services manager
- Small business sales manager
- Local store manager
- Production manager
- New business development specialist
- Customer relationship Manager
- Internet marketing and sales manager
- Small business financial accountant

#### Certificate in Small Business Management Core Courses

Code	Course Title	Course Prerequisite	Credits
ACCT 201	Principles of Financial Accounting	<i>None</i>	3
BUSS 210	Introduction to Business	<i>None</i>	3
COMP 127	Office Applications	<i>None</i>	3
BUSS 302	Principles of Marketing	<i>None</i>	3
BUSS 303	Principles of Finance	<i>ACCT 201</i>	3
BUSS 307	Business Law I	<i>None</i>	3
BUSS 312	Organizational Theory & HR Management	<i>None</i>	3
ECON 101	Principles of Microeconomics	<i>None</i>	3

### 10.4. Master of Business Administration

VIU's Master of Business Administration (MBA) program enables students to gain knowledge in the core business areas of management, finance, marketing, accounting, and decision-making. The program provides students with high quality, professional education in business administration, thereby qualifying students for more diverse career opportunities.

#### MBA Program Outcomes

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

1. Employ effective business communication practices to share and disseminate information.
2. Apply business statistics, qualitative and quantitative methods including regression analysis, descriptive statistics and business forecasting to solve problems.

3. Utilize tools and techniques of business management to ensure efficient business outcomes on time and within budget
4. Examine the role of leadership in creating high performing organizations
5. Strategically analyze business decisions by integrating theory and practice.
6. Identify and distinguish the impact of ethical obligations and social responsibilities on business decisions.

### Career Paths for Masters in Business Administration Graduates

Students graduating from the MBA program should be prepared to provide leadership a variety of business settings. The MBA program develops the foundation for continuing education and leadership in all fields of business and administration. Graduates of the MBA Program can anticipate jobs in the following types of careers at the management, director, and executive levels:

- Account Manager
- Administrative Services Manager
- Business Manager
- Business Analyst
- Management Consultant
- Officer Manager
- Operating Supervisor
- Senior Administrator/Executive Level Manager
- Leadership Consultant
- Management Consultant
- Marketing Manager
- Project Manager
- Finance Manager
- Financial Analyst

### Concentrations of the MBA Program

There are fifteen (15) concentration in the MBA program.

1. Accounting
2. Contract Management
3. Entrepreneurship
4. Executive MBA
5. Global Logistics
6. Health Care Management
7. Hospitality and Tourism Management
8. Human Resource Management
9. International Business Management
10. International Finance
11. Leadership Management
12. Management Consulting
13. Marketing Management
14. Mass Media and Public Relations Management
15. Project Management

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

### MBA Program Prerequisites

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

Code	Course Title	Course Prerequisite	Credits
ECON 101	Principles of Microeconomics	None	3
STAT 200	Introduction to Statistics	None	3
ACCT 201	Principles of Financial Accounting	None	3
BUSS 303	Principles of Finance	ACCT 201	3
ENGL 120 <sup>†</sup>	Academic Writing	None	3

<sup>†</sup> This requirement is added effective with Spring 2015 semester.

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

### MBA Core Courses: (21 Credit Hours)

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

Code	Course Title	Course Prerequisite	Credits
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MBA 500	Managerial Communication	None	3
MBA 511	Managerial Accounting and Finance	ACCT 201, BUSS 303	3
MBA 512	Project & Cost Management	STAT 200	3
MBA 513	Organizational Behavior & Human Resource Management	None	3
MBA 514	Marketing Management	None	3
MBA 515	Business Statistics	STAT 200	3
MBA 516	Strategic Management and Organizational Leadership	None	3

### **MBA Concentration Courses: (9 Credit Hours)**

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

#### **1. Accounting:**

Students in this program will learn how to examine financial statements to ensure that they are accurate and comply with laws and regulations, compute taxes owed, prepare tax returns, and ensure that taxes are paid properly and on time, inspect account books and accounting systems for efficiency and use of accepted accounting procedures, organize and maintain financial records, assess financial operations, and make best-practice recommendations to management, suggest ways to reduce costs, enhance revenues, and improve profits.

<b>Code</b>	<b>Course Title</b>	<b>Course Prerequisite</b>	<b>Credits</b>
MBA 605	Auditing	MBA 511	3
MBA 608	Financial Reporting and Decision Making	None	3
MBA 610	Taxation of Business Entities	MBA 511	3
MBA 611	Business Ethics and Law	None	3
MBA 636	Managerial Accounting	MBA 511	3
MBA 654	Accounting Information Systems	None	3

#### **2. Contract Management**

The Contract Management concentration provides students with an understanding of the important principles of U.S. government acquisition practices, fundamentals of negotiation and conflict management, solicitation planning, and procedures for termination and managing contractor disputes.

<b>Code</b>	<b>Course Title</b>	<b>Course Prerequisite</b>	<b>Credits</b>
MBA 644	Basic Principles of Contract Management	None	3
MBA 645	Contract Formation and Performance	None	3
MBA 646	Contract Administration and Monitoring	MBA 644	3
MBA 647	Contract Administration Process and Negotiation	MBA 644	3
MBA 648	Contracting in the Global Marketplace	MBA 644	3

#### **3. Entrepreneurship**

This program is designed to prepare students to become entrepreneurs. Students gain the knowledge needed to start, run or grow a business through the application of business concepts and ideas. Students learn to identify opportunities, solve problems, and create business strategies.

<b>Code</b>	<b>Course Title</b>	<b>Course Prerequisite</b>	<b>Credits</b>
MBA 630	Entrepreneurship	MBA 516	3
MBA 633	Business Planning and Development	MBA 516	3

MBA 634	Operations Management	MBA 515	3
MBA 637	Business Innovation	MBA 516	3
MBA 638	Entrepreneurial Finance and Venture Capital	MBA 516	3

#### 4. Executive MBA

The Executive MBA program has been developed for mid-career executives who are at a pivotal point on their career path. This program provides students with advanced management practices and includes exposure to strategy, marketing, innovation, entrepreneurship, project management, and other key managerial skill sets.

Code	Course Title	Course Prerequisite	Credits
MBA 615	International Strategy	MBA 516	3
MBA 616	International Marketing	MBA 513	3
MBA 637	Business Innovation	MBA 516	3
MBA 638	Entrepreneurial Finance and Venture Capital	MBA 516	3
PMP 605	Project Management Systems	None	3

#### 5. Global Logistics

Students in this program will be able to direct the allocation of materials, supplies, and finished products, develop business relationships with suppliers and customers, work to understand customers' needs and how to meet them, design strategies to minimize the cost or time required to move goods, review the success of logistical functions and identify areas for improvement.

Code	Course Title	Course Prerequisite	Credits
MBA 611	Business Ethics and Law	None	3
MBA 616	International Marketing	MBA 513	3
MBA 617	Import & Export Management	None	3
MBA 628	Global Sourcing and Logistics	None	3
MBA 634	Operations Management	MBA 515	3

#### 6. Health Care Management

Students in this program will be able to improve efficiency and quality in delivering healthcare services, keep current on new laws and regulations, supervise assistant administrators, manage the finances of the facility, such as patient fees and billing, create work schedules, maintain and organize records of the facility's services, and communicate with members of the medical staff and department heads.

Code	Course Title	Course Prerequisite	Credits
MBA 640	The Health Services System	None	3
MBA 641	Economics of Health Care & Policy	MBA 511	3
MBA 642	Financial Management of Health Institutions	MBA 511	3
MBA 643	Legal Aspects of Health Care	None	3

#### 7. Hospitality & Tourism Management

Students in this program will be given the building blocks to effectively grow and manage hospitality and tourism organizations, coordinate event planning activities, direct and oversee marketing, accounting, and legal aspects of the business.

Code	Course Title	Course Prerequisite	Credits
MBA 552	Hospitality and Tourism Management	None	3
MBA 553	Event Planning and Management	MBA 512	3
MBA 554	Marketing for Hospitality and Tourism	MBA 514	3

MBA 555	Legal Aspects of Hospitality and Tourism	<i>None</i>	3
MBA 556	Accounting, Budgeting and Cost Controls: Hospitality and Tourism	<i>MBA 511</i>	3
MBA 557	Management of IT in Hospitality and Tourism	<i>None</i>	3
MBA 558	HR Management in the Hospitality and Tourism Industries	<i>MBA 513</i>	3

## 8. HR Management

Students in this program will be able to plan and coordinate an organization's workforce to best use employees' talents, administer employee services, advise managers on organizational policies, coordinate and supervise specialists and support staff, oversee an organization's recruitment, interview, selection, and hiring processes and effectively resolve conflicts.

Code	Course Title	Course Prerequisite	Credits
MBA 523	HR Law	<i>None</i>	3
MBA 536	Labor Relations	<i>None</i>	3
MBA 538	Compensation and Benefits	<i>None</i>	3
MBA 551	Conflict Resolution	<i>None</i>	3
MBA 611	Business Ethics and Law	<i>None</i>	3

## 9. International Business Management

Students in this program will be able to analyze an organization, submit process improvement plans, effectively communicate with leaders in diverse cultures, and utilize critical thinking.

Code	Course Title	Course Prerequisite	Credits
MBA 611	Business Ethics and Law	<i>None</i>	3
MBA 612	International Management	<i>MBA 513</i>	3
MBA 613	Enterprise Resource Planning	<i>MBA 512</i>	3
MBA 614	International Finance	<i>MBA 511</i>	3
MBA 615	International Strategy	<i>MBA 516</i>	3
MBA 616	International Marketing	<i>MBA 513</i>	3
MBA 617	Import & Export Management	<i>None</i>	3
MBA 634	Operations Management	<i>MBA 515</i>	3

## 10. International Finance

Students in this program will be able to prepare financial statements, business activity reports and forecasts, monitor financial details to comply with legal requirements, supervise employees, review company financial reports and seek ways to reduce costs and analyze market trends.

Code	Course Title	Course Prerequisite	Credits
MBA 611	Business Ethics and Law	<i>None</i>	3
MBA 614	International Finance	<i>MBA 511</i>	3
MBA 618	International Economics & Trade	<i>MBA 511</i>	3
MBA 620	Long-Term Financial Decisions	<i>MBA 511</i>	3
MBA 621	Trading & Risk Management	<i>MBA 511</i>	3

## 11. Leadership Management

Students in this program will be able to enhance their leadership skills to empower their teams to manage change, effectively resolve conflicts while ensuring the organization reaches its strategic goals.

Code	Course Title	Course Prerequisite	Credits
MBA 661	Public Relations	None	3
MBA 662	Business and Society	None	3
MBA 663	Business Strategies and Proposals	MBA 516	3
MBA 664	Negotiation and Conflict Resolution	MBA 513	3
MBA 665	Managing Organizational Change	MBA 513	3
MBA 666	Leadership Strategies	MBA 516	3

## 12. Management Consulting

Students in this program will be able to assist client organizations to effectively assess needs, recommend process improvements, implement strategies, change management, advise on mergers and acquisitions while efficiently managing human capital.

Code	Course Title	Course Prerequisite	Credits
MBA 613	Enterprise Resource Planning	MBA 512	3
MBA 615	International Strategy	MBA 516	3
MBA 656	Consulting Skills	MBA 513	3
MBA 657	Mergers and Acquisitions	MBA 513	3
MBA 658	Strategic Human Capital Management	MBA 513	3
MBA 659	Leadership and Change Management	MBA 516	3

## 13. Marketing Management

Students in this program will be able to develop marketing plans from market research, select advertising media, create and evaluate the effectiveness of promotional campaigns and negotiate advertising contracts.

Code	Course Title	Course Prerequisite	Credits
MBA 611	Business Ethics and Law	None	3
MBA 616	International Marketing	MBA 514	3
MBA 622	Marketing Research	MBA 514	3
MBA 623	Sales Management	MBA 514	3
MBA 624	Advertising & Promotion	None	3
MBA 625	Effective Negotiations	None	3
MBA 626	Consumer Behavior	MBA 514	3

## 14. Mass Media and Public Relations

Students in this program will be able to write press releases and prepare information for the media, respond to information requests from the media, help clients communicate effectively with the public, help maintain their organization's corporate image and identity, draft speeches and arrange interviews for an organization's top executives, and evaluate advertising and promotion programs.

Code	Course Title	Course Prerequisite	Credits
COMM 600	Writing & Editing the News (Introduction to News Editorial Journalism)	None	3
COMM 610	News Editing	COMM 600	3
COMM 605	Media Ethics	None	3
COMM 620	Politics, Journalism, & Business	None	3
COMM 625	Media Relations	None	3
COMM 630	International Journalism	None	3

COMM 635	Mass Media & Society	<i>None</i>	3
COMM 641	Media Economics	<i>None</i>	3
COMM 643	U.S. Press History	<i>None</i>	3
COMM 645	The Development & Use of New Media Technology	<i>None</i>	3
COMM 647	The Movies: Film & Video Criticism	<i>None</i>	3
COMM 649	Small Group & Team Communications	<i>None</i>	3

### 15. Project Management

Students in this program will be able to manage the lifecycle of the project while managing financial scope, risk, and business development objectives on time and within budget.

Code	Course Title	Course Prerequisite	Credits
PMP 605	Project Management Systems	<i>None</i>	3
PMP 610	Quality Project Management Practices	<i>None</i>	3
PMP 615	Risk Project Management	<i>None</i>	3
PMP 620	Contract & Procurement Management	<i>None</i>	3
PMP 623	Leading Projects Across Cultural, Corporate, & Global Boundaries	<i>None</i>	3

### MBA Capstone Course: (3 credit hours)

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

Code	Course Title	Course Prerequisite	Credits
MBA 627*	Advanced Business Project	<i>All Core, 1<sup>st</sup> Semester Concentration</i>	3

*\*Internship/CPT Eligible with approval per Dean*

### MBA Elective Course: (3 credit hours)

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

Code	Course Title	Course Prerequisite	Credits
MBA 600	Business Residency	<i>None</i>	3
MBA 631	Current Topics in Business	<i>None</i>	3
MBA 633	Business Planning and Development	<i>MBA 516</i>	3
MBA 560	Graduate Internship I	<i>None</i>	3
MBA 660	Graduate Project Internship II	<i>None</i>	3
CAR 600	Career Planning & Management	<i>None</i>	3

### Pre-MBA Program

Students who have earned their Bachelor's degree with less than 120 undergraduate credit hours can be given conditional admission to the MBA program, provided they enroll in and successfully complete the remaining credit hours needed to equal 120, by selecting from the undergraduate courses offered at VIU. Among the 120 required credit hours, the MBA Program prerequisite courses (ECON 101, STAT 200, ACCT 201, BUSS 303 and ENGL 120) must be fulfilled. Students must consult their academic advisor before

choosing classes. Successful completion of the 120 credit hours, including the four MBA Program prerequisite courses, will allow students to complete the undergraduate credit requirement and enter the MBA program.

## 10.5. Masters of Science in Accounting Degree

The Masters of Science in Accounting (MAC) degree program is designed to provide mastery of both technical and operational competencies for students and professionals with financial, accounting, management, and general business backgrounds who are seeking positions in Accounting.

### MAC Program Outcomes

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

1. Demonstrate the ability to apply concepts of accounting theory and practice in a variety of business settings.
2. Analyze complex financial and managerial accounting problems and formulate, communicate and explain recommendations to decision makers.
3. Demonstrate the ability to communicate fundamental accounting and tax principles and techniques effectively both in writing and orally.
4. Construct GAAP compliant financial statements including the balance sheet, income statement, statement of cash flows, and statement of stockholder's equity, and understand their interrelationships.
5. Evaluate accounting practices from ethical, legal, and regulatory perspectives while considering the interests of diverse stakeholders.
6. Integrate accounting principles and enterprise technology solutions to maximize value recognized by organizations.

The Masters of Science in Accounting degree program is earned by completing 30 semester credits of coursework and 6 semester credits of thesis work beyond the required courses.

### Career Paths for MS in Accounting Graduates

Students graduating from the MS in Accounting program should be prepared to provide leadership a variety of financial and accounting settings. The MS in Accounting program develops the foundation for continuing education and leadership in all fields of accounting. Graduates of the MS in Accounting Program can anticipate jobs in the following types of careers at the management, director and executive levels:

- Accounting Manager
- Auditor
- Budget Analyst
- Controller
- Environmental Accountant
- Financial Analyst
- Financial Manager
- Financial Planner
- Fraud Investigator
- Internal Auditor
- Payroll Staff, Manager
- Risk Manager
- Strategic Planner
- Tax Specialist
- Postsecondary Business Teacher

### MS in Accounting Program Prerequisites

If an applicant does not have previous business and/or management background, finance and accounting experience and his/her bachelor's degree is not related to business and management, he/she is required to take the following MS in Accounting Program prerequisite courses (5 courses, 15 credits):

Code	Course Title	Course Prerequisite	Credits
STAT 200	Introduction to Statistics	<i>None</i>	3
ACCT 201	Principles of Financial Accounting	<i>None</i>	3
ACCT 202	Principles of Managerial Accounting	<i>ACCT 201</i>	3
BUSS 303	Principles of Finance	<i>ACCT 201</i>	3
ENGL 120 <sup>+</sup>	Academic Writing	<i>None</i>	3

† This requirement will take effective from Spring 2015 semester.

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

### Masters of Science in Accounting Degree Requirements

VIU's Master of Science in Accounting Degree requires 36 academic credits, consists of two study areas that develop core competency in accounting field, and additional necessary knowledge and skills to become an accountant. If desired, an MS in Accounting graduate can take an additional course aimed at successful preparation for obtaining the Certified Professional Accountant (CPA) certification.

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

#### Accounting Core: (7 courses, 21 credits)

This set of courses provides basic concepts, analysis and fundamental knowledge in auditing, taxation, financial reporting, business ethics and information systems within the accounting field. Every MAC student must complete the following seven (7) courses:

Code	Course Title	Course Prerequisite	Credits
MBA 511	Managerial Accounting and Finance	ACCT 201, BUSS 303	3
MBA 605	Auditing	MBA 511	3
MBA 608	Financial Reporting and Decision Making	None	3
MBA 610	Taxation of Business Entities	MBA 511	3
MBA 611	Business Ethics and Law	None	3
MBA 654	Accounting Information Systems	None	3
ACCT 600	Cost Accounting	MBA 511	3

#### Accounting Electives: (3 courses, 9 credits)

To expand the knowledge and broaden the experience and skills in accounting field, students are required to complete three elective courses (9 credits) from the list below

Code	Course Title	Course Prerequisite	Credits
MBA 614	International Finance	MBA 511	3
MBA 620	Long-term Financial Decisions	MBA 511	3
MBA 621	Trading and Risk Management	MBA 511	3
ACCT 601	Advanced Financial Accounting	MBA 511	3
ACCT 602	International Accounting	MBA 511	3
ACCT 603	Contemporary Topics in Accountancy	MBA 511	3

#### Accounting Thesis Courses (2 courses, 6 credits)

Accountants are widely employed throughout practically every industry and every area of employment. Often serving as the essential source for financial data critical to the organization's ultimate success, accountants may provide financial insights which serve as the primary factor in making all other decisions. Through the thesis process, students will have an opportunity to demonstrate their ability to integrate accounting practices, various business models, and business operational procedures for the purpose of maintaining an organization's fiscal, legal, and ethical stability as well as actualize their understanding through imperial research.

Code	Course Title	Course Prerequisite	Credits
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ACCT 698	Master Thesis I	<i>Completion of 5 Core &amp; Dean's Approval</i>	3
ACCT 699	Master Thesis II	<i>ACCT 698</i>	3

### OPTIONAL: CPA Professional Preparation Course (3 credits)

To obtain in-depth professional preparation for passing the Certified Professional Accountant (CPA) exam, students may consider taking an additional course. The requirement for taking this course is the completion of the MS in Accounting core curriculum.

Code	Course Title	Course Prerequisite	Credits
ACCT 650	CPA Exam preparation	<i>All ACCT Core</i>	3

## 10.6. Masters of Science in Project Management Degree

VIU's Master of Science in Project Management (MPM) degree is designed to provide mastery of both technical and operational competencies for professionals with diverse backgrounds seeking leadership positions as a project manager.

### MPM Program Outcomes

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

1. Explain the elements of project initiation, project implementation and termination.
2. Apply cost accounting concepts to project management according to its contractual parameters.
3. Function as a leader in the formulation of the project management plan, implementation, and validation of outcomes.
4. Strategize on problem solutioning reflective of the triple constraints of scope, time, and schedule.
5. Distinguish between projects and the ongoing nature of operations.
6. Recognize and understand cultural diversity and acceptance of others.
7. Apply technological skills, tools and techniques to guide overall project execution.
8. Apply effective oral and written communication skills.
9. Demonstrate a high level of ethics and professional behavior in all matters of project contract negotiation.

The MPM degree program is earned by completing the program course requirements of 30 semester credit hours and 6 semester credit hours of thesis, beyond the program prerequisite courses.

### Career Paths for Master of Project Management Graduates

Students graduating from the MPM program should be prepared to provide leadership a variety of business settings. The MPM program develops the foundation for continuing education and leadership in all fields of business and administration. Graduates of the MPM Program can anticipate jobs in the following types of careers at the management, director and executive levels:

- Construction Manager
- Cost Estimator
- General and Operations Manager
- Industrial Production Manager
- Management Consultant
- Organizational Change Manager
- Procurement Manager
- Project Developer
- Project Quality Manager
- Project Specialist
- Project Team Lead
- Project Manager

### MPM Program Prerequisites

If applicants do not have previous business background and project management experience, and their bachelor's degrees are not related to business and management, they are required to take the following MPM program prerequisite courses:

Code	Course Title	Course Prerequisite	Credits
ECON 101	Principles of Microeconomics	<i>None</i>	3
STAT 200	Introduction to Statistics	<i>None</i>	3
ACCT 201	Principles of Financial Accounting	<i>None</i>	3

BUSS 303	Principles of Finance	<i>ACCT 201</i>	3
ENGL 120 <sup>†</sup>	Academic Writing	<i>None</i>	3

<sup>†</sup> *This requirement is added effective Spring 2015 semester.*

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

### MPM Degree Requirements

MS in Project Management requires 36 academic credit hours, and consists of three areas of study that develop necessary knowledge and skills to become a Project Manager. If desired, an MS in Project Management graduate can take an additional course aimed at successful preparation for obtaining the Project Management Professional (PMP) certification.

Area	# of Courses	Credit Hours
General Management Core courses	4	12
Project Management Core courses	6	18
Thesis courses	2	6
<b>Total</b>	<b>12</b>	<b>36</b>

#### General Management Core (4 courses, 12 credits)

General management core courses provide students with the skills and knowledge that all project managers need including accounting, finance, organizational behavior, marketing and leadership. Every MPM student must complete the following four (4) courses:

Code	Course Title	Course Prerequisite	Credits
MBA 511	Managerial Accounting and Finance	<i>ACCT 201, BUSS 303</i>	3
MBA 512	Project & Cost Management	<i>STAT 200</i>	3
MBA 513	Organizational Behavior & HR Management	<i>None</i>	3
MBA 514	Marketing Management	<i>None</i>	3

#### Project Management Core (6 courses, 18 credits)

Project Management core courses offer students the familiarity and skills in managing projects, evaluating risks, handling contractual and procurement activities and analyzing advanced projects management practices. Every MPM student must complete the following six (6) courses:

Code	Course Title	Course Prerequisite	Credits
PMP 605	Project Management Systems	<i>None</i>	3
PMP 610	Quality Project Management Practices	<i>None</i>	3
PMP 615	Risk Project Management	<i>None</i>	3
PMP 620	Contract and Procurement Management	<i>None</i>	3
PMP 623	Leading Projects Across Cultural, Corporate, and Global Boundaries	<i>None</i>	3
PMP 625	Advanced Project Management Practices	<i>PMP 605</i>	3

#### Project Management Thesis Course (2 courses, 6 credits)

The project management concept is commonly integrated across many disciplines. As a project manager, it is important to have a working understanding of various industries. Through the thesis process, students will have an opportunity to demonstrate their ability to integrate people, processes, and technology for the purpose of understanding an organization's mission and vision as well as actualize their understanding through imperial research.

Code	Course Title	Course Prerequisite	Credits
PMP 698	Master Thesis I	<i>5 Core Courses &amp; Dean's approval</i>	3
PMP 699	Master Thesis II	<i>PMP 698</i>	3

### OPTIONAL: PMP Exam Preparation (3 credits)

To obtain in-depth professional preparation for passing the Project Management Professional (PMP) exam, students may consider taking an additional course. The requirement for taking this course is the completion of Project Management core curriculum.

Code	Course Title	Course Prerequisite	Credits
PMP 650	PMP Exam Preparation	<i>PMP 605, 610, 615</i>	3

### 10.7. Graduate Certificate in Project Management

The VIU Certificate in Project Management is uniquely different from the Master's Degree in Project Management or the MBA with a concentration in Project Management in two areas: The focus of a Graduate Certificate in Project Management is on strategic outcomes rather than organizational strategic outcomes, and certificate courses are aligned principally to the core processes and knowledge areas found in the Project Management Body of Knowledge (PMBOK).

#### GCPM Program Outcomes

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

1. Manage the initiation of projects and planning of activities that accurately forecast project costs, timeline, and quality.
2. Implement processes for successful resource, communication, and risk and change management.
3. Demonstrate effective project execution and control techniques that result in successful projects.
4. Conduct project closure activities and obtain formal project acceptance.
5. Demonstrate a strong working knowledge of ethics and professional responsibility.

The GCPM degree program is earned by completing the program course requirements of 18 semester credit hours.

#### Career Paths for Graduate Certificate in Project Management

The GCPM program develops the foundation for continuing education and leadership in all fields of business and administration. Graduates of the GCPM Program can anticipate jobs in the following types of careers at the management and director level:

- Construction Manager
- Cost Estimator
- General and Operations Manager
- Industrial Production Manager
- Management Consultant
- Procurement Manager
- Project developer
- Project Specialist
- Project Manager

#### Graduate Certificate in Project Management Courses

Students must take all six (6) courses (18 credit hours).

Code	Course Title	Course Prerequisite	Credits
PMP 605	Project Management Systems	<i>None</i>	3
PMP 610	Quality Project Management Practices	<i>None</i>	3
PMP 615	Risk Project Management	<i>None</i>	3
PMP 620	Contract and Procurement Management	<i>None</i>	3
PMP 625	Advanced Project Management Practices	<i>PMP 605</i>	3
PMP 650	PMP Exam Preparation	<i>PMP 605, 610, 615</i>	3

## 11. SCHOOL OF COMPUTER INFORMATION SYSTEMS

**The mission** of the School of Computer Information Systems is to prepare graduates to serve as leading practitioners in the field of computing in a global context and to enable them to realize their dreams through academic excellence. We provide a world-class education in the computing discipline from diverse faculty who are experts in the fields of computer science, information systems and information technology.

### School of Computer Information Systems Learning Outcomes

- A. Apply various critical thinking and programming skills tailored to professional objectives
- B. Recognize and utilize a variety of tools for technical and operational aspects of IT project management
- C. Maintain and understand knowledge of current and future trends in computer technology
- D. Effectively communicate and collaborate with a variety of invested individuals
- E. Facilitate practices and procedures with social, ethical and legal understandings of technologies

### 11.1. Bachelor of Science in Computer Science

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

#### BCS Program Outcomes

VIU's BCS program emphasizes the design and use of computer technology to develop information processing systems. The program provides students with broad range of computer knowledge and practical skills required in most of business and industry areas today. Successful graduates are awarded a Bachelor of Science in Computer Science degree. No concentration or specialization is associated with this degree, but students have a large selection of electives to choose from in the final year based on their specific areas of interest.

Specifically, the BCS program graduates will be able to:

1. Learn object oriented programming to apply fundamental concepts of programming
2. Introduce IDE and DBMS and managerial tools in case studies and practice with these tools
3. Analyze current and future trends in computer science
4. Demonstrate effective communication and collaboration skills with peers
5. Develop an appreciation of social, ethical and legal aspects of technologies and their applications in the Computer Science field
6. Introduce computer science theory and algorithms in the modeling and design of computer-based systems
7. Understand network concepts, protocols, security, and cloud computing technologies.

#### BCS Career Paths

VIU's BCS program educates and trains students to create and implement solutions for information systems-based needs and problems in research, commercial, financial, governmental, or other types of organizations. The approach of this degree program is to integrate theoretical and practical aspects of the computing science and technology. The program provides a blend of theory and applications, preparing students for a variety of Computer Science careers in industry, government, and academia; and to develop the foundation for continuing education and growth in the field of Computer Science. Specific career paths include positions at the entry, experienced professional and management level such as:

- Computer Systems Analyst
- Software Developer
- Database Developer
- Database Administrator
- Computer Programmer
- Web Developer
- QA Tester
- Network System Administrator

#### BCS Degree Requirements

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

Area		Number of Courses	Credit Hours
General Education Department Courses		12	36
Professional Core Courses	a) Fundamental Core (FC) 7 courses – 21 credit hours	18	54
	b) Programming Core (PC) 4 courses – 12 credit hours		
	c) Application Core (AC) 7 courses – 21 credit hours		
Elective Courses		10	30
<b>Total</b>		<b>40</b>	<b>120</b>

### Professional Core Courses

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

#### a) Fundamental Courses (7 courses – 21 Credit Hours)

Code	Course Title	Course Prerequisite	Credits
CMP 110	Introduction to Computing	None	3
CMP 120	Programming Logic	None	3
CMP 130	Ethical, Societal and Legal Aspects of Computing	None	3
CMP 230	Discrete Mathematical Methods for Computing	None	3
CMP 250	Computer Architecture	CMP 110	3
CMP 260	Operating Systems	CMP 110	3
CMP 270	Essentials of Networking	CMP 110	3

#### b) Programming Courses (4 Courses – 12 Credit Hours)

Code	Course Title	Course Prerequisite	Credits
CMP 210	Programming I	CMP 120	3
CMP 220	Programming II	CMP 120	3
CMP 330	Data Structures and Algorithm Analysis	CMP 120	3
CMP 340	Principles of Programming Languages	CMP 120	3

#### c) Application Courses (7 Courses – 21 Credit Hours)

Code	Course Title	Course Prerequisite	Credits
CMP 343	Computer Security Principles	CMP 270	3
CMP 350	Database Concepts	None	3
CMP 360*	Web Development Methods	CMP 120	3
CMP 375	Human-Computer Interaction	None	3
CMP 440	Software Engineering	CMP 220 or CMP 330	3
CMP 498	Capstone Project I	All 300-Level core courses	3
CMP 499	Capstone Project II	CMP 498	3

\* Internship CPT qualified / course.

#### Elective Courses: (10 courses – 30 Credit Hours)

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

Code	Course Title	Course Prerequisite	Credits
CMP 353*	Application Software Security	<i>CMP 343</i>	3
CMP 355	Programming with C/C++	<i>CMP 120</i>	3
CMP 365	Information Technology Project & Service Management	<i>All core courses</i>	3
CMP 373	Operating Systems Security	<i>CMP 343</i>	3
	Independent Study I	<i>All FC courses, Dean's approval</i>	3
CMP 391	Internship Level I	<i>Dean's approval</i>	3
CMP 392	Internship Level II	<i>Dean's approval</i>	3
CMP 420*	Usability Evaluation and Interface Development	<i>CMP 375</i>	3
CMP 443*	Network Security	<i>CMP 343</i>	3
CMP 445*	Distributed Systems	<i>CMP 250 or CMP 260</i>	3
CMP 463*	Computer Forensics	<i>CMP 343</i>	3
CMP 465	Theory of Computation	<i>CMP 230</i>	3
CMP 466*	Programming for Mobile Devices	<i>CMP 330 or CMP 220 or CMP 360</i>	3
CMP 467*	Database Systems for Web Applications	<i>CMP 350</i>	3
CMP 471*	Special Topics in Computer Science	<i>All FC courses</i>	3
CMP 472*	Special Topics in Information Technologies and Systems	<i>All FC courses</i>	3
CMP 489	Independent Study II	<i>All FC courses, Dean's approval</i>	3
CMP 491	Internship Level III	<i>Dean's approval</i>	3
CMP 492	Internship Level IV	<i>Dean's approval</i>	3
CAR 100	Career Planning & Management	<i>None</i>	3

*\*Internship CPT qualified / course.*

## 11.2. Master of Science in Computer Science

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

In the MCS program, a student must opt to pursue one specialization from the choice of the following seven specializations available:

1. *Computer Animation and Gaming;*
2. *Cybersecurity;*
3. *Data Management;*
4. *Intelligent Systems;*
5. *Networking;*
6. *Software Applications Development;*
7. *Software Engineering.*

### MCS Program Outcomes

The main objective of VIU's MCS program is to provide a deep understanding of computer science theory and applications. The program aims to equip the student with the knowledge and skills that enable her/him to identify and solve problems in specific areas using analytical and critical thinking skills; communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written presentation; develop a macro-vision understanding that the world is a set of related systems and that problem solving contexts do not exist in isolation; and contribute to cross-functional teams, including geographically dispersed teams. Each MCS specialization will have its own specialization-specific objective, which is given in the relevant part of this document.

The curriculum design provides all MCS degree holders with a core set of knowledge. Furthermore, to make students more employable, the program offers students a set of courses (reinforced with practical experience) in a particular area within Computer Science (CS) as a specialization. A particular MCS specialization allows a student to concentrate in a specific area for which there is demand and to achieve mastery of in the area. These graduates will have the following skills, knowledge, and values:

1. Apply object oriented programming in desktop and mobile applications
2. Employ IDE and managerial tools in real world applications
3. Analyze current and future trends in computer science and adapt them appropriately to changing business needs
4. Illustrate effective communication and collaboration skills with stakeholders
5. Demonstrate understandings of privacy, security, forensics and copyright issues in professional and social environments
6. Understand various data structures and developing effective algorithms
7. Understand, develop and apply database management concepts and tools
8. Understand and design computer and network architecture and analyze different architectural models
9. Concentration Specific Outcome:
  - a. Computer Animation and Gaming: Conceptualize, design and implement computer graphics and animation programs that meet certain objective criteria.
  - b. Cybersecurity: Identify, develop, and implement effective and efficient defense mechanisms to secure organization networks and information resources to support organizational goals.
  - c. Data Management: Collect, organize, store, manipulate, analyze, secure, and communicate structured and unstructured data; in order to integrate information technology solutions and business processes to meet the information needs of businesses and other enterprises.
  - d. Intelligent Systems: Apply artificial intelligence (AI), machine learning and intelligent systems techniques to solve real-world problems.
  - e. Networking: Understand network and Internet architecture, network design and implementation, network performance analysis, network management, network security, and emerging trends in networking technology.
  - f. Software Applications Development: Analyze, design, implement and test software applications that meet the business objectives of an organization using techniques such as design patterns, component-based architectures, web services, service-oriented architectures and emerging technologies.
  - g. Software Engineering: Carry out requirements engineering, design and construct high quality software, software testing, maintenance, configuration and management to meet the business needs of an enterprise in a highly dynamic and competitive business environment.

### **Career Paths for MCS Graduates**

Students graduating from the MCS program should be prepared to provide leadership in the Computer Science field. The MCS program prepares students for productive long-term careers in industry, government, and academia; and to develop the foundation for continuing education and growth in the field of Computer Science. MCS graduates will become key contributors to Computer Science research and applied Computer Science and can further their education by entering a doctoral degree program.

Graduates of the MCS program can anticipate the following types of computer science professional careers at the management, director and executive levels:

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

### MCS Program Prerequisites

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

Code	Course Name	Course Prerequisite	Credits
CMP 220	Programming II	<i>CMP 120<sup>†</sup></i>	3
CMP 260	Operating Systems	<i>CMP 110<sup>†</sup></i>	3
CMP 270	Essentials of Networking	<i>CMP 110<sup>†</sup></i>	3
CMP 330	Data Structures and Algorithm Analysis	<i>CMP 120<sup>†</sup></i>	3
CMP 350	Database Concepts	<i>none</i>	3

<sup>†</sup> Course can be waived if student passes a standardized examination for this course, or by Dean's Approval

These program prerequisites are co-requisites and may be taken simultaneously with the master's degree courses. Some or all of these prerequisites may be waived at the Academic Advisor's discretion.

### MCS Degree Requirements

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

VIU's MCS program is generally completed within two years of full time study. It consists of five (5) core courses (15 credits), five (5) specialization elective courses (15 credits) and two (2) other electives. The specialization electives allow a student to concentrate in a specific area for which there is demand and to achieve knowledge depth in that area. The two other (exit) electives give a student the opportunity to integrate and apply the knowledge and skills studied so far to real-world situations/problems through a capstone project, internship or a master's thesis. The specialization elective courses provide an opportunity for students to develop and fine-tune specific computing skills according to their areas of interest.

Area	Number of Courses	Credit Hours
Core courses	5	15
Specialization Elective courses	5	15
Other Electives	2	6
<b>Total</b>	<b>12</b>	<b>36</b>

### MCS Core Courses: (5 Courses – 15 Credits)

Each candidate must satisfactorily complete the following five (5) core courses (15 credits):

Code	Course Name	Course Prerequisite	Credits
CMP 511	Computer Architecture and Implementation	<i>CMP 250</i>	3
CMP 556	Database Management Systems I	<i>CMP 350</i>	3
CMP 560	Software Engineering	<i>none</i>	3

CMP 561	Design and Analysis of Algorithms	<i>CMP 220 or CMP 330</i>	3
CMP 641	Operating Systems	<i>CMP 260</i>	3

The description of the courses can be found under the Course Descriptions section.

### **MCS Specialization Courses: (5 courses - 15 Credit Hours)**

Students must select one of the specializations listed below during the second year of their study. Students must choose five (5) courses (15 credit hours) from the Specializations Elective Courses.

#### **1. Computer Animation and Gaming**

The objective of this specialization is to equip students with in-depth knowledge and skills that will enable them to conceptualize, design and implement computer graphics and animation programs that meet certain objective criteria.

<b>Code</b>	<b>Course Name</b>	<b>Course Prerequisite</b>	<b>Credits</b>
CMP 582	Computer Graphics	<i>CMP 561</i>	3
CMP 583	Computer Animation	<i>CMP 561</i>	3
CMP 584	Human-Computer Interface Design	<i>CMP 561</i>	3
CMP 585*	Design of Interactive Multimedia	<i>None</i>	3
CMP 586*	Computer Vision	<i>CMP 582</i>	3
CMP 587*	Game Design and Programming	<i>CMP 582</i>	3
CMP 588*	Special Topics Computer Animation and Gaming	<i>Dean's approval</i>	3

#### **2. Cybersecurity**

The objective of this specialization is to equip the students with in-depth knowledge skills that will enable them to identify, develop, and implement effective and efficient defense mechanisms to secure organization networks and information resources to support organizational goals.

<b>Code</b>	<b>Course Name</b>	<b>Course Prerequisite</b>	<b>Credits</b>
CMP 558	Network and Information Security	<i>CMP 550/ CMP 562</i>	3
CMP 562	Computer Networks	<i>CMP 270</i>	3
CMP 630*	Network Security Audit and Forensics	<i>CMP 550 or CMP 562</i>	3
CMP 643*	Database Security and Data Protection	<i>CMP 556/ CMP 553</i>	3
CMP 644	Intrusion Detection and Prevention Systems	<i>CMP 558</i>	3
CMP 645*	Security Management	<i>CMP 558</i>	3
CMP 647*	Wireless and Mobile Security	<i>CMP 558</i>	3
CMP 648*	Special Topics in Cybersecurity	<i>Dean's approval</i>	3

\* Internship / CPT qualified course.

#### **3. Data Management**

The objective of this specialization is to equip the student with the knowledge and skills to collect, organize, store, manipulate, analyze, secure, and communicate structured and unstructured data; in order to integrate information technology solutions and business processes to meet the information needs of businesses and other enterprises.

<b>Code</b>	<b>Course Name</b>	<b>Course Prerequisite</b>	<b>Credits</b>
CMP 622	Database Management Systems II	<i>CMP 556</i>	3
CMP 624	Data Warehousing	<i>CMP 556</i>	3
CMP 625	Text Analytics	<i>CMP 556</i>	3
CMP 626	Distributed Databases	<i>CMP 556</i>	3
CMP 627*	Data Mining	<i>CMP 556</i>	3
CMP 628*	Special topics in Data Management	<i>Dean's approval</i>	3
CMP 643*	Database Security and Data Protection	<i>CMP 556/ CMP 553</i>	3

\* Internship / CPT qualified course.

#### **4. Intelligent Systems**

The objective of this specialization is to equip students with in-depth knowledge skills that will enable them to apply artificial intelligence (AI), machine learning and intelligent systems techniques to solve real-world problems.

Code	Course Name	Course Prerequisite	Credits
CMP 621	Artificial Intelligence	None	3
CMP 652	Natural Language Processing	CMP 561 CMP 621	3
CMP 653	Machine Learning	CMP 621	3
CMP 654*	Adaptive Learning Systems	CMP 621	3
CMP 655*	Intelligent Agents	CMP 621	3
CMP 658*	Special Topics Intelligent Systems	Dean's approval	3

\* Internship / CPT qualified course.

## 5. Networking

The objective of this specialization is to equip the students with a comprehensive understanding of the network and Internet architecture, network design and implementation, network performance analysis, network management, network security, and emerging trends in networking technology. The program is designed to equip students with extensive hands-on experience in order to analyze, design, procure, manage, and implement state-of-the art computer networking solutions and technologies.

Code	Course Name	Course Prerequisite	Credits
CMP 558	Network and Information Security	CMP 550 or CMP 562	3
CMP 562	Computer Networks	CMP 270	3
CMP 602	Network Design and Implementation	CMP 562	3
CMP 603*	Network management	CMP 558	3
CMP 604*	Cloud Computing	CMP 558	3
CMP 608*	Special Topics Networking	Dean's approval	3
CMP 647*	Wireless and Mobile Security	CMP 558	3
CMP 665*	Virtualization Technologies	CMP 558, CMP 641	3

\* Internship / CPT qualified course.

## 6. Software Applications Development

The objective of this specialization is to equip the students with a comprehensive understanding of advanced software applications development using modern program paradigms and tools. The program is designed to equip students with extensive hands-on experience in order to analyze, design, implement and test software applications that meet the business objectives of an organization using techniques such as design patterns, component-based architectures, web services, service-oriented architectures and emerging technologies.

Code	Course Name	Course Prerequisite	Credits
CMP 573	Compiler Construction	CMP 561	3
CMP 632	Requirements Engineering	CMP 560	3
CMP 636	Trends in Software Applications Development	CMP 632	3
CMP 650*	Software Design and Construction	CMP 560	3
CMP 661*	Software Testing	CMP 561, CMP 650	3
CMP 663*	Web Applications Development	CMP 553/ CMP 561	3
CMP 664*	Mobile Applications Design & Development	CMP 553/ CMP 561	3
CMP 618*	Special Topics in Software Applications Development	Dean's approval	3

\* Internship / CPT qualified course.

## 7. Software Engineering

The objective of this specialization is to equip the student with the knowledge and skills to effectively carry out requirements engineering, design and construct high quality software, software testing, maintenance,

configuration and management to meet the business needs of an enterprise in a highly dynamic and competitive business environment.

Code	Course Name	Course Prerequisite	Credits
CMP 632	Requirements Engineering	<i>CMP 560</i>	3
CMP 635*	Software Quality and Process Improvement	<i>CMP 560</i>	3
CMP 637	Software Engineering Management	<i>CMP 560</i>	3
CMP 650*	Software Design and Construction	<i>CMP 560</i>	3
CMP 661*	Software Testing	<i>CMP 561, CMP 650</i>	3
CMP 662*	Software Maintenance & Configuration Management	<i>CMP 650</i>	3
CMP 673*	Special Topics in Software Engineering	<i>Dean's approval</i>	3

\* Internship / CPT qualified course.

### MCS Other Elective Courses: (2 Courses – 6 Credits)

The student must select two courses from the list of courses below or from any other specialization electives. Students can only enroll in the Capstone project course of their chosen specialization.

Code	Course Name	Course Prerequisite	Credits
CMP xxx	Elective from any specialization	<i>Varies</i>	3
CMP 551	Research Methods	<i>None</i>	3
CMP 589	Computer Animation and Gaming Capstone Project	<i>All core, four specialization elective courses</i>	3
CMP 609	Networking Capstone Project	<i>All core courses, four specialization courses.</i>	3
CMP 619	Software Applications Development Capstone Project	<i>All core, four specialization elective courses</i>	3
CMP 629	Data Management Capstone Project	<i>All core courses, four specialization courses</i>	3
CMP 639	Software Engineering Capstone Project	<i>All core courses, four specialization courses</i>	3
CMP 649	Cybersecurity Capstone Project	<i>All core, four specialization courses</i>	3
CMP 659	Intelligent Systems Capstone Project	<i>All core, four specialization courses</i>	3
CMP 591	Graduate Internship Level I	<i>All core courses, one specialization elective course, Dean's approval</i>	3
CMP 691	Graduate Internship Level II	<i>All core courses, two specialization elective courses, Dean's approval</i>	3
CMP 696	Independent Study I	<i>Dean's approval</i>	3
CMP 697	Independent Study II	<i>Dean's approval</i>	3
CMP 698	Master's Thesis I	<i>All core, two specialization elective courses, academic advisor's approval.</i>	3
CMP 699	Master's Thesis II	<i>CMP 698</i>	3
CAR 600	Career Planning & Management	<i>None</i>	3

### Pre-MCS Program

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

### 11.3. Master of Science in Information Systems

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

#### MIS Program Objective

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

The main objective of the MIS program is to provide a comprehensive understanding of information systems in organizations. The program aims to equip the student with the knowledge and skills that enable her/him to focus on integrating information technology solutions and business processes to meet the information needs of businesses and other enterprises, enabling them to achieve their objectives in an effective and efficient way. The program also aims to equip students with the knowledge and skills to identify and solve problems using analytical and critical thinking skills; communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written presentation; develop a macro-vision understanding that the world is a set of related systems and that problem solving contexts do not exist in isolation; and contribute to cross-functional teams, including geographically dispersed teams.

The curriculum design provides all MIS degree holders with a core set of knowledge. Furthermore, to make students more employable, the program offers students a related set of courses (reinforced with practical experience) in a particular focus area within information systems as a *specialization*. A particular MIS specialization allows a student to concentrate in a specific area for which there is demand and to achieve breadth and depth in that area. Each MIS specialization has its own specific objective, which is given in the relevant section of this catalog. Students graduating from the MIS program should be prepared to provide leadership in the information systems field.

In the MIS program, a student must opt to pursue one specialization from the following seven specializations available:

1. *Business Intelligence and Data Analytics;*
2. *Cybersecurity;*
3. *Data Management;*
4. *Enterprise Project Management;*
5. *Health Informatics;*
6. *Information Assurance;*
7. *Knowledge Management.*

#### MIS Program Outcomes

These graduates will have the following skills, knowledge, and values:

1. Develop an understanding of social, ethical, information and network security, and legal aspects of technologies.
2. Introduce fundamental programming concepts, design, and develop IDE applications that efficiently utilize database concepts and manipulation.
3. Be prepared for leadership roles in professional practices with strengths in design, problem solving, communications and collaboration with peers.
4. Apply knowledge of formal software development concepts to processes, programming paradigms and mathematical models appropriate to different application contexts.

5. Apply critical thinking and problem solving skills to synthesize managerial business decisions.
6. Understand IT infrastructure and different architectural models in computer networks.
7. Concentration Specific Outcome:
  - a. Business Intelligence and Data Analytics: Demonstrate the ability to analyze and mine large volumes of data in order to support marketing, and financial decision making to give an enterprise a competitive advantage.
  - b. Cybersecurity: Apply knowledge and skills to identify, develop, and implement effective and efficient defense mechanisms to secure organization networks and information resources.
  - c. Data Management: Apply knowledge and skills to collect, organize, store and manipulate data; in order to integrate information technology solutions and business processes to meet the information needs of businesses.
  - d. Enterprise Project Management: Apply managerial knowledge and skills to optimize time, budget, personnel and other resources required for enterprise IT projects.
  - e. Health Informatics: Apply knowledge and skills to health care information systems and data management, and related ethics and compliance considerations.
  - f. Information Assurance: Apply knowledge and skills to ensure confidentiality, integrity, and availability to protect and defend information and information systems.
  - g. Knowledge Management: Apply managerial skills to collect, organize, and analyze knowledge to meet the business organizational needs in order to remain competitive.

The MIS program is designed to support both traditional and emerging career opportunities. The Career paths for the MIS graduates include the following positions at the manager, director, and executive levels:

- Data administration
- Systems integration
- Networking, telecom, and infrastructure
- Management of sourcing and global projects
- IT project management
- Analysis of information systems development projects
- Cybersecurity
- IT consulting for projects that include a substantial dependence on information systems
- Academia as an instructor at a college or university teaching information systems-related courses
- Research and development of information technologies and related products and services

VIU's MIS program is generally completed within two years of full time study. It consists of five (5) core courses (15 credits), five (5) specialization elective courses (15 credits) and two (2) other electives. The specialization electives allow a student to concentrate in a specific area for which there is demand and to achieve breadth and depth in that area. The two other electives give a student the opportunity to integrate and apply the knowledge and skills studied so far to real-world situations/problems through a capstone project, internship or a master's thesis. The specialization elective courses provide an opportunity for students to develop and fine-tune specific computing skills according to their areas of interest.

### **MIS Program Prerequisites**

All new MIS students need certain basic skills to succeed in the MIS program. Students who do not have the requisite background in business administration and information technology need to take some or all of the prerequisite courses before they begin work on the core courses. In some cases, the program prerequisite courses may have course prerequisites to be taken before enrolling in the program prerequisite courses.

<b>Code</b>	<b>Course Name</b>	<b>Course Prerequisite</b>	<b>Credits</b>
CMP 350	Database Concepts	<i>None</i>	3
ACCT 201	Principles of Financial Accounting	<i>None</i>	3

BUSS 312	Organizational Theory & HR Management	None	3
<b>Also one of the following courses:</b>			
CMP 270	Essentials of Networking	CMP 110 <sup>†</sup>	3
CMP 340	Principles of Programming Languages	CMP 120 <sup>†</sup>	3
CMP 355	Programming with C/C++	CMP 120 <sup>†</sup>	3

<sup>†</sup> Course can be waived if student passes a standardized examination for this course or by Dean's Approval.

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

### MIS Degree Requirements

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

Area	Number of Courses	Credit Hours
Core Courses	5	15
Specialization Elective Courses	5	15
Other Electives	2	6
<b>Total</b>	<b>12</b>	<b>36</b>

### MIS Core Courses: (5 Courses – 15 Credits)

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

Each candidate must satisfactorily complete the following five (5) core courses (15 credits):

Code	Course Name	Course Prerequisite	Credits
CMP 550	IT Infrastructure	None	3
CMP 553	Analysis, Modeling and Design	None	3
CMP 570	Enterprise Information Systems	CMP 550 or CMP 556	3
CMP 612*	IT Project Management	None	3
CMP 620*	IT Governance	None	3

The description of the courses can be found under the Course Descriptions section.

### MIS Specialization Courses: (5 courses - 15 Credit Hours)

Students must select one of the specializations listed below during the second year of their study. Students must choose five (5) courses (15 credit hours) from the specializations elective courses.

#### 1. MIS: Business Intelligence and Data Analytics

The objective of this specialization is to equip the student with the knowledge and skills to collect, organize, store, manipulate, analyze, and mine very large volumes of structured and unstructured data using information technology tools in order to support marketing, financial decision making and to give an enterprise a competitive advantage.

Code	Course Name	Course Prerequisite	Credits
CMP 556	Database Management Systems I	CMP 350	3
CMP 624	Data Warehousing	CMP 556	3
CMP 640	Decision Support & BI	CMP 556	3
CMP 681	Enterprise Analytics	CMP 556	3

CMP 682*	Big Data Analytics	CMP 556	3
CMP 684*	Management Decision Modeling	None	3
CMP 685*	Advanced Big Data Analytics	CMP 682	3
CMP 688*	Special Topics Business Intelligence and Data Analytics	Dean's approval	3

\* Internship / CPT qualified course.

## 2. MIS: Cybersecurity

The objective of this specialization is to equip the students with in-depth knowledge skills that will enable them to identify, develop, and implement effective and efficient defense mechanisms to secure organization networks and information resources to support organizational goals.

Code	Course Name	Course Prerequisite	Credits
CMP 558	Network and Information Security	CMP 550 or CMP 562	3
CMP 562	Computer Networks	CMP 270	3
CMP 630*	Network Security Audit and Forensics	CMP 550 or CMP 562	3
CMP 643*	Database Security and Data Protection	CMP 553 or CMP 556	3
CMP 644	Intrusion Detection and Prevention Systems	CMP 558	3
CMP 645*	Security Management	CMP 558	3
CMP 647*	Wireless and Mobile Security	CMP 558	3
CMP 648*	Special Topics in Cybersecurity	Dean's approval	3

\* Internship / CPT qualified course.

## 3. MIS: Data Management

The objective of this specialization is to equip the student with the knowledge and skills to collect, organize, store, manipulate, analyze, secure, and communicate structured and unstructured data; in order to integrate information technology solutions and business processes to meet the information needs of businesses and other enterprises.

Code	Course Name	Course Prerequisite	Credits
CMP 556	Database Management Systems I	CMP 350	3
CMP 622	Database Management Systems II	CMP 556	3
CMP 624	Data Warehousing	CMP 556	3
CMP 625	Text Analytics	CMP 556	3
CMP 626	Distributed Databases	CMP 556	3
CMP 627*	Data Mining	CMP 556	3
CMP 628*	Special Topics in Data Management	Dean's approval	3
CMP 643*	Database Security and Data Protection	CMP 556 or CMP 553	3

## 4. MIS: Enterprise Project Management

The objective of this specialization is to equip the student with the knowledge and skills to manage the time, budget, personnel and other resources required in IT projects in large enterprises.

Code	Course Name	Course Prerequisite	Credits
CMP 513	Risk Management and Control	CMP 612	3
CMP 514	Virtual Organizations	CMP 612	3
CMP 515*	Enterprise Program Management	CMP 612	3
CMP 516	IT Investment Economics	CMP 513	3
CMP 518*	Special Topics Enterprise Project Management	Dean's approval	3
CMP 680	Organizational and Social Dimensions of Computing	None	3

\* Internship / CPT qualified course.

## 5. MIS: Health Informatics

The objective of this specialization is to equip the students with in-depth knowledge skills that will enable them to efficiently and effectively collect, organize, store, manipulate, analyze, and secure healthcare information systems and delivery systems, using information technology tools in order to support the organizational goals of healthcare systems.

Code	Course Name	Course Prerequisite	Credits
CMP 554	Healthcare Information Systems	<i>CMP 550 or CMP 570</i>	3
CMP 555	Healthcare Data Management	<i>CMP 553</i>	3
CMP 557*	Healthcare Delivery Models	<i>CMP 570</i>	3
CMP 670	Legal, Ethical and Social Issues in Healthcare	<i>None</i>	3
CMP 666*	Healthcare Economics	<i>None</i>	3
CMP 667	Biostatistics	<i>None</i>	3
CMP 668*	Special Topics Health Informatics	<i>Dean's approval</i>	3

\* Internship / CPT qualified course.

## 6. MIS: Information Assurance

The objective of this specialization is to equip the students with in-depth knowledge skills that will enable them to identify, develop, and implement effective and efficient defense mechanisms to secure organization networks and information resources to support organizational goals.

Code	Course Name	Course Prerequisite	Credits
CMP 558	Network and Information Security	<i>CMP 550 or CMP 562</i>	3
CMP 559	Introduction to Information Assurance	<i>CMP 540 or CMP 550</i>	3
CMP 593	Security Policy, Law, and Ethics	<i>None</i>	3
CMP 594	Risk Management and Disaster Recovery Planning	<i>None</i>	
CMP 598*	Special Topics Information Assurance	<i>Dean's approval</i>	3
CMP 630*	Network Security Audit and Forensics	<i>CMP 550 or CMP 562</i>	3
CMP 643*	Database Security and Data Protection	<i>CMP 553 or CMP 556</i>	3
CMP 644	Intrusion Detection and Prevention Systems	<i>CMP 558</i>	3

\* Internship / CPT qualified course.

## 7. MIS: Knowledge Management

The objective of this specialization is to equip the student with the knowledge and skills to collect, organize, store, manipulate, analyze, secure, and communicate structured and unstructured organizational knowledge to meet the businesses needs of an organization and for the organization to remain competitive.

Code	Course Name	Course Prerequisite	Credits
CMP 556	Database Management Systems I	<i>CMP 350</i>	3
CMP 624	Data Warehousing	<i>CMP 556</i>	3
CMP 625	Text Analytics	<i>CMP 556</i>	3
CMP 640*	Decision Support and Business Intelligence	<i>CMP 556</i>	3
CMP 675*	Knowledge Management and the Learning Organization	<i>None</i>	3
CMP 676*	Digital Document Analysis	<i>None</i>	3
CMP 678*	Special Topics Knowledge Management	<i>Dean's approval</i>	3
CMP 680	Organizational and Social Dimensions of Computing	<i>None</i>	3

\* Internship / CPT qualified course.

## MIS: Other Elective Courses: (2 Courses – 6 Credits)

The student must select two courses from the list below or from any other specialization. Students can only enroll in the Capstone project course of their chosen specialization.

Code	Course Name	Course Prerequisite	Credits
CMP xxx	Elective from any specialization	<i>Varies</i>	3

CMP 551	Research Methods	<i>None</i>	3
CMP 509	Health Informatics Capstone Project	<i>All core, four specialization elective courses</i>	3
CMP 519	Enterprise Project Management Capstone Project	<i>All core, four specialization courses</i>	3
CMP 599	Information Assurance Capstone Project	<i>All core, four specialization courses</i>	3
CMP 629	Data Management Capstone Project	<i>All core, four specialization courses.</i>	3
CMP 649	Cybersecurity Capstone Project	<i>All core, four specialization courses</i>	3
CMP 679	Knowledge Management Capstone Project	<i>All core, four specialization courses</i>	3
CMP 689	Business Intelligence and Data Analytics Capstone Project	<i>All the core, four specialization courses.</i>	3
CMP 591	Graduate Internship Level I	<i>All core courses, one specialization elective course, Dean's approval</i>	3
CMP 691	Graduate Internship Level II	<i>All core courses, two specialization elective courses, Dean's approval</i>	3
CMP 696	Independent Study I	<i>Dean's approval</i>	3
CMP 697	Independent Study II	<i>Dean's approval</i>	3
CMP 698	Master's Thesis I	<i>All core, two specialization elective courses, academic advisor's approval.</i>	3
CMP 699	Master's Thesis II	<i>CMP 698</i>	3
CAR 600	Career Planning & Management	<i>None</i>	3

## Pre-MIS Program

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

## 11.4. Master of Science in Information Systems Management

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

### MISM Program Outcomes

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

1. Develop an understanding of social, ethical, information and network security, and legal aspects of technologies;
2. Design effective management information systems to address organizational needs;
3. Be prepared for leadership roles in professional practices with strengths in design, problem solving, communications and collaboration with peers;
4. Demonstrate an understanding of the major phases of the system development life-cycle;
5. Apply critical thinking and problem solving skills to synthesize managerial business decisions;
6. Describe theories, components, strategies, frameworks, models, processes and practices of the information technology governance.

### Career Paths for MISM Graduates

The MISM program is designed to support both traditional and emerging career opportunities. The career paths for the MISM graduates include the following positions at the management, director, and executive levels:

- Information systems manager
- Information systems project manager
- Information systems integrator
- Information systems security specialist
- Database administrator
- Chief technology officer
- Chief information officer
- IT consultant
- Computer systems analyst
- Cloud architect

### MISM Program Prerequisites

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

Code	Course Title	Course Prerequisite	Credits
CMP 120 <sup>†</sup>	Programming Logic	None	3
CMP 350	Database Concepts	None	3
BUSS 301	Principles of Management	None	3
BUSS 210	Introduction to Business	None	3

<sup>†</sup> Course can be waived if student passes a standardized examination for this course or by Dean's approval.

### MISM Degree Requirements

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

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

### MISM Core Courses (7 courses – 21 credits)

Code	Course Title	Course Prerequisite	Credits
CMP 550	IT Infrastructure	None	3
CMP 551	Research Methods	None	3

CMP 552	Information Systems	None	3
CMP 553	Analysis, Modeling and Design	None	3
CMP 610	Managing Information System Development	CMP 552 or CMP 553	3
CMP 611*	Global Information System Development	CMP 552 or CMP 553	3
CMP 680	Organizational and Social Dimensions of Computing	None	3

### MISM Elective Courses (5 courses – 15 credits)

Code	Course Title	Course Prerequisite	Credits
CMP 556	Database Management Systems I	CMP 350	3
CMP 558	Network and Information Security	CMP 550 or CMP 562	3
CMP 560	Software Engineering	None	3
CMP 570	Enterprise Information Systems	CMP 550 or CMP 556	3
CMP 591	Graduate Internship Level I	All core courses, Dean's approval	3
CMP 612*	IT Project Management	None	3
CMP 613*	Technology and Development of E-Business	None	3
CMP 614*	Management Information Systems in Supply -Chain Management	None	3
CMP 620*	IT Governance	None	3
CMP 630*	Network Security Audit and Forensics	CMP 550 or CMP 562	3
CMP 650*	Software Design and Construction	CMP 560	3
CMP 672*	Special Topics in Information Systems	Dean's approval	3
CMP 691	Graduate Internship Level II	All core courses, Dean's approval	3
CMP 696	Independent Study I	Dean's approval	3
CMP 697	Independent Study II		3
CMP 698	Master's Thesis I	All core courses, academic advisor's approval	3
CMP 699	Master's Thesis II	CMP 698	3
CAR 600	Career Planning & Management	None	3

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

### Pre-MISM Program

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

### 11.5. Master of Science in Information Technology

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

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

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

### MIT Program Outcomes

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

1. Apply problem solving skills in web site development, web-database integration, and network and system administration.
2. Contribute to business processes through mathematical analysis, design and optimization in response to organizational needs.
3. Demonstrate understandings of privacy, security, forensics and copyright issues in professional and social environments.
4. Illustrate effective communication and collaboration skills with stakeholders.
5. Understand and develop real world IDE applications using database management concepts.
6. Develop computer and network architectural solutions for information systems and technologies.

### Career Paths for MIT Graduates

The MIT program is designed to support both traditional and emerging career opportunities. The career paths for the MIT graduates include the following positions at the experienced professional, management, director and executive levels:

- IT manager
- IT project manager
- Chief technology officer
- Chief information officer
- Database administrator
- IT consultant
- Computer systems analyst
- Cloud architect
- Information security analyst

### MIT Program Prerequisites

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

Code	Course Title	Course Prerequisite	Credits
CMP 220	Programming II	<i>CMP 120<sup>†</sup></i>	3
CMP 260	Operating Systems	<i>CMP 110<sup>†</sup></i>	3
CMP 270	Essentials of Networking	<i>CMP 110<sup>†</sup></i>	3
CMP 350	Database Concepts	<i>None</i>	3

<sup>†</sup> Course can be waived if student passes a standardized examination for this course, or by dean's approval

### MIT Degree Requirements

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

Area	Number of Courses	Credit Hours
Core courses	7	21

Elective courses	5	15
<b>Total</b>	<b>12</b>	<b>36</b>

### MIT Core Courses (7 courses – 21 credits)

Code	Course Title	Course Prerequisite	Credits
CMP 511	Computer Architecture and Implementation	<i>CMP 250 or CMP 260</i>	3
CMP 540	Information Technology Fundamentals and Management	<i>None</i>	3
CMP 553	Analysis, Modeling and Design	<i>None</i>	3
CMP 556	Database Management Systems I	<i>CMP 350</i>	3
CMP 559	Introduction to Information Assurance	<i>CMP 540</i>	3
CMP 562	Computer Networks	<i>CMP 270</i>	3
CMP 663*	Web Applications Development	<i>CMP 553 or CMP 561</i>	3

\* Internship / CPT qualified course.

### MIT Elective Courses (5 courses – 15 credits)

Code	Course Title	Course Prerequisite	Credits
CMP 558	Network & Information Security	<i>CMP 550 or CMP 562</i>	3
CMP 560	Software Engineering	<i>None</i>	3
CMP 570	Enterprise Information Systems	<i>CMP 540 or CMP 556</i>	3
CMP 620*	IT Governance	<i>None</i>	3
CMP 630*	Network Security Audit and Forensics	<i>CMP 550 or CMP 562</i>	3
CMP 641	Operating Systems	<i>CMP 260</i>	3
CMP 664*	Mobile Applications Design and Development	<i>CMP 553 or CMP 561</i>	3
CMP 674*	Special Topics in Information Technology	<i>Dean's approval</i>	3
CMP 680	Organizational and Social Dimensions of Computing	<i>None</i>	3
CMP 591	Graduate Internship Level I	<i>All core courses, Dean's approval</i>	3
CMP 691	Graduate Internship Level II		3
CMP 696	Independent Study	<i>Dean's approval</i>	3
CMP 697	Independent Study	<i>Dean's approval</i>	3
CMP 698	Master's Thesis I	<i>All core courses, academic advisor's approval</i>	3
CMP 699	Master's Thesis II	<i>CMP 698</i>	3
CAR 600	Career Planning & Management	<i>None</i>	3

\* Internship / CPT qualified course.

### Pre-MIT Program

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

## 11.6. Master of Science in Software Engineering

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

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

### MSE Program Outcomes

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

1. Apply object oriented software engineering to build robust software solutions and web applications;
2. Apply knowledge of formal software development concepts to processes, programming paradigms and mathematical models appropriate to different application contexts;
3. Analyze current and future trends in software engineering and adapt them appropriately to changing business needs;
4. Illustrate effective communication and collaboration skills with stakeholders;
5. Demonstrate understandings of privacy, security, forensics and copyright issues in professional and social environments;
6. Carry out requirements engineering, design and construct high quality software, software testing, maintenance, configuration and management to meet the business needs of an enterprise in a highly dynamic and competitive business environment;
7. Analyze, design, implement and test software applications that meet the business objectives of an organization using techniques such as design patterns, component-based architectures, web services, service-oriented architectures and emerging technologies.

### Career Paths for MSE Graduates

Graduates of the MSE program can expect to pursue the following professional careers at the experienced professional, managerial, and executive levels:

- Software engineer
- Software architect
- Software project leader
- Software project manager
- Software designer
- Program developer
- Chief technology officer
- Chief information officer
- Software consultant
- Computer systems analyst

### MSE Program Prerequisites

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

Code	Course Title	Course Prerequisite	Credits
CMP 220	Programming II	<i>CMP 120<sup>†</sup></i>	3

CMP 330	Data Structures and Algorithm Analysis	<i>CMP 120<sup>†</sup></i>	3
CMP 340	Principles of Programming Languages	<i>CMP 120<sup>†</sup></i>	3
CMP 350	Database Concepts	<i>None</i>	3

<sup>†</sup>Course can be waived if student passes a standardized examination or by dean's approval

### MSE Degree Requirements

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

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

### MSE Core Courses (7 courses – 21 credits)

Code	Course Title	Course Prerequisite	Credits
CMP 550	IT Infrastructure	<i>None</i>	3
CMP 553	Analysis, Modeling and Design	<i>None</i>	3
CMP 560	Software Engineering	<i>None</i>	3
CMP 610	Managing Information System Development	<i>CMP 552/ CMP 553</i>	3
CMP 650*	Software Design and Construction	<i>CMP 560</i>	3
CMP 660	Issues and Trends in Software Engineering	<i>CMP 560</i>	3
CMP 669*	Software Engineering Project	<i>CMP 610, CMP 650</i>	3

### MSE Elective Courses (5 courses – 15 credits)

Code	Course Title	Course Prerequisite	Credits
CMP 556	Database Management Systems I	<i>CMP 350</i>	3
CMP 558	Network and Information Security	<i>CMP 550/CMP 562</i>	3
CMP 561	Design and Analysis of Algorithms	<i>CMP 220/330</i>	3
CMP 611*	Global Information System Development	<i>CMP 552/CMP 553</i>	3
CMP 621	Artificial Intelligence	<i>None</i>	3
CMP 627*	Data Mining	<i>CMP 556</i>	3
CMP 640*	Decision Support and Business Intelligence	<i>CMP 556</i>	3
CMP 661*	Software Testing	<i>CMP 561, CMP 650</i>	3
CMP 662*	Software Maintenance & Configuration Management	<i>CMP 650</i>	3
CMP 663*	Web Applications Development	<i>CMP 553/CMP 561</i>	3
CMP 664*	Mobile Applications Design and Development	<i>CMP 553/CMP 561</i>	3
CMP 673*	Special Topics in Software Engineering	<i>Dean's approval</i>	3
CMP 680	Organizational and Social Dimensions of Computing	<i>None</i>	3
CMP 591	Graduate Internship Level I	<i>All core courses, Dean's approval</i>	3
CMP 691	Graduate Internship Level II		3
CMP 696	Independent Study I	<i>Dean's approval</i>	3

CMP 697	Independent Study II	<i>Dean's approval</i>	3
CMP 698	Master's Thesis I	<i>All core courses, academic advisor's approval</i>	3
CMP 699	Master's Thesis II	<i>CMP 698</i>	3
CAR 600	Career Planning & Management	<i>None</i>	3

\* Internship / CPT qualified course.

### Pre-MSE Program

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

### 11.7. Graduate Certificate in Business Intelligence

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

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

#### Graduate Certificate in BI Program Outcomes

Graduates of this program will be able to:

1. Introduce fundamental programming concepts and skills involving object-oriented programming languages.
2. Develop an understanding of social, ethical, information and network security, and legal aspects of technologies.
3. Introduce, design, and develop applications that efficiently utilize database concepts to support marketing, and financial decision making.
4. Be prepared for leadership roles in professional practices with strengths in design, problem solving, communications and collaboration with peers.
5. Apply critical thinking and problem solving skills to synthesize managerial business decisions

#### Career Paths for Graduate Certificate in BI Graduates

Career paths for the Graduate Certificate in BI include the following positions at the experienced professional and managerial levels:

- Business intelligence analyst
- Business intelligence manager
- Business intelligence consultant

#### Graduate Certificate in BI Program Prerequisites

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

Code	Course Title	Course Prerequisite	Credits
CMP 120 <sup>†</sup>	Programming Logic	None	3
CMP 350	Database Concepts	None	3
BUSS 301	Principles of Management	None	3
BUSS 210	Introduction to Business	None	3

<sup>†</sup>Course can be waived if a student passes a standardized community for this course of by Dean's approval

### Graduate Certificate in BI Degree Requirements

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

Area	Number of Courses	Credit Hours
Core courses	4	12
Elective courses	2	6
<b>Total</b>	<b>6</b>	<b>18</b>

### Graduate Certificate in BI Core Courses

Code	Course Title	Course Prerequisite	Credits
CMP 550	IT Infrastructure	None	3
CMP 553	Analysis, Modeling and Design	None	3
CMP 556	Database Management Systems I	CMP 350	3
CMP 640 <sup>*</sup>	Decision Support and Business Intelligence	CMP 556	3

### Graduate Certificate in BI Elective Courses

Code	Course Title	Course Prerequisite	Credits
CMP 558	Network and Information Security	CMP 550/CMP 562	3
CMP 591	Graduate Internship Level I	All core courses, Dean's approval	3
CMP 620 <sup>*</sup>	IT Governance	None	3
CMP 630 <sup>*</sup>	Network Security Audit and Forensics	CMP 550 or CMP 562	3

<sup>\*</sup> Internship / CPT qualified course.

## 11.8. Graduate Certificate in Information Systems

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

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

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

### Graduate Certificate in IS Program Outcomes

VIU's Graduate Certificate in Information Systems teaches students the significance of an effective information system for any organization and the creation and execution of an information system for achieving an organization's objectives. Students will be able to use technology as a competitive advantage

and understand how technology helps to achieve the key business goals of an organization. Upon the completion of the program, the students will be able to:

1. Apply knowledge of formal software development concepts to processes, programming paradigms and mathematical models appropriate to different application contexts;
2. Develop an understanding of social, ethical, information security, and legal aspects of technologies in the Computer Science field;
3. Introduce, develop, and apply database management concepts and IDE tools;
4. Adapt professional and communication skills to function effectively in both centralized and distributed software development teams;
5. Develop competency in creativity, critical thinking, problem identification, formulation and solving.

### Career Paths for Graduate Certificate in IS Graduates

Graduates of this program can anticipate the following types of careers at the experienced professional and managerial

levels:

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

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

### Graduate Certificate in IS Program Prerequisites

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

Code	Course Title	Course Prerequisite	Credits
CMP 350	Database Concepts	None	3
<b>One of the following course:</b>			
CMP 330	Data Structures and Algorithm Analysis	CMP 120 <sup>†</sup>	3
CMP 340	Principles of Programming Languages	CMP 120 <sup>†</sup>	3
CMP 355	Programming with C/C++	CMP 120 <sup>†</sup>	3

<sup>†</sup> Course can be waived if student passes a standardized examination for this course or by Dean's approval.

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

### Graduate Certificate in IS Program Degree Requirements

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

Area	Number of Courses	Credit Hours
Core courses	4	12
Elective courses	2	6
<b>Total</b>	<b>6</b>	<b>18</b>

### Graduate Certificate in IS Core Courses:

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

Code	Course Title	Course Prerequisite	Credits
CMP 552	Information Systems	None	3
CMP 553	Analysis, Modeling and Design	None	3
CMP 556	Database Management Systems I	CMP 350	3
CMP 570	Enterprise Information Systems	CMP 550 / CMP 556	3

### Graduate Certificate in IS Elective Courses

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

Code	Course Title	Course Prerequisite	Credits
CMP 550	IT Infrastructure	None	3
CMP 558	Network and Information Security	CMP 550 / CMP 562	3
CMP 591	Graduate Internship Level I	All core courses, Dean's approval	3
CMP 640*	Decision Support and Business Intelligence	CMP 556	3
CMP 680	Organizational and Social Dimensions of Computing	None	3

## 11.9. Graduate Certificate in Information Systems Management

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

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

### Graduate Certificate in ISM Program Objectives

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

1. Design effective management information systems to address organizational needs;
2. Be prepared for leadership roles in professional practices with strengths in design, problem solving, communications and collaboration with peers;
3. Demonstrate an understanding of the major phases of the system development life-cycle;
4. Apply critical thinking and problem solving skills to synthesize managerial business decisions.

### Career Paths for Graduate Certificate in ISM Graduates

Career paths for the Graduate Certificate in ISM include the following types of positions at the experienced professional and managerial levels:

- Information systems manager
- Information systems consultant
- Information systems administrator

### Graduate Certificate in ISM Program Prerequisites

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

In some cases, the program prerequisite courses may have course prerequisites to be taken before enrolling in the program prerequisite courses.

Code	Course Title	Course Prerequisite	Credits
CMP 120	Programming Logic	<i>None</i>	3
CMP 350	Database Concepts	<i>None</i>	3
BUSS 301	Principles of Management	<i>None</i>	3
BUSS 210	Introduction to Business	<i>None</i>	3

### Graduate Certificate in ISM Degree Requirements

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

Area	Number of Courses	Credit Hours
Core courses	4	12
Elective courses	2	6
<b>Total</b>	<b>6</b>	<b>18</b>

### Graduate Certificate in ISM Core Courses

Code	Course Title	Course Prerequisite	Credits
CMP 552	Information Systems	<i>None</i>	3
CMP 553	Analysis, Modeling and Design	<i>None</i>	3
CMP 610	Managing Information System Development	<i>CMP 552/CMP 553</i>	3
CMP 611*	Global Information System Development	<i>CMP 552/CMP 553</i>	3

### Graduate Certificate in ISM Elective Courses

Code	Course Title	Course Prerequisite	Credits
CMP 556	Database Management Systems I	<i>CMP 350</i>	3
CMP 591	Graduate Internship Level I	<i>All core courses, Dean's approval</i>	3
CMP 612*	IT Project Management	<i>None</i>	3
CMP 614	Management Information Systems in Supply-Chain Management	<i>None</i>	3
CMP 620*	IT Governance	<i>None</i>	3

\* Internship / CPT qualified course.

## 11.10. Graduate Certificate in Information Technology Audit & Compliance

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

### Graduate Certificate in ITAC Program Objectives

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

1. Demonstrate understandings of privacy, security, forensics and copyright issues in professional and social environments;

2. Illustrate effective communication and collaboration skills with stakeholders;
3. Introduce and develop real world applications using database management concepts;
4. Perform audit planning, information collection techniques and forms of evidence.

### Career Paths for Graduate Certificate in ITAC Graduates

Career paths for the Graduate Certificate in ITAC include the following types of positions at the experienced professional and managerial levels:

- Information security auditor
- Network security auditor
- Information security administrator

### Graduate Certificate in ITAC Program Prerequisites

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

Code	Course Title	Course Prerequisite	Credits
CMP 120	Programming Logic	None	3
CMP 350	Database Concepts	None	3
BUSS 301	Principles of Management	None	3
BUSS 210	Introduction to Business	None	3

### Graduate Certificate in ITAC Degree Requirements

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

Area	Number of Courses	Credit Hours
Core courses	4	12
Elective courses	2	6
<b>Total</b>	<b>6</b>	<b>18</b>

### Graduate Certificate in ITAC Core Courses

Code	Course Title	Course Prerequisite	Credits
CMP 550	IT Infrastructure	None	3
CMP 558	Network and Information Security	CMP 550/CMP 562	3
CMP 620*	IT Governance	None	3
CMP 630*	Network Security Audit and Forensics	CMP 550 or CMP 562	3

\* Internship / CPT qualified course.

### Graduate Certificate in ITAC Elective Courses

Code	Course Title	Course Prerequisite	Credits
CMP 552	Information Systems	None	3
CMP 553	Analysis, Modeling and Design	None	3
CMP 570	Enterprise Information Systems	CMP 550 or CMP 556	3

CMP 591	Graduate Internship Level I	<i>All core courses, Dean's approval</i>	3
CMP 680	Organizational and Social Dimensions of Computing	None	3

## 12. SCHOOL OF EDUCATION

**The School of Education's mission** is to provide a diverse and practical preparation for graduates to serve in roles of instructional design and delivery, educational leadership, and social change. The School provides a world-class education from faculty who are experts in the field of education.

The curricula offered within the School of Education encompass its core mission, which is achieved through the following **school learning outcomes** that are incorporated into each program:

- A. Engage in critical thinking and innovative problem solving for successful leadership in a variety of educational organizations.
- B. Communicate and collaborate with stakeholders in an effective and professional manner.
- C. Create meaningful and supportive learning environments with a focus on student success and social justice.
- D. Utilize research to inform the development of curricula, course content, and assessment tools to meet the needs of students and communities.
- E. Demonstrate expertise in content areas.
- F. Creatively utilize technology skills to achieve learning objectives in a variety of modern educational environments.

The School of Education offers graduate-level programs in language education, higher education, and secondary education.

### 12.1. Master of Arts in TESOL

#### Program Mission and Description

VIU's MA in TESOL (Teaching English to Speakers of Other Languages) program prepares students to work as English teachers in a world where the global need for English language skills is growing. Students will also gain valuable classroom experience through observation and supervised teaching.

The mission of the MA in TESOL program at Virginia International University is to enable students to be successful language teaching professionals in a wide variety of contexts and among diverse student populations in the US and abroad by equipping them with the knowledge, skills, and experience to contribute to and excel in innovative and collaborative work environments.

#### Program Learning Outcomes

The outcomes of the program are interwoven throughout all courses within the degree. Students are expected to make progress towards meeting these outcomes throughout their program of study. The learning outcomes are to:

1. Understand the nature, structure, and uses of human language and theoretical models of language acquisition.
2. Critically analyze current research regarding language learning and teaching, and demonstrate knowledge of research findings and how to apply them.
3. Design language courses, assessment practices, and learning environments for a particular program and its curriculum.
4. Make principled use of established, new, and emerging technologies to promote access, engagement, and success in learning both within and beyond the classroom.
5. Utilize critical-thinking skills to problem-solve issues faced by language learners and educators.
6. Use community, institutional, and technological resources to demonstrate use of proper academic communication, ethics, and professionalism.

### **Career Paths for MA in TESOL Graduates**

Upon successful completion of the program, students will have a solid linguistic and pedagogical base for teaching English to speakers of other languages. Graduates from VIU's MATESOL will be qualified to teach English in a variety of educational settings in the US and abroad, such as intensive language programs, private language schools, adult education programs, and English as a foreign language programs in non-English speaking countries. Employment opportunities are at the experienced professional, management and director level for graduates of this program.

**Accreditation:** Virginia International University is an accredited institution of higher learning holding accreditation through the Accrediting Council for Independent Colleges and Schools (ACICS) that is certified to operate by the Virginia State Council of Higher Education for Virginia (SCHEV). Additionally, information on accreditation can be found in the Accreditation and Certifications section of this catalog.

***NOTE:** Please note that this program does not provide the licensure required to teach grades K-12 in American public schools. In order to obtain teacher licensure, please contact the respective state Department of Education to determine eligibility and requirements.*

### **Mode of Delivery**

VIU's School of Education embraces a learning model that allows for a hybrid learning environment in which students can benefit from a combination of online coursework and in-class meetings. The purpose of a hybrid format is to allow for flexibility in ways that enable students to learn and grow outside of the walls of the classroom.

### **Program-Specific Admission Requirements:**

Admission to the program does not require any previous coursework in pedagogy or language studies. A bachelor's degree or its equivalent in any field is required for admission.

Each candidate is also required to submit a resume or curriculum vitae detailing his/her work history and education, along with a 500-word statement of purpose describing his/her academic interests, professional objectives, reasons for applying to the program, and areas of interest to be explored in the program. In addition, the candidate is required to submit a minimum of two (2) official recommendation letters, at least one of which must be dated within the past three years. These recommendations must be from professionals (preferably current or former instructors or employers) who can speak to the candidate's academic abilities, and must be written in English or accompanied by official translations. 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.

Additionally, since the language of instruction at VIU is English, candidates will need to provide evidence of sufficient English language proficiency by obtaining academic-level scores on all components of the placement and exit test or by submitting examination information from an approved standardized examination (examples: TOEFL, IELTS, etc.).

### **Program-Specific Graduation Requirements:**

All candidates for graduation are required to submit a formal Summative Concentration Portfolio, the details of which include: Part A-Career Preparation; Part B-Two Writing Samples; Part C-Concentration Application; and Part D-Internship Experience. The required minimum cumulative GPA for graduation from this program is 3.0.

### **Program Structure**

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

Area	Number of Courses	Credit Hours
Foundations of Applied Linguistics and Principles of Language Teaching	7	21
Elective courses	5	15
Total	12	36

This program requires completion of a practicum course (APLX 665). This practicum course gives the students a chance to observe experienced teachers, to reflect on and formulate their ideas about teaching and learning, and to gain classroom experience through supervised teaching.

### Core Courses in Foundations of Applied Linguistics and Principles of Language Teaching (7 courses – 21 credits)

The core courses for this program cover two major foundational areas including foundational coursework in 1) applied linguistics, and 2) the principles of language teaching. The *Foundations of Applied Linguistics* courses provide students with the foundational theoretical knowledge required of TESOL professionals. This includes a strong understanding of the nature and structure of language, theoretical models of language acquisition, and awareness of connections to language pedagogy. The *Principles of Language Teaching* courses provide students with the fundamentals of language teaching, building upon the theoretical principles explored in the Foundations of Applied Linguistics courses. Aspects explored in these courses include the development of a strong background in language teaching methodology; materials, curriculum, and course design; assessment strategies; and effective uses of technology to enhance language learning and teaching. All courses in the Language Teaching Core require classroom observation and reflection on topics related to each course's content. The TESOL Practicum course (APLX 665) gives students a chance to observe more experienced teachers, to reflect on and refine their ideas about teaching and learning, and to gain classroom experience through supervised teaching.

Code	Course Title	Course Prerequisite	Credits
APLX 500	Introduction to Language and Applied Linguistics	None	3
APLX 510	Introduction to Language Acquisition	None	3
APLX 530	Language Teaching Methods	None	3
APLX 540	Language Curriculum and Materials Design	None	3
APLX 550	Language Assessment	None	3
APLX 615	Pedagogical Grammar for Communicative Classrooms	None	3
APLX 665	TESOL Practicum	APLX 530 or APLX 540 <sup>1</sup>	3

### MA in TESOL Elective Courses (5 courses – 15 credits)

The Elective courses provide an opportunity for students to develop specific skills and interests.

Code	Course Title	Course Prerequisite	Credits
APLX 572	Technologies for Language Learning	None	3
APLX 620	Teaching Pronunciation	None	3
APLX 623	Teaching Multiliteracy	None	3
APLX 630	Sociolinguistics in the Classroom	None	3
APLX 635	Intercultural Communication	None	3
APLX 655	Special Topics in Applied Linguistics	Advisor's approval	3
EDUC 590	Program Administration	Completion of teaching methods and successful completion of or	3

<sup>1</sup> Can be a co-prerequisite and be concurrently enrolled.

		<i>concurrent enrollment in a curriculum course</i>	
EDUC 595	Program Development and Evaluation	<i>Completion of an assessment course</i>	3
EDUC 574	Materials Development for Online Learning	<i>Completion of an introductory technologies for teaching course</i>	3
EDUC 575	Online Teaching Principles and Practices	<i>Completion of an introductory technologies for teaching course</i>	3
EDUC 576	Course Design for the Virtual Classroom	<i>Completion of an introductory technologies for teaching course</i>	3
EDUC 640	Introduction to Research Methods	<i>Completion of 9 credits or permission of the instructor</i>	3
MBA 513	Organization Behavior and HR Management	<i>Advisor's approval, 18 credits</i>	3
MBA 514	Marketing Management	<i>Advisor's approval, 18 credits</i>	3
MBA 516	Strategic Management and Organizational Leadership	<i>Advisor's approval, 18 credits</i>	3
MBA 624	Advertising and Promotion	<i>Advisor's approval, 18 credits</i>	3

NOTE: Students who wish to take a course outside of their major, but still offered by at least one program within the School of Education can petition to do so with permission from the instructor of the course and the Dean. Requests are considered based upon a student's previous academic performance including meeting the minimum attendance requirements for previous courses and maintaining satisfactory progress.

## 12.2. Graduate Certificate in TESOL

### Program Mission and Description

The Graduate Certificate in TESOL program prepares its students to work as English teachers in a world where the global need for English language skills is growing. Upon successful completion of the program, students will have a sound grasp of the structure of modern English as well as basic concepts of language acquisition and language pedagogy, and gain valuable classroom experience through observation and supervised teaching.

The mission of the GC in TESOL program at Virginia International University is to provide foundational knowledge and skills required for graduates to be successful language teaching professionals in a wide variety of contexts and among diverse student populations in the US and abroad by equipping them with the knowledge, skills, and experience to contribute to and excel in innovative and collaborative work environments.

### Program Learning Outcomes

The outcomes of the program are interwoven throughout all courses within their degree. Students are expected to make progress towards meeting these outcomes throughout their program of study. The learning outcomes are to:

1. Understand the nature, structure, and uses of human language and theoretical models of language acquisition.
2. Critically analyze current research regarding language learning and teaching, and demonstrate knowledge of research findings and how to apply them.
3. Demonstrate the ability to design English language courses and curricula that enhance learning and reflect the needs, goals, and values of students and other stakeholders.
4. Demonstrate the ability to use established, new, and emerging technologies to promote access, engagement, and success in the classroom.
5. Utilize critical-thinking skills to problem-solve issues faced by language learners and educators.
6. Use community, institutional, and technological resources to demonstrate use of proper academic communication, ethics, and professionalism.

## **Career Paths for Graduate Certificate in TESOL Graduates**

Graduates will be qualified to teach English in a variety of educational settings in the US and abroad, such as intensive language programs, private language schools, adult education programs, and English as a foreign language programs in non-English speaking countries. Employment opportunities are available at the experienced professional and management level for graduates of this program.

**Accreditation:** Virginia International University is an accredited institution of higher learning holding accreditation through the Accrediting Council for Independent Colleges and Schools (ACICS) that is certified to operate by the Virginia State Council of Higher Education for Virginia (SCHEV). Additionally, information on accreditation can be found in the Accreditation and Certifications section of this catalog.

**NOTE:** Please note that this program does not provide the licensure required to teach grades K-12 in American public schools. In order to obtain teacher licensure, please contact the respective state Department of Education to determine eligibility and requirements.

## **Mode of Delivery**

VIU's School of Education embraces a learning model that allows for a hybrid learning environment in which students can benefit from a combination of online coursework and in-class meetings. The purpose of a hybrid format is to allow for flexibility in ways that enable students to learn and grow outside of the walls of the classroom.

## **Program-Specific Admission Requirements:**

Admission to the program does not require any previous coursework in pedagogy or language studies. A bachelor's degree or its equivalent in any field is required for admission.

Each candidate is also required to submit a resume or curriculum vitae detailing his/her work history and education, along with a 500-word statement of purpose describing his/her academic interests, professional objectives, reasons for applying to the program, and areas of interest to be explored in the program. In addition, the candidate is required to submit a minimum of two (2) official recommendation letters, at least one of which must be dated within the past three years. These recommendations must be from professionals (preferably current or former instructors or employers) who can speak to the candidate's academic abilities, and must be written in English or accompanied by official translations. 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.

Additionally, since the language of instruction at VIU is English, candidates will need to provide evidence of sufficient English language proficiency by obtaining academic-level scores on all components of the placement and exit test or by submitting examination information from an approved standardized examination (examples: TOEFL, IELTS, etc.).

## **Program-Specific Graduation Requirements:**

All candidates for graduation are required to submit a formal Summative Teaching Portfolio, the details of which include: Part A-Career Preparation; Part B-Two Writing Samples; Part C-Concentration Application; and Part D-The Practicum Experience. The required minimum cumulative GPA for graduation from this program is 3.0.

## **Program Structure:**

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

Area	Number of Courses	Credit Hours
Foundations of Applied Linguistics and Principles of Language Teaching	4	12
Elective courses	2	6
<b>Total</b>	<b>6</b>	<b>18</b>

This program requires completion of a practicum course (APLX 665). This practicum course gives the students a chance to observe experienced teachers, to reflect on and formulate their ideas about teaching and learning, and to gain classroom experience through supervised teaching.

### **Core Courses in Foundations of Applied Linguistics and Principles of Language Teaching (4 courses – 12 credits)**

The core courses for this program cover two major foundational areas including foundational coursework in 1) applied linguistics, and 2) the principles of language teaching. The *Foundations of Applied Linguistics* courses provide students with the foundational theoretical knowledge required of TESOL professionals. This includes a strong understanding of the nature and structure of language, theoretical models of language acquisition, and awareness of connections to language pedagogy. The *Principles of Language Teaching* courses provide students with the fundamentals of language teaching, building upon the theoretical principles explored in the Foundations of Applied Linguistics courses. Aspects explored in these courses include the development of a strong background in language teaching methodology; materials, curriculum, and course design; assessment strategies; and effective uses of technology to enhance language learning and teaching. All courses in the Language Teaching Core require classroom observation and reflection on topics related to each course's content. The TESOL Practicum course (APLX 665) gives students a chance to observe more experienced teachers, to reflect on and refine their ideas about teaching and learning, and to gain classroom experience through supervised teaching.

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

- Language Structure (either APLX 500 or APLX 615)
- Language Acquisition (APLX 510)
- Language Teaching Methodology (APLX 530)
- Language Teaching Practicum (APLX 665)

The courses listed below can be taken in any order with the exception of APLX 665 TESOL Practicum which must be taken either together with or after APLX 530 Language Teaching Methods.

Code	Course Title	Course Prerequisite	Credits
APLX 500	Introduction to Language and Applied Linguistics	None	3
OR			
APLX 615	Pedagogical Grammar for Communicative Classrooms	None	3
AND ALL OF THE FOLLOWING			
APLX 510	Introduction to Language Acquisition	None	3
APLX 530	Language Teaching Methods	None	3
APLX 665	TESOL Practicum	APLX 530 or APLX 540 <sup>2</sup>	3

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

<sup>2</sup> Can be a co-prerequisite and be concurrently enrolled.

Code	Course Title	Course Prerequisite	Credits
APLX 540	Language Curriculum and Materials Design	<i>None</i>	3
APLX 550	Language Assessment	<i>None</i>	3
APLX 572	Technologies for Language Learning	<i>None</i>	3
APLX 620	Teaching Pronunciation	<i>None</i>	3
APLX 623	Teaching Multiliteracy	<i>None</i>	3
APLX 630	Sociolinguistics in the Classroom	<i>None</i>	3
APLX 635	Intercultural Communication	<i>None</i>	3
APLX 655	Special Topics in Applied Linguistics	<i>Advisor's approval</i>	3
EDUC 590	Program Administration	<i>Completion of teaching methods and successful completion of or concurrent enrollment in a curriculum course</i>	3
EDUC 595	Program Development and Evaluation	<i>Completion of an assessment course</i>	3
EDUC 574	Materials Development for Online Learning	<i>Completion of an introductory technologies for teaching course</i>	3
EDUC 575	Online Teaching Principles and Practices	<i>Completion of an introductory technologies for teaching course</i>	3
EDUC 576	Course Design for the Virtual Classroom	<i>Completion of an introductory technologies for teaching course</i>	3
EDUC 640	Introduction to Research Methods	<i>Completion of 9 credits or permission of the instructor</i>	3

NOTE: Students who wish to take a course outside of their major, but still offered by at least one program within the School of Education can petition to do so with permission from the instructor of the course and the Dean. Requests are considered based upon a student's previous academic performance including meeting the minimum attendance requirements for previous courses and maintaining satisfactory progress.

### 12.3. Master of Science in Applied Linguistics

#### Program Mission and Description

The mission of the MS in APLX Degree Program is to enable multilingual education professionals and administrative leaders to serve effectively in technologically enhanced educational environments by providing them with the theoretical knowledge and practical skills necessary for success in culturally and linguistically diverse contexts.

#### Program Learning Outcomes

The outcomes of the program are interwoven throughout all courses within each concentration. Students are expected to make progress toward meetings these outcomes throughout their program of study. The learning outcomes are to:

1. Understand the nature, structure, and uses of human language and theoretical models of language acquisition.
2. Critically analyze current research regarding language learning and teaching, and demonstrate knowledge of research findings and how to apply them.
3. Design language courses, assessment practices, and learning environments for a particular program and its curriculum.
4. Make principled use of established, new, and emerging technologies to promote access, engagement, and success in learning within and beyond the classroom.
5. Drawing on observations, experiences, theory- and research-based knowledge, and/or reflection, design and conduct research to answer original questions of personal and professional interest.
6. Utilize critical-thinking skills to problem-solve issues faced by language learners and educators.

7. Use community, institutional, and technological resources to demonstrate use of proper academic communication, ethics, and professionalism.

### **Career Paths for MS in Applied Linguistics Graduates**

VIU's MS in APLX program is designed to prepare future educators for leading roles in the growing field of education. Graduates from the MS in Applied Linguistics (MS in APLX) program will be able to work as educators and consultants in a broad array of educational institutions that provide services to learners from differing linguistic and cultural backgrounds. Graduates of the MS in Applied Linguistics program can serve in these institutions in the following positions at the experienced professional, management, and director levels:

- Multilingual language instructors
- Researchers
- Program administrators
- Intercultural communications specialists
- Second language technology specialists.

**Accreditation:** Virginia International University is an accredited institution of higher learning holding accreditation through the Accrediting Council for Independent Colleges and Schools (ACICS) that is certified to operate by the Virginia State Council of Higher Education for Virginia (SCHEV). Additionally, information on accreditation can be found in the Accreditation and Certifications section of this catalog.

***NOTE:** Please note that this program does not provide the licensure required to teach grades K-12 in American public schools. In order to obtain teacher licensure, please contact the respective state Department of Education to determine eligibility and requirements.*

### **Mode of Delivery**

VIU's School of Education embraces a learning model that allows for a hybrid learning environment in which students can benefit from a combination of online coursework and in-class meetings. The purpose of a hybrid format is to allow for flexibility in ways that enable students to learn and grow outside of the walls of the classroom.

### **Program-Specific Admission Requirements:**

Admission to the program does not require any previous coursework in pedagogy or language studies. A bachelor's degree or its equivalent in any field is required for admission.

Each candidate is also required to submit a resume or curriculum vitae detailing his/her work history and education, along with a 500-word statement of purpose describing his/her academic interests, professional objectives, reasons for applying to the program, and areas of interest to be explored in the program. In addition, the candidate is required to submit a minimum of two (2) official recommendation letters, at least one of which must be dated within the past three years. These recommendations must be from professionals (preferably current or former instructors or employers) who can speak to the candidate's academic abilities, and must be written in English or accompanied by official translations. 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.

Additionally, since the language of instruction at VIU is English, candidates will need to provide evidence of sufficient English language proficiency by obtaining academic-level scores on all components of the placement and exit test or by submitting examination information from an approved standardized examination (examples: TOEFL, IELTS, etc.).

### **Program-Specific Graduation Requirements:**

All candidates for graduation are required to submit a formal Summative Portfolio, the components of which include: Part A-Career Preparation; Part B-Two Writing Samples; Part C-Specialty Application; and Part D-Internship Experience. Students must demonstrate a minimum of intermediate-level proficiency in at least one other language besides English prior to graduation from the program. Demonstrations of proficiency

can include graduation from a secondary or post-secondary program whose primary language was a language other than English, successful completion of a graduate course taught in a language other than English, successful completion of intermediate-level coursework in a foreign or second language at an accredited institution, completion of a recognized proficiency exam (e.g., ACTFL's Oral Proficiency Interview), or other demonstrations deemed appropriate by the Dean of the School. The required minimum cumulative GPA for graduation from this program is 3.0.

**Optional Master's Thesis Track:**

Students wishing to conduct original research in an area of interest should consider electing to complete an optional thesis. Students who wish to complete a thesis must receive approval from the Dean of the School of Education in addition to consulting a potential mentor before the completion of their second semester of study. The thesis is not required of MS in APLX students but will serve as a personalized and distinguishing mark on the Graduate Degree from the University. Students intending to continue their education in a Ph.D. program should consider the thesis option as one of several ways to demonstrate their research potential. Students electing to take the Thesis Track must supply their fully developed thesis prior to the conferral of the degree.

Given the heavy emphasis on research methods, and the requirement for a solid foundation in research in order to complete a Master's Thesis, a student choosing the thesis option should consider taking an additional advanced research methods course beyond the foundational research course required in the program. To facilitate the research process for the thesis, students should take an advanced research methods course focusing on the methods that would be used in the thesis. This would be an additional course beyond the requirements of the program. Permission must be obtained by the instructor of the course that is being requested and the Dean of the School of Education.

Requests to complete a thesis are considered based upon a student's previous academic performance including meeting the minimum attendance requirements for previous courses and maintaining satisfactory progress.

**Program Structure**

This program can be completed within four (4) semesters of full-time study. A total of 36 credits (12 courses) are required for graduation.

Area	Number of Courses	Credit Hours
Foundations of Applied Linguistics and Principles of Language Teaching	7	21
Concentration Courses	4	12
Elective courses	1	3
<b>Total</b>	<b>12</b>	<b>36</b>

The MS in APLX program requires the completion of an internship (APLX 666, EDUC 667, or EDUC 668) within the student's content area and the concentration area. The internship gives students a chance to observe real-world practices, to reflect on and formulate their ideas about teaching and learning, and to gain valuable practical experience in the field.

**Core Courses in Foundations of Applied Linguistics and Principles of Language Teaching (7 courses – 21 credits)**

The core courses for this program cover two major foundational areas including foundational coursework in 1) applied linguistics, and 2) the principles of language teaching. The *Foundations of Applied Linguistics* courses provide students with the foundational theoretical knowledge required of TESOL professionals. This includes a strong understanding of the nature and structure of language, theoretical models of language acquisition, and awareness of connections to language pedagogy. The *Principles of Language Teaching* courses provide students with the fundamentals of language teaching, building upon the

theoretical principles explored in the Foundations of Applied Linguistics courses. Aspects explored in these courses include the development of a strong background in language teaching methodology; materials, curriculum, and course design; assessment strategies; and effective uses of technology to enhance language learning and teaching. All courses in the Language Teaching Core require classroom observation and reflection on topics related to each course's content.

Code	Course Title	Course Prerequisite	Credits
APLX 500	Introduction to Language and Applied Linguistics	<i>None</i>	3
APLX 510	Introduction to Language Acquisition	<i>None</i>	3
APLX 530	Language Teaching Methods	<i>None</i>	3
APLX 540	Language Curriculum and Materials Design	<i>None</i>	3
APLX 550	Language Assessment	<i>None</i>	3
APLX 572	Technologies for Language Learning	<i>None</i>	3
EDUC 640	Introduction to Research Methods	<i>Completion of 9 credits or permission of the instructor</i>	3

### MS in APLX Concentration Options (4 courses – 12 credits)

VIU's MS in Applied Linguistics Program offers three Concentrations: Multilingual Education, Program Management, and Educational Technology. Students enrolled in the MS in Applied Linguistics Degree Program are required to complete four courses (12 hours) in one of the Concentrations.

Code	Course Title	Course Prerequisite	Credits
<b>Concentration in Multilingual Education (Must take 4)</b>			
APLX 520	Introduction to Multilingualism	<i>None</i>	3
APLX 615	Pedagogical Grammar for Communicative Classrooms	<i>None</i>	3
APLX 630 <sup>^</sup>	Sociolinguistics in the Classroom	<i>None</i>	3
APLX 635 <sup>^</sup>	Intercultural Communication	<i>None</i>	3
APLX 666	Internship in Multilingual Education	<i>Advisor's approval, 18 credits</i>	3
<b>Concentration in Program Management (Must take 4)</b>			
APLX 630 <sup>^</sup>	Sociolinguistics in the Classroom	<i>None</i>	3
APLX 635 <sup>^</sup>	Intercultural Communication	<i>None</i>	3
EDUC 590	Program Administration	<i>Completion of teaching methods and successful completion of or concurrent enrollment in a curriculum course</i>	3
EDUC 595	Program Development and Evaluation	<i>Completion of an assessment course</i>	3
EDUC 667	Internship in Program Management	<i>Advisor's approval, 18 credits</i>	3
<b>Concentration in Educational Technology (Must take 4)</b>			
EDUC 574	Materials Development for Online Learning	<i>Completion of an introductory technologies for teaching course</i>	3
EDUC 575	Online Teaching Principles and Practices	<i>Completion of an introductory technologies for teaching course</i>	3
EDUC 576	Course Design for the Virtual Classroom	<i>Completion of an introductory technologies for teaching course</i>	3
EDUC 668	Internship in Educational Technology	<i>Advisor's approval, 18 credits</i>	3

<sup>^</sup>choose one of the available courses

### MS in APLX Elective Course Options (1 course – 3 credits)

The Program offers several elective options for students in the program. Students are required to take 1 course (3 credit hours).

Code	Course Title	Course Prerequisite	Credits
APLX 520	Introduction to Multilingualism	<i>None</i>	3
APLX 615	Pedagogical Grammar for Communicative Classrooms	<i>None</i>	3
APLX 620	Teaching Pronunciation	<i>None</i>	3
APLX 623	Teaching Multiliteracy	<i>None</i>	3
APLX 630	Sociolinguistics in the Classroom	<i>None</i>	3
APLX 635	Intercultural Communication	<i>None</i>	3
APLX 655	Special Topics in Applied Linguistics	<i>Advisor's approval</i>	3
APLX 699	Master's Thesis Research	<i>EDUC 640, Advisor's approval</i>	3
EDUC 574	Materials Development for Online Learning	<i>Completion of an introductory technologies for teaching course</i>	3
EDUC 575	Online Teaching Principles and Practices	<i>Completion of an introductory technologies for teaching course</i>	3
EDUC 576	Course Design for the Virtual Classroom	<i>Completion of an introductory technologies for teaching course</i>	3
EDUC 590	Program Administration	<i>Completion of teaching methods and successful completion of or concurrent enrollment in a curriculum course</i>	3
EDUC 595	Program Development and Evaluation	<i>Completion of an assessment course</i>	3
MBA 513	Organization Behavior and HR Management	<i>Advisor's approval, 18 credits</i>	3
MBA 514	Marketing Management	<i>Advisor's approval, 18 credits</i>	3
MBA 516	Strategic Management and Organizational Leadership	<i>Advisor's approval, 18 credits</i>	3
MBA 624	Advertising and Promotion	<i>Advisor's approval, 18 credits</i>	3

NOTE: Students who wish to take a course outside of their major, but still offered by at least one program within the School of Education can petition to do so with permission from the instructor of the course and the Dean. Requests are considered based upon a student's previous academic performance including meeting the minimum attendance requirements for previous courses and maintaining satisfactory progress.

**Master's Thesis Track:** Students electing to complete the optional Thesis Track must be on track for successful completion and must meet all other program requirements prior to conferral of the degree. Students must be in good academic standing at the time of registration for the thesis and must remain in good standing throughout the time enrolled in the thesis course (typically the final semester of study). VIU's MS in Applied Linguistics Program, with the optional thesis, requires completion of APLX 699 as the Elective Course option for a minimum of three credits.

## 12.4. Master of Education (M.Ed.)

### Program Mission and Description

The Master of Education in secondary education at VIU is designed to prepare future educators for leading roles in the growing field of secondary education. This program can be completed within four (4) semesters of full-time study.

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

### **Program Learning Outcomes**

The outcomes of the program are interwoven throughout all courses within the degree. Students are expected to make progress toward meeting these outcomes throughout their program of study. The learning outcomes are to:

- PO-1: Develop learner environments reflective of best practices for teaching and learning, secondary learners, and culturally responsive pedagogy creating optimal student achievement opportunities.
- PO-2: Serve as independent researchers with the ability to action research as well as assess and implement research and best practices associated with effective pedagogical practices for secondary learners.
- PO-3: Effectively collaborate with others as well as lead the collaborative process for the purpose of better meeting the needs of their student population and the communities in which they serve.
- PO-4: Serve as leaders in developing and designing teaching and learning opportunities which are effective and generate learner motivation and academic success.
- PO-5: Foster teaching and learning environments that are respectful and inclusive as well as reflective of the needs, feelings, and cultural values of the student population and communities they are serving.
- PO-6: Develop, design, and implement assessment and evaluation strategies which are authentic and encompass student characteristics such as their cognitive abilities, cultural values, and academic abilities.
- PO-7: Use community, institutional, and technological resources to demonstrate use of proper academic communication, ethics, and professionalism.

### **Career Paths for MEd Graduates**

Graduates from the M.Ed. programs will be able to effectively address challenges and possibilities in their roles as successful secondary teachers, educators, and leaders of their communities worldwide. Employment at the experienced professional level is possible in positions such as:

- Secondary science instructor
- Secondary mathematics instructor
- Secondary ESOL instructor
- Private School Instructors
- Curriculum Developers

**Accreditation:** Virginia International University is an accredited institution of higher learning holding national accreditation through the Accrediting Council for Independent Colleges and Schools (ACICS), and certified to operate by the Virginia State Council of Higher Education for Virginia (SCHEV). Additionally, information on accreditation can be found in the Accreditation and Certifications section of this catalog.

**NOTE:** Please note that this program does not provide the licensure required to teach grades K-12 in American public schools. In order to obtain teacher licensure, please contact the respective state Department of Education to determine eligibility and requirements.

### **Mode of Delivery**

VIU's School of Education embraces a learning model that allows for a hybrid learning environment in which students can benefit from a combination of online coursework and in-class meetings. The purpose of a

hybrid format is to allow for flexibility in ways that enable students to learn and grow outside of the walls of the classroom.

**Program-Specific Admission Requirements:**

Admission to the program does not require any previous coursework in education. A bachelor's degree or its equivalent in any field is required for admission. Because graduates will be expected to be content-area experts in their concentration, having a bachelor's degree in the content area is important for employment opportunities in secondary education institutions; therefore, having a bachelor's degree in the content-area is advisable.

Each candidate is also required to submit a resume or curriculum vitae detailing his/her work history and education, along with a 500-word statement of purpose describing his/her academic interests, professional objectives, reasons for applying to the program, and areas of interest to be explored in the program. In addition, the candidate is required to submit a minimum of two (2) official recommendation letters, at least one of which must be dated within the past three years. These recommendations must be from professionals (preferably current or former instructors or employers) who can speak to the candidate's academic abilities, and must be written in English or accompanied by official translations. 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.

Additionally, since the language of instruction at VIU is English, candidates will need to provide evidence of sufficient English language proficiency by obtaining academic-level scores on all components of the placement and exit test or by submitting examination information from an approved standardized examination (examples: TOEFL, IELTS, etc.).

**Program-Specific Graduation Requirements:**

All candidates for graduation are required to submit a formal Summative Teaching Portfolio, the details of which include: Part A-Career Preparation; Part B-Two Writing Samples; Part C-Concentration Application; and Part D-The Practicum Experience. The required minimum cumulative GPA for graduation from this program is 3.0.

**Program Structure**

VIU's M.Ed. Program offers three Content Area Concentrations: Secondary Science, Secondary Mathematics, and English for Speakers of Other Languages (ESOL). The M.Ed. degree can be earned by completing the program course requirements of 39 credit hours. The program consists of six (6) Core courses, five (5) Content Area courses, and one (1) Elective course.

Area	Number of Courses	Credit Hours
Foundations of Secondary Education	6	18
Content Area courses	5	18
Elective courses	1	3
<b>Total</b>	<b>12</b>	<b>39</b>

The M.Ed. program requires the completion of a Practicum within the student's subject area. The practicum gives students a chance to observe real-world practices, to reflect on and refine their ideas about teaching and learning, and to gain valuable practical experience in the field. The practicum is worth 6 credit hours and works towards meeting the requirements of the Virginia Department of Education's required supervised classroom experience.

**Core Courses in Foundations of Secondary Education Courses (6 courses – 18 credits)**

The Foundations of Secondary Education Core courses provide an in-depth understanding of the fundamentals of secondary education in the United States. The foundation courses include a depth and breadth understanding of the realities and practices in higher education to include contemporary and innovative approaches. Students take six (6) courses from this division.

<b>Foundations of Secondary Education (Take 6 courses)</b>			
<b>Code</b>	<b>Course Title</b>	<b>Course Prerequisite</b>	<b>Credits</b>
EDUC 500	Introduction to Education and Educational Research	<i>None</i>	3
EDUC 503	Educational Psychology for Secondary Students	<i>None</i>	3
EDUC 508	Motivational Theory and Classroom Management	<i>None</i>	3
EDUC 511	Diversity and Multicultural Education	<i>None</i>	3
EDUC 521	Instructional Methods for Special Education	<i>None</i>	3
EDUC 532	Secondary Curriculum and Instruction	<i>None</i>	3

#### 12.4.1. M.Ed. with concentration in ESOL Education

<b>ESOL Education Concentration Courses (Take 5 courses)</b>			
<b>Code</b>	<b>Course Title</b>	<b>Course Prerequisite</b>	<b>Credits</b>
APLX 530	Language Teaching Methods	<i>None</i>	3
APLX 615	Pedagogical Grammar for Communicative Classrooms	<i>None</i>	3
EDSL 610	Content Area Reading and Writing	<i>None</i>	3
EDSL 620	Approaches to Assessments for Teaching and Learning	<i>None</i>	3
EDSL 686	Education Practicum	<i>EDUC 500, EDUC 503, EDUC 508, EDUC 511, EDUC 521, EDUC 532</i>	6

#### 12.4.2. M.Ed. with concentration in Math Education

<b>Math Education Concentration Courses (Take 5 courses)</b>			
<b>Code</b>	<b>Course Title</b>	<b>Course Prerequisite</b>	<b>Credits</b>
EDMA 600	Effective Teaching and Learning for Secondary Mathematics	<i>None</i>	3
EDMA 605	Advanced Approaches for Teaching Secondary Mathematics	<i>EDMA 600</i>	3
EDMA 610	Content Area Reading and Writing	<i>None</i>	3
EDMA 620	Approaches to Assessments for Teaching and Learning	<i>None</i>	3
EDMA 686	Education Practicum	<i>EDUC 500, EDUC 503, EDUC 508, EDUC 511, EDUC 521, EDUC 532</i>	6

#### 12.4.3. M.Ed. with concentration in Science Education

<b>Science Education Concentration Courses (Take 5 courses)</b>			
<b>Code</b>	<b>Course Title</b>	<b>Course Prerequisite</b>	<b>Credits</b>
EDSC 600	Effective Teaching and Learning for Secondary Science	<i>None</i>	3
EDSC 605	Advanced Approaches for Teaching Secondary Science	<i>EDSC 600</i>	3
EDSC 610	Content Area Reading and Writing	<i>None</i>	3
EDSC 620	Approaches to Assessments for Teaching and Learning	<i>None</i>	3

EDSC 686	Education Practicum	EDUC 500, EDUC 503, EDUC 508, EDUC 511, EDUC 521, EDUC 532	6
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### M.Ed. Elective Courses (1 course – 3 credits)

The M.Ed. SE program offers several elective options for students, who are required to take 1 Elective course (3 credit hours).

Electives (Choose 1 course)			
Code	Course Title	Course Prerequisite	Credits
APLX 520	Introduction to Multilingualism	None	3
APLX 635	Intercultural Communication	None	3
EDUC 565	Contemporary Issues in Education and Assessment	None	3
EDUC 567	Improving Instruction Through Inquiry Practices	EDUC 565	3
EDUC 593	Introduction to Educational Policy	None	3
EDUC 597	Partnerships for School Success	EDUC 593	3
EDUC 574	Materials Development for Online Learning	<i>Completion of an introductory technologies for teaching course</i>	3
EDUC 575	Online Teaching Principles and Practices	<i>Completion of an introductory technologies for teaching course</i>	3
EDUC 576	Course Design for the Virtual Classroom	<i>Completion of an introductory technologies for teaching course</i>	3
EDTC 571	Instructional Technologies for Learning	None	3
EDTC 573	Emerging and Assistive Technology	EDTC 571	3
EDUC 590	Program Administration	<i>Completion of teaching methods and successful completion of or concurrent enrollment in a curriculum course</i>	3
EDUC 595	Program Development and Evaluation	<i>Completion of an assessment course</i>	3
EDUC 640	Introduction to Research Methods	<i>Completion of 9 credits, or permission of the instructor</i>	3

NOTE: Students who wish to take a course outside of their major, but still offered by at least one program within the School of Education can petition to do so with permission from the instructor of the course and the Dean. Requests are considered based upon a student's previous academic performance including meeting the minimum attendance requirements for previous courses and maintaining satisfactory progress.

## 13. SCHOOL OF PUBLIC & INTERNATIONAL AFFAIRS

The mission of the School of Public and International Affairs (SPIA) is to prepare students for careers in the field of International Relations and Public Administration by providing them with the skills to understand theoretical concepts and theories, think critically and creatively engage in research, and apply analytic and business skills to practical experiences.

School of Public and International Affairs Learning Outcomes

SO-1: Employ critical thinking and problem solving for successful leadership in domestic and international organizations.

SO-2: Demonstrate expertise in the content area including public and international affairs, management and development.

SO-3: Communicate and engage with stakeholders and the wider professional community.

SO-3: Conduct research and offer analysis and policy prescriptions.

### 14.1. Master of Science in International Relations

In an increasingly interdependent world, it is important for professionals to have an understanding of the complex issues that go beyond our own borders. Virginia International University's MS in International Relations is a graduate-level degree that arms students with the tools to understand the implications of global issues in today's world and contribute to and work in a dynamic and fast-paced environment in a professional setting.

#### MS in International Relations Program Outcomes

PO-1: Demonstrate knowledge and understanding of the main concepts, empirical findings and theories in the field of International Relations.

PO-2: Use empirical cases and models to apply theoretical concepts, draw new conclusions and applications.

PO-3: Communicate effectively on issues in the areas of international affairs, business and development.

PO-4: Develop original research to analyze complex problems and ideas, and offer solutions and policy prescriptions.

PO-5: Engage with the wider professional community and follow the latest developments in the field of International Relations.

PO-6A: Demonstrate knowledge and understanding of applied research specific to the theory and practice of International Economic Development.

PO-6B: Demonstrate knowledge and understanding of applied research specific to the theory and practice of International Business.

#### Career Paths for MS in International Relations Graduates

Students with degrees in Master of Science in International Relations can pursue a variety of professional careers at the experienced professional, management, and director levels in the areas of institutional/community development, humanitarian aid, public service, diplomacy, foreign affairs, and international law. Graduates can work in the public sector and the civil service as diplomats, conflict analysts, policy researchers, project coordinators or administrators. They can also pursue careers with non-governmental and multilateral organizations such as the United Nations, the World Bank and the International Momentary Fund. Those organizations hire International Relations experts as project managers, economic and political risk analysts, consultants and research associates. The private sector also offers a vast range of opportunities, including jobs in field of media and publishing, journalism, sales and marketing, public relations, political campaigns and charitable action.

#### Program Prerequisites

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

Code	Course Name	Course Prerequisite	Credits
GOVT 120	Comparative Government	None	3
STAT 200	Introduction to Statistics	None	3
<b>And one of the following courses:</b>			
ENGL 113	English Composition and Rhetoric	None	3
ENGL 120	Academic Writing	None	3

#### Program Structure

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

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

### **MIR Core Courses (7 courses – 21 credits)**

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

Code	Course Title	Course Prerequisite	Credits
GOVT 505	Research Methods	<i>None</i>	3
GOVT 510	Theories of International Relations	<i>None</i>	3
GOVT 520	International Security	<i>None</i>	3
GOVT 618	International Economics & Trade	<i>MBA 511/ Dean's Approval</i>	3
GOVT 632	Comparative Politics	<i>GOVT 510</i>	3
GOVT 711	Globalization	<i>GOVT 510</i>	3
GOVT 790	Advanced Research Project	<i>A minimum of 15 credits from GOVT 505, GOVT 510, GOVT 520, GOVT 632, GOVT 618, GOVT 711</i>	3

### **MIR Concentration Courses (3 courses – 9 credits)**

The Master of International Relations at VIU offers 2 concentrations for students to choose from. Students must complete a minimum of 9 credit hours of concentration courses to be awarded a degree in International Relations.

#### **MIR in International Economic Development**

Code	Course Title	Course Prerequisite	Credits
GOVT 530	Democratization	<i>None</i>	3
GOVT 633	Politics of Development Aid	<i>None</i>	3
GOVT 650	Policy Making in a Global Context	<i>None</i>	3
GOVT 651	International Economics & Politics	<i>MBA 511/ GOVT 618</i>	3
GOVT 652	International Industrial Development Strategies	<i>MBA 511/ GOVT 618</i>	3

#### **MIR in International Business**

Code	Course Title	Course Prerequisite	Credits
GOVT 612	International Management	<i>GOVT 505</i>	3
GOVT 613	Enterprise Resource Planning	<i>GOVT 505</i>	3
GOVT 614	International Finance	<i>GOVT 505</i>	3
GOVT 615	International Strategy	<i>GOVT 510</i>	3
GOVT 616	International Marketing	<i>GOVT 510</i>	3
GOVT 617	Import & Export Management	<i>None</i>	3
GOVT 634	Operations Management	<i>GOVT 618</i>	3

### **MIR Elective Courses (2 courses – 6 credits)**

Students may choose any two of the following elective courses, or any combination of courses from the concentration courses not already applied.

<b>Code</b>	<b>Course Title</b>	<b>Course Prerequisite</b>	<b>Credits</b>
GOVT 540	International Law	<i>None</i>	3
GOVT 551	Conflict Resolution	<i>None</i>	3
GOVT 625	Effective Negotiations	<i>None</i>	3
GOVT 631	Intercultural Communication	<i>None</i>	3
GOVT 635	Intelligence & Foreign Policy	<i>GOVT 510</i>	3
GOVT 665	Graduate Internship I	<i>Dean's Approval</i>	3
GOVT 666	Graduate Internship II	<i>Dean's Approval</i>	3
GOVT 713	Fundamentals of US Economic Policy	<i>GOVT 618</i>	3
GOVT 745	Topics in International Relations	<i>None</i>	3
CAR 600	Career Planning Management	<i>None</i>	3

### **Pre-MIR Program**

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

## **13.2. Master of Public Administration**

### **Program Description and Objectives**

The Master of Public Administration Program prepares students for a careers in public management and administration. Students will acquire the skills to resolve industry challenges related to project management, finance, human resources and leadership. They will be able to utilize their knowledge in a variety of areas in state and local government, public and federal agencies and private and public organizations and non-profits both in the DC Metropolitan area and worldwide.

### **MPA Program Outcomes**

- PO-1: Demonstrate ability to analyze public policy formulation, interactions and implications.
- PO-2: Demonstrate knowledge of key leadership concepts and theories that can be used to effectively lead in the public sector.
- PO-3: Apply principles of finance to public and non-profit operations.
- PO-4: Communicate critically and effectively within one's discipline and/or professional practice.
- PO-5: Apply quantitative and qualitative techniques of analysis and research

### Concentration Specific Outcomes

- PO-6A: Demonstrate knowledge and expertise of applied research specific to the theory and practice of Public Management
- PO-6B: Demonstrate knowledge and expertise applied research specific to the theory and practice of Information systems
- PO-6C: Demonstrate knowledge and expertise applied research specific to the theory and practice of Health Care Administrative and Public Health

### **Career Paths for MPA Graduates**

The program objectives of the MPA are designed to enable graduates to be successful in the multitude of employment positions at the experienced professional, management and director levels that an MPA degree will garner including, government, organizational management, health care administration, and many more. Typical places of employment for individuals with this degree include state and local government agencies, federal government agencies, public agencies, non-profit corporations, and many private and publicly held organizations worldwide.

## Program Prerequisites

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

Code	Course Name	Course Prerequisite	Credits
<b>Management Concepts, one of the following two courses</b>			
BUSS 301	Principles of Management	None	3
BUSS 312	Organizational Theory & HR Management	None	3
<b>Economic Concepts, one of the following two courses</b>			
ECON 101	Principles of Microeconomics	None	3
ECON 102	Principles of Macroeconomics	None	3
<b>Academic Writing Skills, one of the following two courses</b>			
ENGL 113	English Composition and Rhetoric	None	3
ENGL 120	Academic Writing	None	3

## MPA Degree Requirements

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

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

## MPA Core Courses (7 courses – 21 credits)

Code	Course Title	Course Prerequisite	Credits
PUAD 505	Research Methods	None	3
PUAD 513	Organizational Theory & HR Management	None	3
PUAD 514	Public Policy Analysis & Implementation	None	3
PUAD 515	Administration in Public & Non-Profit Organizations	None	3
PUAD 608	Financial Reporting & Decision Making	None	3
PUAD 611	Business Ethics & Law	None	3
PUAD 790	Advanced Research Project	A minimum of 15 credits from PUAD 505, PUAD 513, PUAD 514, PUAD 515, PUAD 608, PUAD 611	3

## MPA Concentration Courses (3 courses – 9 credits)

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

## MPA in Public Management

Code	Course Title	Course Prerequisite	Credits
PUAD 512	Project & Cost Management	STAT 200	3
PUAD 536	Labor Relations	None	3
PUAD 612	International Management	PUAD 513	3
PUAD 613	Enterprise Resource Planning	PUAD 513	3

PUAD 614	Emergency Planning & Preparedness	<i>None</i>	3
CAR 600	Career Planning & Management	<i>None</i>	3

### MPA in Information Systems

Code	Course Title	Course Prerequisite	Credits
PUAD 552	Information Systems	<i>None</i>	3
PUAD 556	Database Management Systems I	<i>None</i>	3
PUAD 610	Managing Information System Development	<i>PUAD 552</i>	3
PUAD 620	IT Governance	<i>PUAD 552</i>	3
PUAD 628	Global Sourcing & Logistics	<i>None</i>	3
CAR 600	Career Planning & Management	<i>None</i>	3

### MPA in Health Care Administration & Public Health

Code	Course Title	Course Prerequisite	Credits
PUAD 640	The Health Services System	<i>None</i>	3
PUAD 641	Economics of Healthcare & Policy	<i>PUAD 505</i>	3
PUAD 642	Financial Management of Healthcare Institutions	<i>PUAD 505</i>	3
PUAD 643	Legal Aspects of Healthcare	<i>None</i>	3
CAR 600	Career Planning & Management	<i>None</i>	3

### MPA Elective Courses (2 courses – 6 credits)

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

Code	Course Title	Course Prerequisite	Credits
PUAD 511	Managerial Accounting & Finance	<i>ACCT 201</i>	3
PUAD 520	International Security	<i>None</i>	3
PUAD 538	Compensation & Benefits	<i>None</i>	3
PUAD 551	Conflict Resolution	<i>None</i>	3
PUAD 557	Political Theory	<i>None</i>	3
PUAD 558	Network and Information Security	<i>None</i>	3
PUAD 615	Special Topics in Public Administration	<i>None</i>	3
PUAD 625	Effective Negotiations	<i>None</i>	3
PUAD 630	Public & Private Partnerships	<i>None</i>	3
PUAD 634	Operations Management	<i>PUAD 505</i>	3
PUAD 665	Graduate Internship I	<i>Dean's Approval</i>	3
PUAD 666	Graduate Internship II	<i>Dean's Approval</i>	3

### Pre-MPA Program

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

## 14. SCHOOL OF LANGUAGE STUDIES

### 14.1. English as a Second Language Program

#### **Program Description and Outcomes:**

The English as a Second Language (ESL) Program at VIU provides quality English language instruction for students whose native language is not English. The program focuses on helping students develop sufficient language proficiency and skills for successful study at an American university or college. The program also offers students the ability to prepare for several standardized English proficiency exams through electives including TOEFL and IELTS.

The outcomes are interwoven throughout all courses within the program. Students are expected to make progress toward achieving these outcomes throughout their studies within the program. The learning outcomes are intended to help the learner to attain their desired level of English language proficiency skills for future academic success by allowing them to:

1. Respond to written or spoken English in order to communicate clearly and effectively
2. Comprehend authentic English language texts across multiple genres
3. Produce a variety of written work in English to convey coherent ideas
4. Utilize increasingly more complex grammatical patterns in the appropriate context
5. Employ essential strategies to determine the meaning of vocabulary and grammar in context
6. Apply acquired language skills to a variety of communicative situations, audiences, and environments

#### **Program Mission:**

The School of Language Studies supports the mission and philosophy of VIU by empowering its student population with the linguistic, academic, and intercultural communication skills necessary to become leaders in the global community.

#### **Program-Specific Admission Requirements:**

Admission to the program requires a placement exam or other proof of English language proficiency.

#### **Initial Program Placement:**

All new students are required to demonstrate their level of English proficiency in order to properly place students in the right level. Students can fulfill this requirement by taking an English language proficiency test at VIU to determine appropriate placement in one of the seven levels within the program.

#### **Program Advancement, Completion, and Placement:**

ESL courses are non-credit-bearing courses. All ESL courses are graded on a pass/fail basis. An average score of 75.00% and maintaining visa compliance are required to pass an ESL class.

Full-time students who pass all their ESL core courses (Levels 0200-0700) receive a certificate of level completion and advance to the next level. Full-time 0800 students who pass 140 hours of the 0800-level courses including ESL 0806, and earn a score of 80 or higher on the exit test receive a certificate of program completion. For students who score lower than 80 on the exit test, it may be taken one additional time for a fee of \$30 (Exit Test Fee). The program completion certificate serves as evidence of sufficient English proficiency for admission to VIU's degree programs.

Students who do not pass required courses (all core classes for 0200-0700; 140 hours of elective courses in 0800) in a given term have the option of retaking the placement test at the end of the term for advanced placement in a higher level. Continuing students who wish to retake the placement test must take it before the start of the next term.

#### **Program Length**

If a student enters our program at ESL 0200, that student can expect the complete SLS program of study in 14 months without failing one level. Students are allowed to take each level from ESL 0200 – ESL 0700

three times, and ESL 0800 a maximum of two times. Therefore, it potentially stands that a student would require 40 months to complete the program in this unlikely scenario, not including breaks.

### Appealing Level Placement

Students may appeal their initial placement by completing a “Level Change Request Form” from the third day of classes. This form is available in Room 232. Any student level changes are discussed by the teacher, student and administrators as well as reviewing the placement test scores and finalized by the fifth day of classes. After that day, there are no further changes to students’ levels.

### Program Structure:

The program offers instruction across seven levels of proficiency: Low Beginner (0200), Beginner (0300), Elementary (0400), Low Intermediate (0500), Intermediate (0600), High Intermediate (0700) and Advanced (0800). Each level can be completed in one term of full-time study. The overall length of the program depends on the initial placement level and on how quickly the student progresses from one level to another. Each level includes a minimum of 140 academic hours of classroom instruction per level/term. Each term is 7 weeks long and full-time students receive 20 hours of classroom instruction per week. Students in levels 0200 – 0700 will take two core classes (10 hours/week for each class), Speaking, Listening & Pronunciation and Reading, Writing & Grammar. Students in the Advanced (0800) level are able to choose from elective classes, which either meet for 5 hours/week or 10 hours/week.

In addition to the regular ESL classes, students placed in the High Intermediate or higher level are given an option of selecting intensive TOEFL courses, the focus of which is TOEFL iBT preparation. Each 7-week term, students take 2 core classes (10 hours/week for each class), which can be any combination of TOEFL & Academic Reading, TOEFL Writing, TOEFL & Academic Listening and TOEFL Speaking.

Level	Proficiency	Hours	Structure
Level 0300	Beginner	140 contact hours	2 core classes
Level 0400	Elementary	140 contact hours	2 core classes
Level 0500	Low Intermediate	140 contact hours	2 core classes
Level 0600	Intermediate	140 contact hours	2 core classes
Level 0700	High Intermediate	140 contact hours	2 core classes
Level 0800	Advanced	140 contact hours	ESL 0806 and 1 - 2 elective courses

### ESL Core Courses

Courses numbered 0200-0299 are open to Low Beginner students; 0300-0399 are open to Beginner students; 0400-0499 are open to Elementary students; 0500-0599 are open to Low Intermediate students; courses numbered 0600-0699 are open to Intermediate students and courses numbered 0700-0799 are open to High Intermediate students.

Course Code	Course Name	Term Hours
ESL 0230	Low Beginner Speaking, Listening & Pronunciation	70
ESL 0235	Low Beginner Reading, Writing & Grammar	70
ESL 0330	Beginner Speaking, Listening & Pronunciation	70
ESL 0335	Beginner Reading, Writing & Grammar	70
ESL 0430	Elementary Speaking, Listening & Pronunciation	70
ESL 0435	Elementary Reading, Writing & Grammar	70
ESL 0530	Low Intermediate Speaking, Listening & Pronunciation	70
ESL 0535	Low Intermediate Reading, Writing & Grammar	70
ESL 0630	Intermediate Speaking, Listening & Pronunciation	70
ESL 0635	Intermediate Reading, Writing & Grammar	70
ESL 0720	TOEFL & Academic Listening	70
ESL 0722	TOEFL & Academic Reading	70

ESL 0730	High Intermediate Speaking, Listening & Pronunciation	70
ESL 0735	High Intermediate Reading, Writing & Grammar	70

**ESL Elective Courses:**

Elective Courses appeal to a broad range of interests. Not every course is offered every term. Courses numbered 0800-0899 are open to students at the Advanced level.

Course Code	Course Name	Term Hours
ESL 0800	Public Speaking & Presentation Skills	35
ESL 0802	Accent Reduction	35
ESL 0810	Grammar Workshop & Editing	35
ESL 0817	Critical Thinking through News around the World	35
ESL 0821	TOEFL Speaking	70
ESL 0823	TOEFL Writing	70
ESL 0840	English for Business Professionals	35
ESL 0850	IELTS Preparation	70

Please refer to the ESL Programs Course Descriptions section in the Academic Catalog for course descriptions.

## 15. SCHOOL OF ONLINE EDUCATION

In addition to regular classroom delivery, VIU offers online courses as an alternative delivery method of instruction. The following degree programs at VIU can also be partially or fully completed online:

**Graduate Level Programs:**

1. Master of Business Administration (MBA)
2. Master of Science in Accounting (MAC)
3. Master of Science in Project Management (MPM)
4. Master of Science in Computer Science (MCS)
5. Master of Science in Information Systems (MIS)
6. Master of Science in Information Systems Management (MISM)
7. Master of Science in Software Engineering (MSE)
8. Master of Science in Information Technology (MIT)
9. Master of Art in Teaching English to Speakers of Other Languages (MA in TESOL)
10. Master of Education (M.Ed.)
11. Master of Science in Applied Linguistics (MSAPLX)
12. Master of Science in International Relations (MIR)
13. Master of Public Administration (MPA)
14. Graduate Certificate in Project Management
15. Graduate Certificate in Business Intelligence
16. Graduate Certificate in Information Systems
17. Graduate Certificate in Information Systems Management
18. Graduate Certificate in Information Technology Audit and Compliance
19. Graduate Certificate in TESOL

**Undergraduate Level Programs:**

20. Bachelor of Science in Business Administration (BSBA)
21. Bachelor of Science in Computer Science (BCS)

**Non-credit Certificate program**

22. English as Second Language (ESL)

VIU delivers asynchronous online courses through the VIU eCampus which is an eLearning platform for accessing course material, submitting assignments, and communicating with instructors and classmates online. The online courses offered in the eCampus do not differ in content, expectations, and requirements from the regular on-campus courses. The learning objectives are the same for online and on-campus classes. Online sessions typically contain the following elements: session learning objectives, online lecture videos, and readings, multimedia, presentations, assignments, threaded discussions, case studies,