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This catalog represents a program of curricular plans, policies, and requirements which may be altered from time to time. The provisions of the UNVA Catalog do not constitute an irrevocable contract between the University of Northern Virginia and its students.

Nevertheless, this catalog serves as an official document of the University and provides information about policies, procedures, and regulations for the degree programs at the University of Northern Virginia in effect when the catalog went to press. It also contains information concerning admissions; academic regulations, requirements, and offerings; services available to students; and a list of administrative officers and faculty of the University. The course offerings and requirements of the University of Northern Virginia are continually under examination and subject to revision. This catalog presents the offerings and requirements in effect at the time of publication. It is the sole responsibility of student to be aware of the information in this catalog and to keep informed of additions and/or corrections when they are deemed necessary by the University. All changes are effective when the proper institutional authorities so determine and may apply not only to prospective students but also to those who are already admitted to degree programs. Regular catalog updates are posted and made to the electronic version on the University’s website: www.unva.edu. Also, copies can be found at the Registrar’s office in each campus. Students are encouraged routinely to check the site for new or supplemental information. Students should contact their academic advisors, faculty advisor/mentors, or instructors in their Departments for clarification of specific academic program requirements.

The course descriptions provided in this catalog may occasionally differ from actual content. This is due to advancements in the discipline, interests of individual professors, or decisions to change the scope of the course. Thus, the descriptions that follow do not constitute a contractual obligation. Students should consult academic advisors and refer to the class schedule and appropriate syllabi for the offerings in any given academic session.

Compliance with the applicable policies, procedures, and regulations is the responsibility of each student. Also, each student is expected to read this catalog carefully and to be aware of any additional program procedures or requirements that may apply to the appropriate program of study. The University reserves the right to require a student to withdraw for cause at any time.

UNVA complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, and all applicable federal and state laws and regulations. It does not discriminate on the basis of race, color, national origin, sex, sexual orientation, political view, age, religion, disability, status as a veteran or any other personal delimitation or attribute in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial assistance, and educational services.
About UNVA

With students from all over the world, the University of Northern Virginia is keenly aware of the needs of our student body. As a major international university, the University of Northern Virginia offers American-style educational programs at the undergraduate, master and doctoral levels in more than ten majors or specializations. Our courses reflect the needs of employers in this ever more globalized business environment. Our schedules are designed to fit the needs of adult learners, and our professors have both the highest academic credentials and real world knowledge of their subjects.

UNVA is an American university with a truly international perspective. Our faculty and student body represent dozens of countries world-wide. This diversity of cultures and business environments provides a true international educational experience and prepares our students to work in an increasingly global economy.

As a premier online university since 2005, UNVA began offering courses online as an option for students. The University expands its online capability as new technology emerges. UNVA's online courses offer the same curricula as their on-campus counterparts and are competitive and comparable with other colleges, online and traditional. By using the two online teaching methods, Virtual Professor and Virtual Classroom, UNVA links all international programs together and connects its faculty and students worldwide into its global network.

UNVA has invested heavily in improving the school in all aspects as a result of the Institutional Effectiveness Plan. As a part of our ongoing efforts to improve the University, we have done a complete course review and have updated courses and prerequisites. We have expanded the use of our student record system and learning management system to provide better service to students. As promised, the University provides excellent service and quality education to our students.

The Department of General Education provides communications and English courses, developmental programs for English and Math and houses the general studies courses. It also evaluates all entering students for placement in the University’s graduate and undergraduate programs.

In the Department of Business, the graduate program offers Doctor of Business Administration (DBA) degree and Master of Business Administration (MBA) degree with several concentrations to meet a wide variety of student needs. UNVA also offers a Bachelor of Business Administration (BBA) degree with a concentration in management.

The Department of Computer and Information Sciences offers a Doctor of Information Technology (DIT) degree, Master of Science degrees in Computer Science (MSCS), Information Systems Technology (MSIT), and Business Intelligence (MSBI), and a Bachelor of Science degree in Information Technology (BSIT) with concentrations in Computer Science and Management Information Systems.

Please visit our new web site at www.unva.edu to learn more about our University. You will be able to download an electronic version of this catalog, give us your comments, access your student or faculty portal, and much more.

Accreditations, Memberships, and Recognitions

The University of Northern Virginia is certified to operate by the State Council of Higher Education for Virginia (SCHEV). The University of Northern Virginia is authorized by the United States government to enroll non-immigrant students (F-1).

Mission of the University of Northern Virginia

The Board of Directors has established the mission of UNVA as follows:

The University of Northern Virginia is a global university offering American higher education worldwide by blending innovative and traditional approaches to teaching and learning. The University serves a diverse student body by providing an accessible and exemplary education. UNVA provides demand-driven and competency-based curriculum designed to enhance knowledge, skills, abilities, and critical thinking.

-Board Action (Reaffirmed February 2012)

Long-term success for the University, as well as the establishment of a reputation for quality instruction, is dependent upon curriculum development and outcomes measurement. The University’s ability to attract and retain students; the ability of students to meet business and industry requirements; the satisfaction level of the graduates; and the satisfaction levels of employers are critical measures for success.
Vision Statement

The Board of Directors developed a Vision Statement in order to focus the strategic planning process.

We are a student-oriented institution with a global commitment to prepare the student for near and long-term success, through market responsive programs using state-of-the-art deployment methods and international partnerships. The UNVA graduate is prepared with the skills and knowledge to meet the challenges of the global community of the future.

-Board Action (Revised June 2009)

Goals and Objectives

UNVA is dedicated to the challenge of meeting the unique requirements of its students by providing the opportunity for a quality education to students globally. These values are expressed in all phases of the University's operations, ranging from the selection of professors to the design of curricula.

UNVA strives to give the student specialized knowledge in a chosen field; it believes that its primary task is to teach the student not only theoretical concepts but also the scientific method -- the process of discovery, analysis, and application of these concepts.

The basic objective is to help students develop the analytical capacity, basic knowledge, and attitude of personal responsibility necessary to function effectively as productive citizens in an interdependent world. The University of Northern Virginia’s institutional goals are outlined as follows:

Institutional Goals

- To establish academic programs consistent with the mission of the University.
- To offer educational experiences that stimulate a desire for learning.
- To provide programs and services supportive of the academic objectives and relevant to the needs of employers, the economy and good citizenship.
- To provide student support services that adequately address the diverse needs of international students.
- To implement faculty and staff development procedures and programs which will ensure a high quality educational environment.
- To provide students, through the “UNVA Graduate Co-Operative Education Program,” both the educational theory and work experience to better prepare them for successful careers after graduation.
- To provide a program for international students which will aid them in their career development.
- To maintain a systematic program of worldwide institutional development and research.

University of Northern Virginia Locations

Located fifteen miles away from Washington, D.C., UNVA rests in the middle of a world class political and high technology center. The Annandale Main Campus of the University of Northern Virginia is within the fast-growing and technologically-innovative Metropolitan area of Washington, D.C.

University Governance

The primary function of the University is teaching. However scholarly research and other professional activities of the faculty, continuing education, and community service are encouraged, promoted, and supported. In keeping with its focus on teaching, the University seeks to recruit, develop, and retain faculty who are dedicated to quality teaching by providing dynamic classroom learning experiences that integrate theory and practice. The institution values academic freedom and the professional opinions of its diverse faculty.

The Board of Directors is responsible for establishing academic and administrative policy and reviewing the performance of the University and its designated officers. Performance is reviewed by regularly evaluating the accomplishment of goals that may be set forth by the Board of Directors.

Ownership of Documents

All applications, papers, documents, and other material submitted by the student are the legal property of the University. All legal documents will be held as prescribed by law and access provided only as established by law. All tests, papers and projects may be retained by UNVA to document students’ work effort in their classes. Professors may require the student to return graded material as evidence of the student’s efforts in a graded class.
Admission to the University

Required documents and criteria are outlined in the following sections. A prospective student’s acceptance is not finalized until all documents are received to the satisfaction of the Admissions Department. Until a student’s admission is finalized, he or she has not completed the admissions process. A student’s UNVA acceptance may be denied any time during the admissions process.

The University of Northern Virginia is an equal-opportunity educational institution. The University does not discriminate on the basis of race, color, religion, national origin, age, political views, sex, height, weight, sexual orientation, marital status, or physical disability in the administration of its admissions policies, educational policies, scholarships loan programs or other school administrated programs.

Undergraduate Admissions

The undergraduate programs at the University of Northern Virginia recognize the needs for professional education based on a foundation of liberal arts and core business and management principles.

The Admissions Department places particular emphasis upon the following:

1. Secondary or high school transcript
2. Test results of the Scholastic Aptitude Test (SAT) or American College Testing Program (ACT) (for reference and guidance)
3. College transcripts
4. Two letters of recommendation from the applicant’s principal, teachers, employers or guidance counselor.

Dual Degree Admissions

UNVA may accept certain students into a Dual Degree Program. Students who wish to join the program must have already completed at least 60 undergraduate credits, with a cumulative grade point average (CGPA) of at least 3.0 or its equivalent, at another accredited institution. This program allows students to complete their undergraduate degree at UNVA and transition smoothly into the UNVA master’s degree that follows.

The Dual Degree Program addresses variety of student situations, and academic counseling and approval must be sought before admittance into this program. Depending on the individual’s progress level of the undergraduate degree, course requirements will be customized to suit the needs of the student by their advisor shortly upon acceptance.

The following documents are required for admissions in to the Dual Degree Program:

1. Secondary or High School Transcripts
2. Post-secondary School or College Transcripts
3. Two letters of recommendation

Graduate Admissions

In addition to above requirements, a graduate application must:

1. have a bachelor’s degree from an accredited institution or the equivalent from a foreign college or university;
2. demonstrate evidence at a level consistent with that expected of graduate level candidates and career objectives consistent with the objectives of the program for which the prospective student is applying; and
3. have a 2.5 G.P.A or above. If an applicant’s undergraduate G.P.A. is less than 2.5, extensive review and approval from the Admissions Committee is required.

The administration of the University reserves the right to waive certain admission standards in exceptional cases.

In addition to completing the general application, the prospective student must arrange for the Admissions Office to receive the following:

- Official transcripts of all undergraduate and graduate work completed. The official transcript should be sent directly to UNVA from institutions previously attended and affixed with the institution’s seal(s). Transcripts submitted by a student need to be in a sealed envelope bearing the official seal.
- Two letters of recommendation from the applicant's professors, employers, or graduate counselors

Doctoral Program Admissions

UNVA seeks doctoral candidates possessing a solid undergraduate and graduate educational preparation, reasonable managerial or professional experience,
strong intellect and the capacity for independent investigation. An understanding of the contemporary economic, political and social context in which business organizations operate is important. While most applicants have a master’s degree in a business or a public management-related field, applicants with strong academic preparation in other fields are equally welcome to apply.

Doctoral candidates must be fluent in English and are expected to write on a level meeting contemporary standards of professional publication.

The selection of applicants for admission to the doctoral programs is made by a faculty committee and is based on the applicant’s overall accomplishments and skills. Specifically, admission to the program requires:

- A master’s degree in related fields from an accredited U.S. institution or a comparable foreign institution, with a minimum cumulative grade point average (CGPA) of 3.0 in the master’s degree. Applicants possessing a master’s degree in a field of study other than the specific doctoral programs they apply for may be required to take additional preparatory courses.
- Applicants with responsible managerial or professional work experience will be given preference in admission.
- Applicants must submit a concise professional and/or academic resume highlighting both experience and training.
- A statement of goals.
- Two letters of recommendation attesting to the applicant’s ability to succeed in a doctoral program are required.
- English language proficiency: Applicants whose native language is not English or who have not completed their studies at a university where English is the language of instruction must provide evidence of English language proficiency. A minimum TOEFL score of 550 (paper-based), 213 (computer-based), or 80 (internet-based) and a minimum IELTS of 6.0 or a similar result on another internationally recognized assessment of proficiency may be submitted to meet this requirement.
- Applicants who have completed the GMAT or GRE examinations within the past ten years may submit their test score results.

This is not mandatory but will help the Admissions Department to assess the candidate’s abilities to undertake the program.

**International Students**

The University welcomes applications from citizens with distinguished credentials from many countries worldwide. Students have met the English proficiency requirement if they have completed four years at institutions where English is the primary language of instruction. For visa purposes, international students staying in the United States are required to enter a degree-seeking, full-time program of study.

In addition to completing the general application, the prospective student must arrange for the Admissions Office to receive the following:

- High school diploma and official certified transcripts from each college or university attended. The official transcript should be sent directly to UNVA from the previous attended institutions and affixed with the institution’s seal. Transcripts submitted by a student need to be in a sealed envelope bearing the official seal.
- If the official transcripts are not in English, notarized translations are required.
- Evidence of English proficiency must be presented. This may include a minimum TOEFL score of 500 (paper-based), 173 (computer-based), or 61 (internet-based) or 5.0 on IELTS for undergraduate. A minimum TOEFL score of 550 (paper-based), 213 (computer-based) or 80 (internet-based) or 6.0 on IELTS for graduate students. English programs are available for those who do not have the required scores. Consult with the Admissions Director for further information and procedures.
- Two letters of recommendation from the applicant’s professors, employers, or academic counselors.

A personal interview as well as a visit to the campus is recommended for both domestic and international students applying to the main campus. During such time the applicant can gain first-hand knowledge of the University of Northern Virginia.
Readmission

There are two instances when a student has to reapply for admission:

1. after having been suspended for one academic year; or
2. after having not registered for any courses in a year.

When readmitted, students continue pursuit of the program that they were originally enrolled in before being suspended or leaving for over a year. Students who are readmitted are responsible for completing the program requirements of the catalog year of which they were readmitted.

If accepted for readmission, a student previously suspended due to academic probation will begin the first term automatically placed back on probation. Again failing to meet the minimum CGPA and academic requirements will result in suspension from the University permanently. There will be no more warning after the first probation period is in effect.

Application Procedures

Application forms for admission to the University may be obtained from:

University of Northern Virginia
Admissions Office
7601 Little River Turnpike
Annandale, VA 22003 USA
Telephone: 703-941-0949

Or, downloaded from www.unva.edu

Application for admission must be made on forms furnished by the University and must be submitted to the Admissions Office. A nonrefundable application fee is required. It is the prospective student’s responsibility to make certain that appropriate college transcripts and recommendations are provided either with the application or promptly thereafter. Until all required records are provided, the student will remain under applicant status.

Computer Literacy

It is very strongly recommended for all incoming students to be computer literate and have the ability to utilize off-the-shelf programs such as word processing, spreadsheet, database, and Internet search/navigation engines. Students who are not proficient will be required to take a computer literacy course.

English Proficiency Requirements

UNVA offers comprehensive English Proficiency courses for international students. These courses are specifically designed to assist students working in a business and technology environment. The faculty is comprised of internationally-experienced linguistic specialists.

If a student does not have the TOEFL or IELTS scores indicated above, he or she must take UNVA’s English Placement Test. This placement test is administered several times a quarter: students register for it through their advisor. The English Placement Test will assess student skills and correlate them with a recommended English Proficiency Program course.

GMAT/GRE Requirements

If potential graduate students have taken the GMAT or GRE and submit their scores, this will enhance the opportunity for admissions.

Transfer Students

Transfer students are welcome. Students who wish to continue their college education at UNVA must submit a completed application to the Admissions Office. Transfer students must arrange for required materials, including official transcripts, to be forwarded to the Admissions Office. Until all records are available to the Admissions Office, the student wishing to transfer is considered an applicant.

Transfer students may receive up to nine (9) credits for course work with a “B” or better for graduate admissions, and up to thirty (30) credits for course work with a “C” or better for undergraduate work, provided that the courses are deemed similar or equivalent to courses offered at the University. There are certain cases when a “Block Transfer” may be allowed. See section on Block Transfers for additional information.

Once an applicant is accepted and all documents and transcripts have been received, the appropriate academic department evaluates the transcripts to determine the number of credits that may be transferred. The evaluation may include a substitution list for required courses where the number of hours completed exceeds the maximum number of transfer hours permitted.

Example: A transfer student has completed four courses of three credits each with the grade of B or better. Three of the courses transfer with credit. The fourth course on the transcript taken is also parallel to a required course in the UNVA curriculum. Rather
than forcing the student to repeat a course, the University will allow a course substitution to be given to the student. The student may then take a specific elective within the UNVA program to enhance knowledge. This process obviates the necessity of retaking a course that has already been successfully completed.

**Second Degree Program**

This program is designed for students who have received a degree from the University of Northern Virginia previously. Students are required to complete more than 50% of the course work of a second degree. Individual degree requirements will be determined by the Department Chair in the letter of acceptance sent to a student who wishes to pursue the Second Degree Program. Students must apply and be accepted by the Department Chair and may not simply take a variety of courses at their discretion. Students are required to complete all courses for the Second Degree and course substitution will be very limited. The Second Degree permits students to use their degree for the field of specialization within the degree requirements; therefore individuals can receive a second degree from the institution for substantially fewer credits than for a first degree.

**Double Major and Double Degree**

A single UNVA bachelor’s degree with a double major is awarded when the student satisfies all curricular requirements for two UNVA bachelor’s degree programs but does not qualify for a second degree.

A second bachelor’s degree (that is, the non-simultaneous granting of two UNVA degrees) is awarded when the student:

- Satisfies all degree requirements for two different UNVA Bachelor’s degree programs.
- Has a minimum of 150 credit hours, including at least 30 credit hours unique to each program.

**Advanced Standing**

UNVA recognizes in several ways the significant amounts of advanced work many entering students have done while in secondary school.

1. UNVA places all students in classes appropriate for their backgrounds. Students with greater achievement in a language, math, or science, for example, will be placed in more challenging classes.

2. Students may be allowed to use an Advanced Placement exam score (or appropriate international credential) to meet certain requirements (foreign language, introductory departmental course, etc.).

Students with a full year's worth of advanced work documented by AP exams, an International Baccalaureate diploma, or certain other international credentials and who also meet certain requirements during their first term at the University, may be eligible to petition for Advanced Standing.

Applicants may be admitted with advanced standing by:

- The transfer of credits from other technical institutions, colleges, or universities, or through high school articulation agreements. Students wishing to transfer credits from post-high school institutions should request official transcripts to be sent to the Admissions Office for evaluation. Only classes equivalent to those offered at UNVA with a grade of “C” or better will be accepted for advanced standing. The University reserves the right to determine credits by tests or examination.
- Evaluation of previous work experience, leadership, and organizational experiences.
- Evaluation of studies through military training programs.
- Evaluation of other educational experiences to include work shop seminars.

Forms and procedures for advanced standing may be obtained at the Student Services Office. A maximum of 21 semester credit hours may be earned through these experiences. Students are responsible for providing documentation of the experiences and accomplishments. All transfers and advanced standing requirements must be completed six weeks prior to the end of the quadmester in which the student is enrolled.

**Returning Students**

The Admissions Department will often times give preference to UNVA Graduates. Those who decide to return to UNVA to pursue another degree will have to submit another Admissions Application form. Although documents from the previous program admission do not need to be re-submitted, updates to these records may be required. Returning students
are those who have completed a degree at UNVA and wish to return for another degree. This is not considered readmission. Contact the Admissions Department for more details.

**Transfer Credit**

University policy permits a student to transfer up to a maximum of nine (9) credit hours from other institutions at the graduate degree level and thirty (30) credits at the undergraduate level. The Academic Dean is the final arbiter in the decision as to whether the University will accept transfer credits and how these credits will be used in the student’s academic program. All requests must be made on the form furnished by the University. Since credits earned at any UNVA campus worldwide are granted by the University, they are not considered as transfer credits.

**Alternate Credit Options**

UNVA grants college credit for certain outside training and courses. All decisions on credit are the responsibility of the Academic Dean, on recommendation from the Department Chairs. In no case will the total number of credit hours achieved by alternative credit transfer exceed nine credit hours. The guidelines for each of these programs are as follows:

**Technical Credit**

Under special circumstances, students may receive credit for technical courses that are not normally transferable to UNVA. A written request must be submitted for review to both the proper Department Chair and the Academic Dean.

**Training Credit**

Credit for non-collegiate training programs may be granted based on recommendations of the appropriate department to the Academic Dean. Official records must be supplied to the Admissions Office of UNVA by the appropriate sources during the student’s first semester of enrollment in a degree-seeking status.

**Military Credit**

Credit for training received at military service training schools may be granted based on recommendations of the appropriate office. Official records must be supplied to the Admissions Office of UNVA by the appropriate sources during the first semester of a student’s enrollment in a degree-seeking status.

**Block Transfer Programs**

For those students who have an Associate’s degree from a regionally accredited institution, or have sixty (60) or more undergraduate credits to transfer, special block transfer options are available at the discretion of the Academics Department. All course selections or substitutions must have the approval of the academic advisor. The maximum credits transferred will be ninety (90) and will be at the discretion of the Academics department.

**Challenge Examinations**

In lieu of registering for a course, a student may request a challenge examination. (Students who have received a grade in a class taken at UNVA may not take a challenge exam in that course.) These exams allow students to receive credit or waive the requirement for a course by passing a comprehensive test of the course material. The appropriate department must grant permission, and the instructor will determine the examination format (written, oral, practical, combination, etc.). At the option of the student and instructor, the examination may be graded on either the normal or the S/U basis, and the examination points earned will be equivalent to a final grade in the course. Credit hours and grade points earned in this way are equivalent to those earned through successful completion of courses. The following regulations will apply to all challenge examinations:

1. permission of the instructor of the course is required, and the examination will be given at a time of the instructor’s choosing;
2. information as to the nature of the challenge examination will be made available to a student upon request.

**Transferability of Courses and Programs**

Students who wish to have courses and programs completed at UNVA transferred to other educational institutions must seek the academic counseling of the receiving institution. The decision to accept coursework completed at other institutions is at the sole discretion of the receiving institution and policies may vary from institution to institution.

**Graduation Requirements**

All Master’s degree programs require the successful completion of a minimum of 36 or 42 credit hours (dependent on chosen degree program) with a 3.0 CGPA and a minimum of 120 credit hours with a 2.0 CGPA for Bachelor’s degrees. Candidates for the
doctorate must complete a minimum of 60 doctoral credit hours, with a minimum CGPA of 3.0. Doctoral candidates must also complete the comprehensive exam and have their doctoral dissertation approved by their doctoral advisor. The Chair of the appropriate department must approve the course sequence and program completion. All obligations to the University must be fulfilled before a student will be permitted to graduate.

Comprehensive Exam for Doctoral Students

The comprehensive examination is designed to allow the student to demonstrate wide-ranging knowledge of the fundamental principles of, and basic literature in, the specific academic fields. Successful completion of the examination and formal acceptance of the dissertation proposal leads to doctoral candidacy status. Previous comprehensive examinations will be available for review and study in the library.

Doctoral Research Project

Students must successfully complete a doctoral research project in partial fulfillment of the requirements for the doctorate. The main objective of the research project is to prepare candidates to utilize empirically-based, sophisticated, and relevant methodologies so that they may address contemporary business problems.

Midway through the required coursework, students should begin to select a topic for their research project. All doctoral students must have a faculty mentor and should discuss the selected topic with this mentor. A potential mentor is selected by the doctoral candidate before submitting the research proposal. However, the potential mentor must agree to the mentorship and the Director of Doctoral Programs must approve it. Doctoral students are required to submit their research proposals to their mentors and the Director of Doctoral Programs no later than two weeks before taking the comprehensive examination.

The Director of Doctoral Programs creates an “advisory council” for the doctoral student that is comprised of the director, the mentor, and a chair or full time faculty with expertise in the proposed research topic. The proposal is read and evaluated by the advisory council. They will guide the student through various stages of research. And, the council will determine when the research project is ready to be presented formally. Members involved in this process are selected for their expertise related to the area that the research project proposes to investigate.

Degree with Distinction

The University recognizes high-level academic achievement with citations. At graduation a student may receive the degree “with great distinction” or “magna cum laude” if his or her cumulative grade point average (CGPA) is at least 3.9 on a four-point system. Those with the outstanding CGPA of 4.0 will be honored with “summa cum laude” or “with highest distinction.”

Fees and Tuition (in USD) 2014 – 2016

(*non-refundable fees)
Application Fee* $60.00
Doctoral Application Fee* $100.00
New Student Orientation Fee* $75.00
English Placement Test Fee* $25.00
International Student Fee* $200.00
Tuition per Quadmester ESL $945.00
Tuition per Credit Hour Undergraduate $365.00
Tuition per Credit Hour Graduate $450.00
Tuition per Credit Hours Doctoral $560.00
Audit Tuition $1/3 of Normal Tuition
Registration Fee per Course* $60.00
Late Registration Fee* $60.00
Add/Drop Fee * $60.00
Removal of Incomplete Grade* $30.00
Withdrawal Fee* $30.00
Replacement Diploma* $100.00
Registrar’s Affidavit for Diploma* $50.00
Reprint of I-20 (Each)* $10.00
Replacement ID Card* $25.00
Graduation Fee* $390.00
Challenge Exam Fee* $250.00
Transcripts per Copy* $15.00
- Add $25.00 for Express Transcript* (processed within 48 hours)
  Returned Check Fee* $50.00
University Notary Service* $5.00
Overnight/Express Shipping* Varies
Apostille Fee* $150.00

Tuition and fees are subject to change without notice pending Board of Directors approval.

Expenses

Tuition and other charges at UNVA are set at the minimum permissible levels for financially responsible operation by the University Board of Directors and may be changed by Board of Directors action. Gifts and grants received through the generosity of alumni, industry, foundations, government and friends play an important part in keeping the cost of tuition as low as possible.
**Payment**

Students are responsible for payment in full of all tuition and fees on or before the due dates set forth by the University. Registration cannot be completed, and the student cannot be admitted to class, unless satisfactory payment is made at the appropriate times. UNVA also provides a payment plan for those students that qualify. Contact the university business office for more information on requirements. No grade reports, transcripts or diplomas will be issued to a student so long as an unpaid balance exists in his or her account.

**Add/Drop Fees**

If a student decides to either drop, add, or both drop and add after the first day of the quadmester and before the end of the late registration period, an add/drop fee will be charged.

**Late Registration Fees**

If a student initially registers for a class either on or after the first day of the quadmester, a late registration fee will be charged.

**Refund Policy**

Students who, prior to the start of the term, were not admitted, did not enroll, did not begin the program or course, withdrew from the University, or were dismissed by the University are eligible to receive a refund of all payments made to the University, less $100. If the total payment was $100 or less, no refund will be issued.

It is the policy of the University that fees are nonrefundable. These include, but are not limited to, application fees, placement testing fees, registration fees, add/drop fees, late registration fees, removal of incomplete grade fees, replacement of ID card fees, graduation fees, transcript fees, and returned check fees.

Tuition may be refunded under specific conditions. Students who withdraw or are otherwise dismissed are subject to the following tuition refund policy. For the purposes of policy, withdrawal may refer to a withdrawal from the institution or from individual classes.

- If the student withdraws before the upcoming quadmester begins, tuition paid to the University for the upcoming quadmester will be fully refunded.
- If the student withdraws after the start of the current quadmester but before the end of the third week of the current quadmester, the student will be charged 50% of the tuition for the current quadmester.
- If the student withdraws after the start of the fourth week of the current quadmester but before the end of the sixth week of the current quadmester, the student will be charged 75% of the tuition for the current quadmester.
- Students who withdraw after the end of the sixth week of the current quadmester are not eligible for a refund.

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Tuition Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the first week start</td>
<td>0%</td>
</tr>
<tr>
<td>Week one to week three</td>
<td>50%</td>
</tr>
<tr>
<td>Week four to week six</td>
<td>75%</td>
</tr>
<tr>
<td>After sixth week ends</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Online Access**

UNVA's online courses are designed for professionals who want to complete or advance their education in a manner conducive to their own schedule without compromising quality. We have adopted a full online integrated student record system which allows students to do their business online.

Students can register for classes, pay tuition, get grade reports, and handle most administrative interactions online from their student portals. Our business processes have been streamlined to take full advantage of this new technology. All course materials and class activities can be accessed online 24/7 to meet your needs while you are at home, your office or on a trip.

**Academic Policies & Procedures**

**Regular Students**

Students who are pursuing a degree program are classified as regular students. Those who are pursuing a graduate or post-graduate degree and who are enrolled in six (6) or more academic credit hours per quadmester are considered to be full-time regular students. Those who are pursuing an undergraduate degree and who are enrolled in twelve (12) or more academic credit hours per quadmester are considered to be full-time regular students, as well. Part-time regular students are those who enroll for fewer credit hours than what was mentioned in the previous two
sentences. This designation does not apply to graduating seniors or those who are completing the final term of their degree. In order to maintain satisfactory progress and remain in good standing, the part-time student must meet the same standards as full-time regular students. The table below indicates how many three (3) credit courses constitute full time study per quadmester.

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Minimum Courses per quadmester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>4</td>
</tr>
<tr>
<td>Graduate</td>
<td>2</td>
</tr>
<tr>
<td>Post-graduate</td>
<td>2</td>
</tr>
</tbody>
</table>

**Non-matriculated Students**

An individual may enroll at UNVA for special study on either a full-time or part-time basis as a non-matriculated student. Such individuals are provided an opportunity for academic study with concentration in a particular area of interest. The non-matriculated student status may be used to obtain exposure to a particular area as a foundation for further academic work. Many persons with a degree use this status to gain exposure to another discipline without pursuing a degree. For some courses, certification may be offered for those who receive passing grades. Individuals must matriculate after completing 12 credits at the University.

**Special Students**

Students who are not pursuing a degree program are classified as special students. They do not have to submit school records or recommendation letters for admissions. Special students may enroll in as many classes as they want to take. But if they want to change their status to regular, they must go through the required application process.

**Academic Advising**

The basic goal of academic advising for undergraduate and graduate students at UNVA is to provide students with the information and guidance needed to complete a degree program successfully. The aim is not only to provide specific information about courses and degree requirement but also to help students explore educational and career options to further their understanding of the nature and purpose of higher education. The advising system is designed so that:

- Each student has an assigned advisor. A student with a declared major is assigned to a faculty member in the student’s major department.
- Each student meets with the assigned advisor during the registration or pre-registration process and has ample opportunity to discuss the academic program and other concerns with that faculty member.
- Each student has access to departmental checklists that outline and summarize specific degree requirements. Students must meet the prerequisites for a course or have special permission from the course-offering department to waive the prerequisites. Students may be dropped from the class if they are found not to meet requirements.
- Each student has the ultimate responsibility for completing his or her degree program.

**Registration**

Students can register either in person or through their student portal (online) with approval from their academic advisor. Students are not officially enrolled until they have paid all registration and tuition costs. Students must be enrolled in a course or auditing in order to participate in the class. A late registration fee will be charged to students registering for a class on or after the first day of the new quadmester. Late registration is permitted only during the first week of classes. Students are strongly recommended to consult with their Academic Advisor or Department Chair prior to registration in order to choose the proper courses. Students may register for courses that are not required to complete the degree in which they have matriculated. However, students must understand that these courses are considered extracurricular and for informational purposes only. Students who register for courses which are not listed as degree requirements and without consulting with the assigned Academic Advisor will be doing so solely at their own risk.

**Student Contact Information**

The University will contact the students primarily by phone or by email. Such contact information must be updated as soon as the student is aware of a change. This is to ensure that students are kept up to date with university events and news.
Upon acceptance to UNVA, newly enrolled students will be assigned a UNVA email address which they are required to use for the remainder of their degree at the University. However, UNVA email addresses may remain active after graduation if the student chooses to continue using it.

Once a UNVA email has been created for students, UNVA staff and faculty will contact students and provide official information to students only to the UNVA email address. This ensures a secure and effective channel of communication. Students are encouraged to use the UNVA email and to check their email regularly.

Calendar

UNVA operates on a quadmester system and each year is divided into four quadmesters: Fall, Winter, Spring, and Summer. Students may apply for acceptance into any one of these quadmesters.

Credit

UNVA awards credit based on a semester system. A class hour equals 50 minutes of instruction. Each three-credit class has 45 class hours. A bachelor’s degree requires a minimum of 120 credit hours and a master’s degree requires a minimum of 36 semester hours to graduate.

Change in Major

A student may change his or her major by filing a Change of Major form with the Registrar. However, the student must consult with an advisor before initiating a change. The student is responsible for any additional courses or requirements that must be met within the new major. It is possible that courses already completed may not meet the requirements for the new major.

Repetition of Courses

Required courses at the master’s level in which grade results are lower than “C” must be repeated. The previous grade will be shown on the transcript, but only the new grade will be computed in the grade-point average. In a situation where the repeated attempt results in a lower grade, the higher grade will be counted towards the CGPA. Academic courses may not be repeated on a Satisfactory/Unsatisfactory basis. If a graduate student receives a grade below “C” for a second time, he or she must petition the Department Chair and the Academic Dean to remain in the program.

Change in Registration

Students may withdraw up through the fourth week of a course and not have the “Withdrawal” appear on the student transcript. After the fourth week, the “Withdrawal” will appear along with a designation indicating whether the student was “passing” or “failing” at the time the withdrawal request was submitted to the Registration Office. Determination of “passing” and “failing” will be at the discretion of the faculty member and will be based on the faculty member’s records of the student’s progress prior to the withdrawal request.

A withdrawal fee will be charged for all withdrawals submitted after the last day of late registration of the quadmester. Dropping and adding a course may be done up through the end of the late registration period. An add/drop fee will be charged for all add/drops submitted on or after the first day of the new quadmester.

Withdrawal from UNVA

Before withdrawing from the University, a student is responsible for the return of all previously issued UNVA property and settling or making arrangements for all financial obligations to UNVA. The student must submit a Withdrawal Notice to the Registrar and complete a Withdrawing Student Survey Form at Student Services. Withdrawal from UNVA at any time without satisfactory notice and settlement may result in the withholding of transcript or credits until all university obligations are satisfied.

A student may petition for “Withdrawal Without Prejudice” under extremely unusual circumstances such as serious illness or a death in the student’s immediate family. Such a petition must be presented in writing with supporting documentation (i.e. a statement from a physician, military authorities, etc.) before the end of the quadmester to the Academic Dean for review and consideration. The student may request a refund of tuition. The Academic Dean will make a decision based on the facts presented in each case.

UNVA reserves the right to administratively withdraw students from registered courses, due to a medical emergency, academic dishonesty, disruptive conducts, or violation of laws.

Class Auditing

Students may register to audit a class for no credit, with the permission of the Department Chair. Approval to audit a class is on a space available basis. Full tuition paying students have first priority for class. Students auditing a class pay one-third of
the course tuition, plus the full registration fee. No student will be allowed to change registration from credit to audit or from audit to credit after the first class. If a student does change from audit to credit before the first class, the full tuition must be paid. If this happens after the first day of the quarter, the student must also pay the add/drop fee. Students auditing a class receive the AU grade only if they are in attendance for all of the class periods. Audited classes do not figure into the student’s GPA.

**Grading System**

A grade is reported for each course in which a student has enrolled to indicate the quality of performance in that course. Normally, the course grades are assigned as:

- 90 – 100%  – A
- 80 – 89%  – B
- 70 – 79%  – C
- 60 – 69%  – D
- Below 60%  – F

The grading system used at the University of Northern Virginia is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Value</th>
<th>Significance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>D*</td>
<td>1.0</td>
<td>Undergraduate only</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure</td>
</tr>
<tr>
<td>AU</td>
<td>0.0</td>
<td>Audit</td>
</tr>
<tr>
<td>I</td>
<td>0.0</td>
<td>Incomplete**</td>
</tr>
<tr>
<td>R</td>
<td>0.0</td>
<td>Repeat</td>
</tr>
<tr>
<td>S</td>
<td>0.0</td>
<td>Satisfactory***</td>
</tr>
<tr>
<td>U</td>
<td>0.0</td>
<td>Unsatisfactory***</td>
</tr>
<tr>
<td>W</td>
<td>0.0</td>
<td>Withdrawn Passing</td>
</tr>
<tr>
<td>W/F</td>
<td>0.0</td>
<td>Withdrawn Failing</td>
</tr>
</tbody>
</table>

* Graduate and post-graduate level courses do not recognize a “D” (or lesser) grade for a student enrolled in any course carrying graduate level credit. According to the regulations of any graduate level program or higher, grades lower than “C” are recorded as “F”. Any combination of two or more “C” or “F” grades will mandate an academic review by the Academic Dean. Please see “Repetition of Courses” above for details.

** An incomplete (I) may be given in lieu of a grade when circumstances beyond a student’s control have prevented completing a significant portion of the work of a course within the allotted time. The student’s performance in the course must otherwise be satisfactory. An incomplete must be removed in a manner and within the time determined by the instructor. It may not be continued beyond one quarter from the end of the quarter in which the (I) is given. Failure of the student to remove the (I) by that date will result in an automatic grade of “F” being placed on the student’s permanent transcript. An (I) cannot become a withdrawal (W).

*** Given only for classes using the Satisfactory/ Unsatisfactory Grading Option.

**Grade Point Average (GPA)**

The total quarter hours in which grades of A, B, C, D, and F have been received at this institution divided into the corresponding total quality points earned constitutes the student’s cumulative grade point average (CGPA). Likewise, the student’s GPA for any time period is found by dividing the credit hours in which grades other than S and U were received into the total quality points earned during that period. For example:

3 credit hours x A (4.0) = 12.0 quality points
3 credit hours x B (3.0) = 9.0 quality points
3 credit hours x C (2.0) = 6.0 quality points
9 credit hours = 27.0 quality points
27.0 total quality points/9 hours = 3.0 GPA

The student’s GPA indicates scholastic standing. Factors like effort, self-esteem, or placement prospects should be extraneous to the determination of grades.

**Attendance**

Students are expected to attend all classes. The penalties for missing classes without an approved excuse vary; students should consult the respective course syllabus or their professor. Students are responsible for all material covered or referred to in class whether they are present or absent. Students must contact their professor to determine whether or not the work can be made up. Illness or other circumstances that necessitate extended absence from class should be reported as promptly as possible to the course instructor and Department Chair.

As with any course UNVA offers, attendance is required. Students participating in an online course must log into their accounts at least twice per week. Online courses attendance will be monitored by the instructor or another designated staff member. For additional information regarding student course attendance, contact the academics office.
Academic Warnings, Probation & Suspension

Academic Regulations
Academic regulations have a two-fold purpose:

- To prevent the dissipation of UNVA resources and time to students who fail to make reasonable academic progress.
- To facilitate the maintenance of high academic standards at the University.

Satisfactory Academic Progress
Students at UNVA are required to maintain satisfactory academic progress toward the completion of their degree. Academic progress is defined using both quantitative and qualitative measures. Minimum cumulative grade point averages of 2.0 and 3.0 are required for undergraduate and graduate degree students, respectively.

In addition to GPA requirements, students demonstrate academic progress by completing their programs within a prescribed time frame (refer to the next table). Students must complete their program within 1.5 times the normal length of the program. Incompletes (I), withdrawals from a class (W), and failing grades (D, F) do not reflect satisfactory academic progress. Progress is reviewed at the end of each quadmester. Any deviation from the academic progress policy must be approved by UNVA’s Dean for Academic Affairs.

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>Credits to Complete</th>
<th>Typical Completion Time</th>
<th>Maximum Completion Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>120</td>
<td>4 yrs or 16 terms</td>
<td>6 yrs or 24 terms</td>
</tr>
<tr>
<td>Master</td>
<td>36-42</td>
<td>2.5 yrs or 10 terms</td>
<td>3.75 yrs or 15 terms</td>
</tr>
<tr>
<td>Doctor</td>
<td>60</td>
<td>3-5 yrs or 12-20 terms</td>
<td>7.5 years or 30 terms</td>
</tr>
</tbody>
</table>

Unsatisfactory Academic Progress
UNVA understands that certain circumstances will cause a student to fall behind in academic progress or below established academic standards. Seeking assistance from school counselors and officials is highly advised once a student suspects that factors that will cause a decline in their academic progress are imminent.

Academic progress of each student is tracked and monitored at the end of each quadmester by the Registrar’s office and Academics Department. If a drop below minimum GPA requirements or perceived downward trend is noticed, UNVA will issue an Academic Warning letter to the student.

**Academic Warning:** At this time, the student is informed that they are in danger of or have already fallen below academic standards. They are advised to be more attentive to their studies and return to good standing. Students should increase their efforts towards their degree or re-evaluate their options. Seeking advice from a UNVA counselor or official is highly recommended. If good academic status is not reestablished or improvements are not being made by the end of the quadmester the warning was issued, the University will issue a Final Academic Warning.

**Final Academic Warning:** Receiving this notice is an indication that the student has not made sufficient (or any) improvement towards their academic status or progress. Upon receiving this notice, the student must meet their academic counselor for an academic progress review. The student will be either barred or restricted (at the discretion of the Academic Dean) from the following activities:

- Registering for more courses beyond the minimum full time course load
- Removal from sports and other extracurricular activities
- Removal and/or ineligibility to hold office in any UNVA sanctioned organization

In addition to the above actions, those participating in any cooperative education or internship programs will have their employers notified of the students’ academic progress and that withdrawal from the program will occur if there continues to be lack of improvement.

In situations of complete absence of progress (e.g. failing or not completing all enrolled courses), an Academic Final Warning can be issued forgoing all other warnings. Failure to reestablish good academic status or make improvements (at the discretion of the Academic Dean) by the end of the quadmester the final warning was issued will result in the student being placed into academic probation.

**Academic Probation:** Being placed in the status of Academic Probation entails the following restriction of privileges:

- Registering for more courses beyond the minimum full time course load
- Removal from sports and other extracurricular activities
• Removal and/or ineligibility to hold office in any UNVA sanctioned organization
• Withdrawal from any cooperative education or internship programs and notification sent to employer
• Denial of annual vacation leave

Students in a state of academic probation are at risk of suspension from the University. Probation and the Final Academic Warning may be invoked concurrently if seen fit by UNVA officials. Probation will also be indicated on the student’s academic records and grade reports. There are no more Academic Warnings after the first probation period goes into effect. If no progress is made towards academic improvement and the student is still below standards, the student may be placed on suspension.

Academic Suspension: A student on academic suspension is denied the privilege of enrolling at the University of Northern Virginia for the next quadmester after their probation period. After the suspension period, the student will be placed back on probation.

If it is evident that during the second probation an attempt at maintaining good academic standing is once again absent, the second suspension will be for no less than one academic year. The student will then be required to apply for readmission as described on page 9 of catalog. Students who were suspended and granted readmission to the University will start their first term on probation.

Notification of Probation and Suspension: Indication of academic probation or suspension will appear on the student’s grade report at the end of each quadmester and will also appear on the student’s official transcript. An official letter of student status from UNVA will also indicate failure to meet academic standards. UNVA will attempt to notify students via email to their UNVA email address and sending a letter to the home address. Failure to receive such notices does not negate the adverse action. Students are encouraged to ensure that their contact information with the school is always current.

Any student who, after conferring with his or her advisor and the Registrar, feels that he or she has been unjustifiably placed on probation or suspension may appeal for a change of status by written petition to the student’s Department Chair. Petitions must be submitted to the Registrar’s office within 30 days of the date on the notice. The Department Chair will start the process to reevaluate the student’s status.

Degree Requirements
Course requirements for graduation are listed under each individual program. Candidates for a bachelor’s degree must meet certain other requirements.

A student who is continuously enrolled, i.e. is registered for at least one course in a year, may choose the degree requirements to be satisfied from:

1. the catalog in effect when the student first enrolled or;
2. any subsequent catalog.

A readmitted student may choose degree requirements to be satisfied from:

1. the catalog in effect when the student was readmitted or;
2. any subsequent catalog provided the student is continuously enrolled after readmission.

The total number of credit hours from courses taken at UNVA (except those on an S/U basis) and presented to meet the requirements for a specific degree, divided into the total quality points received, must equal 2.0 or greater.

A student who satisfies the requirements for two majors shall be awarded a degree listing a double major, and both majors shall be noted on the diploma. Any disputes or confusion regarding degree indication on the transcript or diploma are resolved by the University Registrar’s discretion.

Students who wish to be granted two degrees not only must fulfill all the requirements specified for each individual degree, but they also must earn a minimum of 30 credit hours above the requirements for the first degree.

A candidate for a degree, upon registering for the final quadmester of enrollment, must announce graduation candidacy to the Registrar by filing a formal Graduation Intent Form. At that time, the Registrar must be furnished with a list of all courses the student wishes to submit in fulfillment of the requirements for the degree. It is the responsibility of the candidate, after consultation with the major department and the Registrar, to make sure that the courses fulfill all requirements for graduation. The student’s major advisor, who certifies that the courses taken meet the requirements for the degree specified, must sign the Graduation Intent Form. Any arrangement involving a departure from the regular requirements for graduation requires the approval of the Academic Dean.
All fees, and financial, and academic obligations to UNVA must be met before a student will be awarded a degree or receive a transcript.

The University reserves the right to make curriculum changes. Assurance is given to students that proper measures will be employed to avoid hardships that may result from such changes. An annual degree check is available to undergraduate students who wish to verify their progress toward a degree.

Terminal transfer credits, i.e. credits earned at another college or university in order to complete the last degree requirements at the university, are not allowed except by approval of the Academic Dean when unusual circumstances appear to justify it. A student who anticipates the need for requesting terminal transfer credit should do so as soon as practical and in no event later than the time of filing the Graduation Intent form for a degree. The request should be addressed to the Academic Dean. It should contain a statement of the circumstances which, in the student’s judgment, justify the request, and a specific statement of the program proposed for obtaining the terminal credits. Approval, if granted, will be of a specific program. The student is responsible for providing an original transcript of completed coursework from the approved institution. No degree will be awarded without completion of all conditions identified in the approval letter.

**Students’ Rights, Privileges and Responsibilities**

Students who enroll at UNVA should do so with the realization that they are presumed to be serious and committed to academic purposes and are expected to conduct themselves as good citizens of the university community.

An effective guardianship of the health, general safety, and welfare of all students must be maintained.

The final responsibility for the accomplishment of these purposes must rest upon the administration and faculty of the institution who may prescribe certain rules and enforcement procedures for guidance toward these ends. Information concerning such rules and additional procedures is contained in the *UNVA Student Handbook* and in supplementary bulletins that may be published from time to time.

UNVA is committed to the full support of the rights of its students, including due process in student disciplinary matters. Detailed procedures designed to safeguard student rights and to guarantee fair and impartial treatment of any and all disciplinary cases are published in the *UNVA Student Handbook*. Methods developed to provide due process in student disciplinary matters are based on the 1967 joint recommendations of the American Association of University Professors, the National Association of Students, and the National Association of Student Personnel Administrators; they conform to Title IX-Educational Amendments of 1972.

**Student Services**

The mission of Student Services is to develop and provide access to programs that pertain to student lifestyle and culture in order to strengthen the bonds within the student community and improve the overall student experience.

Some of the responsibilities and programs in the Student Services Office include:

- Alumni Services
- Job placement
- Health insurance
- Academic advising
- Student activities
- International student affairs
- Liaison with other educational institutions
- Internship program

**Alumni Services**

Our students’ relationship with the University does not stop upon graduation. The Alumni Services Office works to foster and strengthen those lifelong relationships and keep them connected with the University of Northern Virginia. Currently, more than 10,000 UNVA graduates and former students located worldwide, continue their relationships through their support and participation. Whether it is attending an event, donating to a scholarship or referring a student, UNVA alumni lead the way.

**Alumni Association**

Alumni Services office works closely with the Alumni Association in its endeavor to support the advancement, growth and development of UNVA. All graduates of UNVA are members of the UNVA Alumni Association, which is governed by a Board of Directors. Local chapters are set up in different locations where UNVA is offering programs. For more information, please check:

[www.unva.edu/alumni](http://www.unva.edu/alumni)

**Job Placement**

The mission of the Career Services Office is that it is dedicated to assisting UNVA students and alumni in
preparing and maintaining a successful career. Job placement services are available to graduates, currently enrolled students and former students. This office serves as a source for employment opportunities available in the local community and outlying area. The Job Placement program continues to receive information about a substantial number of career-oriented positions, thus, providing students the opportunity to match their majors or interests with related employment.

Services of the Job Placement program include, but are not limited to:

- **On-Campus Recruiting:** Job development within each curriculum is promoted at UNVA on an ongoing basis. Employers from business, industry, government, and education are interested to recruit at UNVA. The Career Services Office offers employers a centralized location for contacting qualified students for employment. Employers may contact the Corporate Outreach Manager to schedule recruiting times on campus.

- **Résumé Assistance:** Résumé assistance is offered through workshops and by appointment. Regularly, the Career Services Office sponsors résumé building workshops and job fairs. All students and alumni are urged to attend.

- **Job Opportunity Listings:** Employers may email, fax, or mail any employment opportunities to the Career Services Office. These openings will remain active until the position is filled or until the employer is no longer interested. Students may find job listing posted at the Career Services Office or online. This information is shared with alumni and department heads upon receipt.

- **Employer Resource Library:** The Career Services Office maintains an employment resource library that contains information on many of the local companies. Employers are encouraged to send information to be included in this library. Also, many of the employer applications are maintained within these files.

- **Career Search Counseling:** The Career Services Office maintains alumni and salary information for statistical purposes. The office is also available to do limited career search testing. Students are encouraged to contact their academic advisor for the most current developments within their field of study.

**Health Insurance**

Virginia State requires all college students, their accompanying spouses and/or children to demonstrate that they have health insurance coverage. All degree and specific approved, certificate-seeking students enrolled in five or more credit hours must prove enrollment in some kind of medical insurance. According to law, student must show proof of International Student Health insurance coverage before they can enroll for classes. Students who aren’t covered under their parents’ health plan may be able to purchase medical coverage through their school. As an international student who is either planning to study in the USA, or already currently studying in the USA, you will need to show proof of international health insurance coverage as part of your university admission process. The US government does not have any specific health insurance requirements for international students in the US. Most schools and colleges in the USA require that you insurance coverage meet certain levels so that you have the right coverage and are protected in case something happens. The Student Health Insurance Coordinator of Student Service Office can help you evaluate your insurance needs so you choose the best plan available.

**International Student Affairs**

The Office of International Student Affairs (OISA) is committed to providing culturally sensitive services of the highest quality. As the campus office devoted to international students and scholars, we strive to create an environment that allows for successful educational and personal experiences through orientation, advising, programs and outreach.

It also provides special services for international students, including immigration advising, career services, orientation assistance, coordination of cultural and educational programs, and international admissions.

**UNVA Graduate Co-Op Program**

UNVA offers a cooperative education program to all students enrolled in a graduate or post-graduate level program. This program integrates relative work experience in the students’ chosen curricula. For those students on the F-1 student visa that require work authorization, UNVA may approve their work authorization under Curricular Practical Training (CPT). More detailed information about CPT can be found in the next section.
The purpose of this program is to provide students with firsthand experience in the American business environment while simultaneously completing a graduate or post-graduate level degree. The hands-on experience from the employment and the theoretical knowledge gained by the curricula are obtained at the same time and are seamlessly integrated. Those in this program receive guidance from the University and must complete course work and submit evaluations that document their progress.

**Benefits to Students**

- The work experience that the students will receive while enrolled in this program directly relates to their field of study and gives them practical skills and training that cannot be obtained through a traditional educational format.
- After graduation, students who were enrolled in this program have a more comprehensive resume and work experience history, in addition to the completion of a graduate level degree.
- Graduates in this program, often times, have already established a professional relationship and rapport with their employers, co-workers, and fellow students which makes the transition from full time student to full time employee seamless and unobtrusive.
- All employees, in this case specifically Co-Op students, are entitled by U.S. federal wage law to earn the same wages as all other employees of equal skill and job class. Additionally, some students qualify for tax exemptions which allow them to keep more of their net earnings after filing taxes. Net earnings are retained by the student worker and may be used to help alleviate the burden of personal expenses or educational needs.
- Students enrolled in the Co-Op program are in good academic standing because they must demonstrate that they are enrolled in a full course load and adhering to all academic policies.
- Where possible, class schedules will be arranged as to facilitate this program. UNVA offers daytime, evening and weekend courses which results in more productive usage of the student’s time.
- Upon completion of the program Graduate Co-Op Certification will be awarded to those who participated and successfully completed the program.

**Elements of Co-Op Employment**

**Obtaining Employment:** As part of the experience, each student is responsible for searching for prospective employers, going through the interview process, and satisfactorily completing the duties of their job. UNVA will guide students through the entire experience through advising, processing of documents, and, when available, posting of local job openings.

Once a job opportunity has been procured by the student, an application must be filed at the career center of the University. If the job and application meet requirements and has been approved, the employment may be applied to the program for credit and other benefits of the Co-Op program.

**Maintenance of Employment:** In order for the employment to be approved for every quadmester, students must maintain good standing within the University. This includes enrolling in courses and abiding by university policies. Students must also complete assignments and forms as given by their advisors. This is to ensure that students are benefiting from the program and that academic value of the program is preserved.

**Types of Employment Applicable to the Program:**

UNVA will only approve employment that is determined to be directly related to the student’s current major program and course load of study. This is a requirement of the regulations guiding CPT usage and university requirement, as well.

**Probable Wages:** Federal wage law requires that people working in the U.S. receive a minimum of $7.25 per hour (as of 2013). However, because of the degree requirement to enter the Co-Op program, students are often paid at least $10.00 per hour. Those students that continually improve their employee repertoires and are vigorous in the employment process, often earn above average wages and salaries.
Co-Op Practicum

- Provides structure and establishes clear expectations for students and employers;
- Provides evidence that the internship is a university sanctioned experience (transcript notation);
- Requires that students and supervisors set realistic learning objectives for each semester of placement;
- Allows for evaluation of performance and placement;
- Can be linked to upper-level academic credit when appropriate and;
- Fulfills the credit requirements in order to complete UNVA’s Graduate Co-Op Program and receive the certificate of recognition.

Practicum Coursework

Practicums are graded on an A/B/C/F basis and successful completion results in earned academic credit. Some examples of coursework required for successful completion are:

1. Initial Proposal
2. Weekly Journal Entries
3. Final Report
4. Completed Employer Evaluation

A practicum advisor will be assigned to the student each time CPT is approved. The advisor’s role is to advise and supervise the student through the duration of the practicum. Students are to schedule meetings with their practicum advisor about once a month to discuss their academic gains through practical experience and receive guidance regarding their final report. See practicum syllabus for full details regarding practicum coursework and grading structure.

Completion of the Co-Op Program

In order to complete this program, the requirements of the student’s graduate degree must be met. This includes, but is not limited to, the completion of all coursework and projects, as well as meeting all of the University’s graduation requirements. Additionally, the student needs to have earned a total of at least six (6) practicum credits which is the equivalent of one academic year of continuous employment. The student’s record must be evaluated and approved by the University before completion of the program is established.

Additional Information

For more information regarding this program contact:

University of Northern Virginia
Career Services
7601 Little River Turnpike
Annandale, VA 22003

Curricular Practical Training (CPT)

CPT Program Overview

Curricular practical training is a means for students to attain work experiences related directly to the courses in which they are currently enrolled and which also count towards the completion of their matriculated degree. Students that want to utilize CPT must concurrently enroll in the lecture and its accompanying CPT course, called a practicum. These practicum are graded on an A/B/C/F basis and successful completion results in earned academic credit. CPT usage must be approved by the student’s academic department. The proposed employment must have a clear academic contribution to the student’s degree of study.

Participation in CPT is an option and UNVA reserves the right to end CPT at any time without notice.

Student Eligibility

UNVA offers CPT only to F-1 students enrolled in master’s or doctoral degree programs. These students must meet the following eligibility factors prior to submitting a CPT application:

- GPA of 3.0 or higher and no incomplete (I) grades
- lawful F-1 status
- possession of a valid job offer; see application procedure for more details
- enrollment in a full-time course load, unless the student is enrolled in their final term and has applied for graduation.

Practicum Availability

For master’s degree students, only concentration courses in their major are eligible for a practicum. For doctoral students, only core courses in their major and PROJ700 (doctoral dissertation) are eligible for a practicum. Doctoral students may register for the PROJ700 practicum up to four times, to aid them in their research efforts. No other practicums may be repeated and only one practicum may be taken per term.

Because the practicum must be enrolled concurrently with the lecture, dropping the lecture requires the
dropping of the practicum and cancellation of the linked CPT employment. All UNVA add/drop/refund policies apply. Practicums may be registered after the normal registration period has ended. However, like all practicum and CPT, this approval is at the students’ academic department’s discretion. Practicum courses may not substitute other course requirements.

**CPT Employment**

UNVA does not have a preference for certain employers or employment fields, so long as application criteria are met, the work performed is directly related to the students’ studies, and the CPT is approved by the student’s academic department. Internships (whether paid or unpaid) and volunteer work may be eligible for CPT. However, unpaid internships or volunteer efforts do not require CPT, and UNVA considers these extracurricular activities as for the students’ personal edification or gratification. Overall, students are encouraged to seek employers that will support their academic objectives.

**Part-time and Full-time CPT**

Part-time employment may not exceed 20 hours per week. Employment with more than 20 hours per week is considered full-time. Students approved for part-time employment who are found to be exceeding their allowable work hours may have their CPT canceled, their statuses terminated for “unauthorized employment,” and/or be barred from obtaining other CPT in the future.

CPT can be approved for as long as the student pursuing their degree and has met eligibility requirements. However, students who intend on applying for post completion OPT, should not exceed more than 12 months of full-time CPT. Part time CPT is counted at half the rate of full-time CPT.

**Other Restrictions**

The employer’s address may not be farther than 250 miles from the UNVA Main Campus. If the student will be employed primarily at an employer’s satellite location, that location must be provided on the CPT application.

CPT may not be used in an attempt to delay completion or extend the academic program. Students attempting to do so may jeopardize their academic and/or visa status in the US.

UNVA may end CPT at any time and without notice.

**Library Services and Learning Resources**

The UNVA library provides academic support for all UNVA students regardless of their physical location. Acquisition of materials and development of services are adapted to the changing and expanding needs of the University’s diverse fields of study. Students have access to UNVA’s e-library every day and at all hours of the day, provided they have their login information. The library and research tools can be accessed through the UNVA website or directly at http://www.egloballibrary.com/unvm.

UNVA students can get borrowing privileges at the Library of Congress and Fairfax County Public Libraries. The library offers group or individual library instruction, interlibrary loans, photocopying and binding services, wireless internet, and reference assistance.
Complaint and Grievance Policies

Most students will complete their education at UNVA without feeling the need to register a complaint against UNVA or its employees. However, if a student believes that he or she has a reason to file a complaint, the University is obligated to listen. UNVA has established procedures to respond to student complaints in a fair and equitable manner. Students may file a complaint confident that they will not be retaliated against due to the act of filing the complaint.

For detailed Grievance Procedures, students should refer to the UNVA Student Handbook or visit the Registration Office. Grievances are categorized as either academic or non-academic grievances, as described in the following paragraphs. If a student is unsure whether their grievance is classified as academic or non-academic, they are advised to contact the University Registrar for clarification.

If a student has exhausted all pathways provided by UNVA towards resolving their grievance and the student is still unsatisfied with the results, he or she may contact the State Council of Higher Education for Virginia (SCHEV) as a last resort. SCHEV contact information is as follows.

State Council of Higher Education (SCHEV)
101 N. 14th Street
Richmond, VA 23219
(804) 371-2285
http://www.schev.edu/students/studentcomplaint.asp

Academic Grievances

Grievances that arose from conduct within a course, related to course content, violation of UNVA academic policy, or otherwise centered on an academic matter are considered academic grievances. Academic Grievances are handled by the Academics Department and/or the Academic Council.

Grade appeals should not be filed as an academic grievance. Refer to the Grade Appeals section for more information.

Non-Academic Grievances

Grievances related to issues such as student safety, university premises, complaints against administrative departments, complaints against university employees, or any complaints of a non-academic nature are considered non-academic grievances. These types of grievances are investigated by the Office of the Dean of Students.

Grade Appeals

If a student believes that nonacademic criteria have been used in determining his or her grade in a course, he or she may follow the procedures described in this regulation. “Nonacademic criteria” means criteria not directly reflective of academic performance in the specified course. It includes discrimination on political grounds or for reasons of race, religion, sex, or ethnic origin.

Students may send written appeals to the Academic Council. Appeals to this council shall be considered confidential unless both the complainant and the instructor agree otherwise.

- The student shall attempt to resolve the grievance with the instructor within the first month of the following quadmester.
- If the grievance is not resolved to the student's satisfaction, he or she may then attempt to resolve the grievance through written appeal to the Department Chair, who shall attempt to adjudicate the case with the instructor and the student within two weeks.
- If the grievance still is not resolved to the student's satisfaction, he or she may then attempt to resolve the grievance through written appeal to the Academic Dean who shall attempt to adjudicate the case with the instructor, the Department Chair, and the student within two weeks. The decision that is made by the Academic Dean is the final decision regarding the dispute.

These procedures are designed solely to determine whether nonacademic criteria have been used in assigning a grade, and if so, to effect a change of that grade. A reminder: no punitive actions may be taken against the instructor solely on the basis of these procedures. Neither the filing of charges nor the final disposition of the case shall, under any circumstances, become a part of the personnel file of the instructor. The use of nonacademic criteria in assigning a grade is a violation of the Faculty Code of Conduct as found in the UNVA Faculty Handbook. Sanctions against an instructor for violation of the Faculty Code may be sought by filing a complaint in accordance with the rules of State of Virginia. A complaint may be filed by the student or by interested parties.
Academic Dishonesty

Procedures for Disposition of Cases of Academic Dishonesty

The principle of honesty must be upheld if the integrity of scholarship is to be maintained by the academic community.

The Initial Phase

When an instructor has reason to believe that a student has committed a dishonest act in completing an assignment, he or she should proceed in one of two ways:

- Call the student to a meeting to discuss the charges, the evidence, and the proposed academic consequence.
- Meet with the student and the appropriate Department Chair together to present the evidence and to discuss the charges and the proposed academic consequence and administrative remedy.

Following these steps, the instructor will confer with the Department Chair to decide whether to proceed with the charge. The instructor may drop the charge, but the Department Chair may not dismiss the charge without the instructor's consent. If the decision is to proceed, the student shall be notified of the charges in writing by the Department Chair and informed of the procedures for processing cases of academic dishonesty under the UNVA Policy on Integrity.

The student shall have ten (10) calendar days following notification by the Department Chair to decide whether:

- To accept the charge of academic dishonesty and the proposed academic consequences and administrative penalties.
- To deny the charge of dishonesty and to proceed to a formal hearing.
- To accept the charge of dishonesty but to appeal the proposed actions.

Unless the student informs the Department Chair and the instructor otherwise within this ten-calendar-day period, he or she shall be presumed to have accepted both responsibility and consequences. If the student accepts the charge, a record of the academic consequences and administrative penalties imposed shall be maintained in the office of the appropriate Department Chair. A copy of the final disposition of the case shall be sent to the Chair of the department in which the violation occurred.

The Hearing Phase

If the student denies having committed the alleged act of academic dishonesty, he or she must submit a written request for a formal hearing to the appropriate Department Chair within ten (10) calendar days of being notified of the charges. The Department Chair shall refer the case to the Student Services Director who, within thirty (30) calendar days, will schedule a formal hearing of the case by the Academic Council Hearing Board (“hearing board”). The Student Services Director will provide at least ten (10) days’ notice to the student and the instructor regarding the time and location of the hearing. The Director will also be available to advise the instructor of the procedures and options for presentation of the case.

The hearing board shall be composed of three faculty members appointed by the Academic Council, and one graduate or undergraduate student appointed by the Academic Dean. The Department Chair shall serve as the presiding officer. Members shall normally serve a two-year term. The presiding officer shall conduct the hearing and advise the hearing board on procedure but shall not vote. The hearing board shall be composed of three faculty members appointed by the Academic Council, and one graduate or undergraduate student appointed by the Academic Dean. The Department Chair shall serve as the presiding officer. Members shall normally serve a two-year term. The presiding officer shall conduct the hearing and advise the hearing board on procedure but shall not vote. The hearing board shall be governed by the general UNVA rules of procedural due process.

The hearing board shall hold a formal hearing and decide on the basis of a preponderance of the evidence whether the student did engage in academic dishonesty. In cases where the hearing board deems that expert advice is essential to a judgment on the merits of the case, such as suspected dishonesty in research, the hearing board may appoint an ad hoc council to advise it. The ad hoc council shall consist of three faculty members with knowledge of the field in question. The members of the ad hoc council shall be present at the hearing and shall advise the hearing board during the board’s deliberations. The final judgment in the case shall rest with the hearing board. Within five (5) calendar days from the date the hearing is completed, the presiding officer shall forward the hearing board’s findings with explanations to the appropriate Department Chair, with copies to the instructor, and the accused student.

Within five (5) calendar days after receipt of the notice of the hearing board’s final judgment in the case, the Department Chair shall inform the student in writing of the findings of the council and, if academic dishonesty is upheld, the administrative penalties to be imposed.

If the hearing board finds the evidence insufficient to sustain the charge of academic dishonesty, the
Department Chair and the instructor shall dismiss the matter without further action against the student, who shall be permitted to complete the course without prejudice or withdraw from it. If the student withdraws from the course, it shall not be listed on his or her transcript.

**The Appeals Phase**

If the hearing board sustains the charge of academic dishonesty, a student may appeal that judgment in writing to the Academic Dean within fifteen (15) calendar days from the date of the notice. The basis for appeal of the hearing board's judgment shall be:

- That the standards of procedural fairness were violated (e.g., that the student did not have sufficient opportunity to present his or her side of the case) or
- That there exists newly discovered important evidence that has substantial bearing on the findings of the hearing board. If the appeal is sustained, the case shall be referred back to the hearing board for a new hearing. Except for such appeals, the judgment of the hearing board shall be final.

**Modification of Academic Action and/or Administrative Penalty**

Within ten (10) calendar days of receipt of the Department Chair's letter, the student may appeal the instructor's determination of the academic action and/or the Department Chair's administrative penalty. An appeal of the Department Chair's administrative penalty shall be directed to the Academic Dean.

**Other Complaints**

If there are other kinds of complaints submitted by students, the Department Chair will determine the organization of an appropriate council to deal with the complaint.
Administrative Policies

School Closing

Ordinarily, classes will be conducted during inclement weather. When extreme weather or emergency conditions exist, faculty, students, and staff may consult local media to obtain information about the university closing.

It is university policy to reschedule these days when, and if, an excessive number of class days must be canceled because of inclement weather.

Transcript Validation

Official transcripts carry the signature of the University Registrar or designated university official, the issue date and the seal of the University of Northern Virginia. When issued to the student, official transcripts are noted accordingly. This record is for the recipient only and may not be reproduced.

Immunization

All students at the US campuses must comply with federal and state laws concerning required immunizations. Student counselors have specific requirement forms available.

Family Educational Rights and Privacy Act of 1974 (FERPA)

In compliance with The Family Educational Rights and Privacy Act of 1974, FERPA, the University of Northern Virginia has established policies to protect the accuracy and privacy of student educational records. FERPA affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives the written request. Students should submit a written request to the registrar that clearly identifies the record (s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the record (s) may be inspected.

2. The right to request the amendment of education records that the student believes are inaccurate or misleading. Students may request that the University amend a record by writing a letter to the registrar clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Disclosures can be made without student consent to the following: school officials with legitimate educational interests; accrediting agencies or organizations conducting educational studies; personnel in connection student applications for, or receipt of, financial aid; public authorities with a judicial order or subpoena for such information; those involved in an emergency situation if the information is necessary to protect the health or safety of students or other persons; and directory information services.

4. The University of Northern Virginia has designated the following as directory information:
   - Name of student
   - Address of a currently enrolled student
   - Major field of study
   - Dates of enrollment
   - Degrees and dates conferred
   - Academic honors and awards received

5. If students do not wish the University to release directory information, they must submit a request in writing to the University Registrar for non-disclosure of directory information.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Northern Virginia to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington, DC 20202-4605

All questions with respect to a student’s rights under FERPA should be directed to the Registrar’s Office.

Change of Name and Address

It is the student’s responsibility to notify the University of changes in permanent address or name. Name changes require official documentation and cannot be completed over the telephone. According to the United States immigration regulations, students
under F-1 visas must file form A-11 to report to USCIS for address change within seven working days. Failure to do so might curtail the right of student’s stay in the United States. Please contact the International Student Affairs office for additional information.

Dean’s List

An Honor Roll of undergraduate students who carried at least 12 credit hours with a CGPA of 3.0 or higher, and 9 credit hours with a 3.5 or higher CGPA for graduate students, is released at the end of each quadmester. At least half of those credit hours must have been assigned letter grades.

Both undergraduate and graduate students who earn a CGPA of 3.9 or better while carrying at least 12 (9 for graduate) hours will be named to the Dean’s List.

University of Northern Virginia Scholar

Any undergraduate student having demonstrated superior scholastic competence may be named a “University of Northern Virginia Scholar” upon the recommendation of their academic advisor and the approval of the Academic Dean. The student must have completed 65 or more credit hours at UNVA and achieved a CGPA of 3.8 or better at the University. A heavier than normal course load and employment hours will be taken into consideration. In recognition of scholarly competence, the University of Northern Virginia Scholar may:

- register for courses without the required prerequisites when the student, the advisor, and the instructor agree that sufficient achievement is likely to be made;
- obtain a passing grade in a higher course within a sequence, resulting in the waiving of the lower course degree requirement (with departmental approval) where the lower course is a prerequisite for the higher course (no credit shall be given for the waived lower course);
- request a grade of S (satisfactory) or U (unsatisfactory) in such a course, rather than the usual letter grade (this request must be received by the instructor in writing by the last week of the quadmester; the grades of S and U shall not be counted in the GPA);
- register for graduate courses on the same basis as outlined above.
COURSE CODES

A course is recognized by its prefix (e.g., “ACTG-500”), and its full title (e.g., “Financial Accounting Analysis”). The prefix is composed of two parts, a letter part indicating a field of study, and a numeric part indicating the level to which the course belongs. Thus,

ACTG = Accounting
ANTR = Anthropology
ARTH = Art History
BMGT = Business Management
COMM = Management Communications
CSCI = Computer Science
ECON = Economics
ENGL = English
FINA = Finance
GSCI = General Sciences
GOVT = Government & Political Science
HIST = History
HUMN = Humanities
IMSC = Information Systems Technology
MATH = Mathematics

MKTG = Marketing
MULT = Multimedia Technology
ORTN = Orientation
PHIL = Philosophical Studies
PROJ = Project Management
PSCH = Psychology
RESE = Research Methodology
SOCI = Sociology
STAT = Statistics

Generally, the numbering system works as following:

001 – 099 Non-credit Courses
101 – 199 Freshman Courses
201 – 299 Sophomore Courses
301 – 399 Junior Courses
401 – 499 Senior Courses
501 – 599 Master Courses
601 – 699 Doctoral Courses
700 Doctoral Project

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Department of Business

With the vast array of non-profit organizations, governmental agencies and representative offices of major corporations worldwide in the Washington metropolitan area, the University of Northern Virginia is well situated to provide education in business with various disciplines. In UNVA, we believe knowledge gaps should not stand in the way of your career aspirations and we offer world-class educational programs tailored for working professionals.

Through its global network of campuses, UNVA is in the unique position to offer truly global business administration degrees. Mastering the challenges of emerging markets in a globalized economy requires creative management thinking and the skills to operate in culturally diverse organizations. The uniqueness of UNVA management programs consists in its flexible curriculum design and global delivery. Our aim is to stimulate critical thinking and problem solving from a multidisciplinary perspective embedded in truly global practice.

In the Department of Business, we offer Bachelor of Business Administration and Master of Business Administration.

Bachelor of Business Administration (BBA)

Course requirements: 120 credit hours

The BBA degree at UNVA is intended to prepare graduates for responsible managerial roles within a variety of organizational settings. While many students will apply the knowledge and skills they acquire in their undergraduate studies directly to their current or future occupations, the curriculum is designed to afford breadth and depth in the complexities of governmental, industrial, educational, commercial, health services, and voluntary organizations.

General Studies Courses: 60 credit hours
(Courses marked with ** are required.)

Communication: minimum 9 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>COMM 303</td>
<td>Intercultural Communications</td>
</tr>
<tr>
<td>COMM 305</td>
<td>Introduction to Journalism</td>
</tr>
<tr>
<td>ENGL 111*</td>
<td>College English I</td>
</tr>
<tr>
<td>ENGL 112*</td>
<td>College English II</td>
</tr>
<tr>
<td>ENGL 113*</td>
<td>Introduction to Speech</td>
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</table>

Quantification: minimum 9 credit hours

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>MATH 103*</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MATH 114</td>
<td>Business Math</td>
</tr>
<tr>
<td>MATH 231*</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MATH 331</td>
<td>Calculus II</td>
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<tr>
<td>STAT 300*</td>
<td>Introductory Statistics I</td>
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<tr>
<td>STAT 401</td>
<td>Introductory Statistics II</td>
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Cultural Studies: minimum 6 credit hours

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HIST 111</td>
<td>History of World Civilization I</td>
</tr>
<tr>
<td>HIST 112</td>
<td>History of World Civilization II</td>
</tr>
<tr>
<td>HIST 213</td>
<td>History of Traditional East Asia</td>
</tr>
<tr>
<td>HIST 400</td>
<td>History of Western Civilization</td>
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<tr>
<td>HUMN 319</td>
<td>Human Culture and Sexuality</td>
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Humanities & Arts: minimum 6 credit hours

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ARTH 115</td>
<td>Film History and Theory</td>
</tr>
<tr>
<td>ARTH 122</td>
<td>Introduction to International Arts</td>
</tr>
<tr>
<td>ARTH 127</td>
<td>Introduction to Visual Arts</td>
</tr>
<tr>
<td>ARTH 300</td>
<td>Art History</td>
</tr>
<tr>
<td>HUMN 133</td>
<td>Introduction to American Studies</td>
</tr>
<tr>
<td>HUMN 143</td>
<td>Introduction to African Studies</td>
</tr>
<tr>
<td>HUMN 337</td>
<td>World Religions</td>
</tr>
<tr>
<td>PHIL 201</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PHIL 301</td>
<td>Logic</td>
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</table>

Natural Sciences: minimum 6 credit hours

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>GSCI 122</td>
<td>Introduction to Physics</td>
</tr>
<tr>
<td>GSCI 134</td>
<td>Introduction to Biology</td>
</tr>
<tr>
<td>GSCI 147</td>
<td>Introduction to Chemistry</td>
</tr>
<tr>
<td>GSCI 159</td>
<td>Introduction to Earth Science</td>
</tr>
<tr>
<td>GSCI 160</td>
<td>Climates of the World</td>
</tr>
<tr>
<td>GSCI 163</td>
<td>Energy and the Environment</td>
</tr>
<tr>
<td>GSCI 167</td>
<td>Genetics, Ecology, &amp; Evolution</td>
</tr>
<tr>
<td>GSCI 178</td>
<td>Astronomical Universe</td>
</tr>
</tbody>
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Social & Behavioral Sciences: min. 6 credits

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ANTR 113</td>
<td>Introductory Anthropology</td>
</tr>
<tr>
<td>GOVT 120</td>
<td>Introduction to Political Science</td>
</tr>
<tr>
<td>GOVT 130</td>
<td>Introduction to American Government</td>
</tr>
<tr>
<td>PSCH 246</td>
<td>Psychology of Management</td>
</tr>
<tr>
<td>PSCH 302</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSCH 306</td>
<td>Cross-Cultural Psychology</td>
</tr>
<tr>
<td>SOCI 300</td>
<td>Introductory Sociology</td>
</tr>
<tr>
<td>SOCI 313</td>
<td>Mass Culture</td>
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</tbody>
</table>
### Management Concentration: 30 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BMGT 201</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BMGT 300</td>
<td>Strategic Planning</td>
</tr>
<tr>
<td>BMGT 301</td>
<td>Introduction to International Business</td>
</tr>
<tr>
<td>BMGT 312</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>BMGT 313</td>
<td>Teams, Groups and Leadership</td>
</tr>
<tr>
<td>BMGT 401</td>
<td>Organization Theory and Development</td>
</tr>
<tr>
<td>BMGT 412</td>
<td>Business Ethics</td>
</tr>
<tr>
<td>BMGT 450</td>
<td>Special Topics in International Management</td>
</tr>
<tr>
<td>BMGT 472</td>
<td>Operations Management</td>
</tr>
<tr>
<td>FINA 201</td>
<td>Business Finance</td>
</tr>
</tbody>
</table>

**Electives: 30 credit hours**

Professional Electives (Choose 10 undergraduate courses from ACTG, BMGT, CSCI, ECON, FINA, IMSC, MKTG)

### Block Transfer Program

**Admissions Requirements:**
- Completed at least sixty (60) undergraduate credit hours. Credits transferred will be determined by the Academics Department.
- English Proficiency Requirements (International Students)

**Graduation Requirements:**
- At least 120 credit hours with a minimum of 2.0 CGPA
- Satisfy all division courses and meet all General Studies requirements
- Department Chair will determine (based on student academic history) at least 20 undergraduate courses, that include general studies, concentration, and electives. Students must complete the courses assigned by the Chair.
**Dual Degree Program**

Students may complete the BBA and enter the MBA concentration of their choice. All assigned undergraduate courses must be completed before attempting the dual and graduate level courses. Completion of graduate level courses before the assigned undergraduate courses does not, in any manner, waive the need to complete said undergraduate courses.

**BBA – MBA**

**Course Requirements: 156 credits hours**

*For students with an associate’s degree in a business related field or 60 credits towards a business related bachelor’s degree:*

**60 credit hours transferred**

Department Chair will determine (based on student academic history) 18 undergraduate courses that the student must take:

**54 credit hours**

**Dual Courses: 6 credit hours**

BMGT 500  Principles of Management
COMM 500  Management Communication

Student may choose any MBA concentration to finish the Dual Degree Program and may waive the dual courses.

**36 credit hours**

*For students with an associate’s degree in ANY non-business related field or 60 credits towards a business related bachelor’s degree:*

**60 credit hours transferred**

**Concentration: 30 credit hours**

BMGT 201  Principles of Management
BMGT 300  Strategic Planning
BMGT 301  Introduction to International Business
BMGT 312  Human Resource Management
BMGT 313  Teams, Groups and Leadership
BMGT 401  Organization Theory and Development
BMGT 412  Business Ethics
BMGT 450  Special Topics in International Management
BMGT 472  Operational Management
FINA 201  Business Finance

**Electives (choose 8): 24 credit hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 215</td>
<td>Introduction to Business Law</td>
</tr>
<tr>
<td>BMGT 331</td>
<td>Labor Relations</td>
</tr>
<tr>
<td>BMGT 460</td>
<td>Business and Government</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Contemporary Microeconomics</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Contemporary Macroeconomics</td>
</tr>
<tr>
<td>MKTG 201</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>MKTG 440</td>
<td>International Marketing</td>
</tr>
<tr>
<td>MKTG 445</td>
<td>Workshop in Exports and Imports</td>
</tr>
<tr>
<td>MKTG 450</td>
<td>Consumer Behavior</td>
</tr>
<tr>
<td>MKTG 451</td>
<td>Promotion Management</td>
</tr>
<tr>
<td>MKTG 452</td>
<td>Business-to-Business Marketing and E-Trade</td>
</tr>
<tr>
<td>MKTG 453</td>
<td>Product Planning and Management</td>
</tr>
<tr>
<td>MKTG 454</td>
<td>Channel Management</td>
</tr>
<tr>
<td>MKTG 455</td>
<td>Marketing Research</td>
</tr>
<tr>
<td>MKTG 457</td>
<td>Marketing Strategy</td>
</tr>
</tbody>
</table>

**Dual Courses: 6 credit hours**

BMGT 500  Principles of Management
COMM 500  Management Communication

Student may choose any MBA concentration to finish the Dual Degree Program and may waive the dual courses.

**36 credit hours**

*For students with a completed three year bachelor’s degree in a business related field or 90 credits towards a business related bachelor’s degree:*

**90 credit hours transferred**

Department Chair will determine (based on student academic history) 8 undergraduate courses that the student must take:

**24 credit hours**

**Dual Courses: 6 credit hours**

BMGT 500  Principles of Management
COMM 500  Management Communication

Student may choose any MBA concentration to finish the Dual Degree Program and may waive the dual courses.

**36 credit hours**
For students with a completed three year bachelor’s degree in ANY non-business related field or 90 credits towards a bachelor’s degree in ANY non-business related field:

90 credit hours transferred

**Concentration (choose 8): 24 credit hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 201</td>
<td>Principles of Management</td>
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</table>

**Dual Courses: 6 credit hours**

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</thead>
<tbody>
<tr>
<td>BMGT 500</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>COMM 500</td>
<td>Management Communication</td>
</tr>
</tbody>
</table>

Student may choose any MBA concentration to finish the Dual Degree Program and may waive the dual courses.

36 credit hours
Master of Business Administration (MBA)

Course Requirements: 42 credit hours

The University of Northern Virginia’s Master of Business Administration Program prepares students for management and leadership positions in “old” and “new” economy businesses throughout the world. MBA students are exposed to a balanced emphasis, a solid foundation that includes business fundamentals, tools and models useful for making decisions, and a healthy exposure to information technology.

Each MBA Program is comprised of fourteen three-credit courses (42 credit hours) and is divided into three groups of courses. The first group, or “Cornerstone Courses,” provides students with a solid academic foundation upon which the second group, or “Core Courses,” is built. This second group gives students the necessary knowledge and skills to be effective managers in a marketplace that is increasingly global and technological. The third group, or “Concentration Courses,” allows students the opportunity to develop further a specific area of interest. Currently, UNVA offers three areas of specialized concentrations (majors): Finance, Management, and Marketing. Students are required to follow the course sequence as shown below. UNVA expects students complete their requirements in the order of cornerstone, core, and concentration courses.

Finance

Cornerstone Courses: 15 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 500</td>
<td>Accounting Concepts and Applications</td>
</tr>
<tr>
<td>BMGT 500</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>COMM 500</td>
<td>Management Communication</td>
</tr>
<tr>
<td>FINA 500</td>
<td>Money, Banking and Financial Markets</td>
</tr>
<tr>
<td>STAT 500</td>
<td>Statistics for Managers</td>
</tr>
</tbody>
</table>

Core Courses: 15 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 510</td>
<td>Legal Environment for Business</td>
</tr>
<tr>
<td>BMGT 512</td>
<td>Quantitative Methods for Business</td>
</tr>
<tr>
<td>ECON 510</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>FINA 510</td>
<td>Financial Markets and Institutions</td>
</tr>
<tr>
<td>IMSC 500</td>
<td>Information Systems Technology</td>
</tr>
</tbody>
</table>

Concentration (choose 4)**: 12 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINA 520</td>
<td>Corporate Financial Management</td>
</tr>
</tbody>
</table>

Finance

Cornerstone Courses: 15 credit hours

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>COMM 500</td>
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<td>FINA 500</td>
<td>Money, Banking and Financial Markets</td>
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<td>STAT 500</td>
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</tbody>
</table>

Core Courses: 15 credit hours

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<tr>
<th>Course Code</th>
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<tbody>
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<td>BMGT 510</td>
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<td>FINA 510</td>
<td>Financial Markets and Institutions</td>
</tr>
<tr>
<td>IMSC 500</td>
<td>Information Systems Technology</td>
</tr>
</tbody>
</table>

Concentration (choose 4)**: 12 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINA 521</td>
<td>International Financial Management</td>
</tr>
<tr>
<td>FINA 522</td>
<td>Commercial Bank Management</td>
</tr>
<tr>
<td>FINA 523</td>
<td>Personal Financial Advising</td>
</tr>
<tr>
<td>FINA 524</td>
<td>Financial Derivative Instruments</td>
</tr>
<tr>
<td>FINA 525</td>
<td>Investment</td>
</tr>
<tr>
<td>FINA 526</td>
<td>Fixed Income Securities</td>
</tr>
<tr>
<td>FINA 527</td>
<td>Portfolio Management</td>
</tr>
<tr>
<td>FINA 598</td>
<td>Directed Research</td>
</tr>
<tr>
<td>FINA 599</td>
<td>Finance Project</td>
</tr>
</tbody>
</table>

** In selecting concentration courses, students are advised to consult with the Chair of the Department of Business.

Management

Cornerstone Courses: 15 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 500</td>
<td>Accounting Concepts and Applications</td>
</tr>
<tr>
<td>BMGT 500</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>COMM 500</td>
<td>Management Communication</td>
</tr>
<tr>
<td>FINA 500</td>
<td>Money, Banking and Financial Markets</td>
</tr>
<tr>
<td>STAT 500</td>
<td>Statistics for Managers</td>
</tr>
</tbody>
</table>

Core Courses: 15 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 510</td>
<td>Legal Environment for Business</td>
</tr>
<tr>
<td>BMGT 511</td>
<td>International Management</td>
</tr>
<tr>
<td>BMGT 512</td>
<td>Quantitative Methods for Business</td>
</tr>
<tr>
<td>IMSC 500</td>
<td>Information Systems Technology</td>
</tr>
</tbody>
</table>

Concentration (choose 4)**: 12 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 520</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>BMGT 521</td>
<td>Multinational Management</td>
</tr>
<tr>
<td>BMGT 522</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>BMGT 523</td>
<td>Small Business Management</td>
</tr>
<tr>
<td>BMGT 524</td>
<td>Global Operations Management</td>
</tr>
<tr>
<td>BMGT 525</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>BMGT 531</td>
<td>Business Intelligence</td>
</tr>
<tr>
<td>BMGT 598</td>
<td>Directed Research</td>
</tr>
<tr>
<td>BMGT 599</td>
<td>Management Project</td>
</tr>
<tr>
<td>MKTG 510</td>
<td>Electronic Commerce</td>
</tr>
</tbody>
</table>

** In selecting concentration courses, students are advised to consult with the Chair of the Department of Business.

Marketing

Cornerstone Courses: 15 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 500</td>
<td>Accounting Concepts and Applications</td>
</tr>
<tr>
<td>BMGT 500</td>
<td>Principles of Management</td>
</tr>
</tbody>
</table>

Concentration (choose 4)**: 12 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINA 520</td>
<td>Corporate Financial Management</td>
</tr>
</tbody>
</table>
### Core Courses: 15 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 511</td>
<td>Financial Statement Analysis for Managers</td>
</tr>
<tr>
<td>BMGT 510</td>
<td>Legal Environment for Business</td>
</tr>
<tr>
<td>ECON 510</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>IMSC 500</td>
<td>Information Technology Management</td>
</tr>
<tr>
<td>MKTG 511</td>
<td>Advanced Marketing Management</td>
</tr>
</tbody>
</table>

### Concentration (choose 4)**: 12 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKTG 510</td>
<td>Electronic Commerce</td>
</tr>
<tr>
<td>MKTG 520</td>
<td>Consumer Behavior</td>
</tr>
<tr>
<td>MKTG 521</td>
<td>Marketing Research</td>
</tr>
<tr>
<td>MKTG 522</td>
<td>Business Ethics and Society</td>
</tr>
<tr>
<td>MKTG 523</td>
<td>Advertising and Sales Promotion</td>
</tr>
<tr>
<td>MKTG 524</td>
<td>Internet Marketing</td>
</tr>
<tr>
<td>MKTG 525</td>
<td>Marketing High Technology</td>
</tr>
<tr>
<td>MKTG 598</td>
<td>Directed Research</td>
</tr>
<tr>
<td>MKTG 599</td>
<td>Marketing Project</td>
</tr>
</tbody>
</table>

** In selecting concentration courses, students are advised to consult with the Chair of the Department of Business.
Doctor of Business Administration (DBA)

Course requirements: 60 credit hours

Rapid changes in technology; enhanced global competition; the development of innovative structures in society, business and government; and an ever more complex workforce all require successful leaders of business to possess sophisticated new perspectives and skills as well as heightened levels of knowledge. As a result, contemporary business and industry executives are turning increasingly to academic institutions for new paradigms to secure success today, to recruit the best possible leadership for the future, and to guide growth and development wisely.

To meet these demands, the University of Northern Virginia’s Doctor of Business Administration (DBA) program provides a practical yet academically rigorous learning experience for a diverse population of traditional and non-traditional students. The objectives of the program are three-fold:

- to prepare candidates for a career in management or consulting at the senior executive level;
- to provide candidates with the knowledge and skills necessary in order to conduct meaningful and original empirical research; and
- to develop within each candidate the fundamental expertise and skills required in order to become a college or university faculty member in an area of Business Administration.

This doctoral program may be pursued on either a part-time or full-time basis and completed within three to five years.

Candidates for the DBA degree must complete a minimum of 60 credit hours, with a minimum CGPA of 3.0. It is required that all candidates attend the earliest scheduled doctoral orientation class (one credit hour). Program components include:

- Forty-eight credit hours of course requirements.
- One credit hour of doctoral orientation.

- A minimum of twelve credit hours devoted to the doctoral research project.
- Satisfactory performance in the written Comprehensive Examination (upon completion of formal coursework).
- Submission of a doctoral research proposal.
- Formal presentation and defense of the doctoral research project.

Refer to the UNVA Doctoral Program Student Handbook for a detailed explanation of the program.

Doctoral Orientation: 1 credit hour

ORTN 600 Doctoral Orientation

One credit hour of doctoral orientation, not counted for total credit.

Research Methodology: 9 Credit Hours

RESE 602 Research Methods and Design
RESE 604 Quantitative Research & Analysis
RESE 606 Explorations in Business Research

Core Courses: 39 credit hours

BMGT 608 Human Resources Development
BMGT 610 Strategic Decision Making
BMGT 612 Business Policy and Practice
BMGT 614 Business, Government and Society
BMGT 616 Seminar in Labor Relations
BMGT 618 Seminar in Human Resources Management
BMGT 620 Seminar on Organizational Development
BMGT 622 Seminar in Strategic Management
BMGT 624 Current Topics: the Professional Seminar
BMGT 658 Theories of Globalization
ECON 626 Seminar in Economics and Finance
IMSC 628 Technology Systems in Business
MKTG 630 Global Marketing Strategy

Doctoral Project: min. 12 Credit Hours

PROJ 700 Doctoral Projects
Department of Computer and Information Sciences

The advancement of computers, information and communication technology continues to have a profound impact on our lives, and the workplace needs technically competent people to provide appropriate computing solutions for users. The Department of Computer and Information Sciences is UNVA’s visionary response to the rapidly growing need in almost every field for leadership in information sciences and related technologies.

The mission of the Department of Computer and Information Sciences is to provide premier undergraduate and distinguished graduate programs for the education of computing and IT professionals, to support other academic units through courses in information technology, and to maintain, through education and research, a leadership position in the application of information technology.

We offer interdisciplinary programs at the graduate and undergraduate levels, with courses designed to provide students with a broad knowledge base and the skills needed to address complex problems through technology. The Department of Computer and Information Sciences offers two concentrations in the undergraduate IT bachelor's degree programs, three master's programs in Information Systems Technology, Business Intelligence and Computer Science, and a doctoral degree in Information Technology. The programs provide students with knowledge in the core information technologies and builds on that knowledge to create professionals who meet the business and economic needs of Washington Metropolitan Area. The programs are designed to produce graduates with a diversified set of skills, roles, and experiences including knowledge in network administration, information assurance, media design, and application development.

We are a community of scholars and practitioners – comprised of faculty, students, and partners – that values collaboration and interdisciplinary thinking. Our collaborative efforts, in both education and research, are producing advances in technology and our understanding of the way this technology shapes our lives.

Bachelor of Science in Information Technology (BSIT)

Course Requirements: 120 credit hours

The concentrations in the Bachelor of Science degrees in Information Technology are Computer Science and Management Information Systems.

General Studies Courses: 60 credit hours
(Courses marked with "*" are required.)

Communication: minimum 9 credit hours

COMM 303 Intercultural Communications
COMM 305 Introduction to Journalism
ENGL 111* College English I
ENGL 112* College English II
ENGL 113* Introduction to Speech

Quantification: minimum 9 credit hours

MATH 103* College Algebra
MATH 114 Business Math
MATH 231* Calculus I
MATH 331 Calculus II
STAT 300* Introductory Statistics I
STAT 401 Introductory Statistics II

Cultural Studies: minimum 6 credit hours

HIST 111 History of World Civilization I
HIST 112 History of World Civilization II
HIST 213 History of Traditional East Asia
HIST 400 History of Western Civilization
HUMN 319 Human Culture and Sexuality

Humanities & Arts: minimum 6 credit hours

ARTH 115 Film History and Theory
ARTH 122 Introduction to International Arts
ARTH 127 Introduction to Visual Arts
ARTH 300 Art History
HUMN 133 Introduction to American Studies
HUMN 143 Introduction to African Studies
HUMN 337 World Religions
PHIL 201 Introduction to Philosophy
PHIL 301 Logic

Natural Sciences: minimum 6 credit hours

GSCI 122 Introduction to Physics
GSCI 134 Introduction to Biology
GSCI 147 Introduction to Chemistry
GSCI 159 Introduction to Earth Science
GSCI 160 Climates of the World
GSCI 163 Energy and the Environment
GSCI 167 Genetics, Ecology, & Evolution
GSCI 178 Astronomical Universe

Social & Behavioral Sciences: min. 6 credits
ANTR 113 Introductory Anthropology
GOVT 120 Introduction to Political Science
GOVT 130 Introduction to American Government
PSCH 246 Psychology of Management
PSCH 302 General Psychology
PSCH 306 Cross-Cultural Psychology
SOCI 300 Introductory Sociology
SOCI 313 Mass Culture

Concentration: 30 credit hours
(Courses marked with “*” are required.)

Computer Science
CSCI 121 Computer Science I*
CSCI 122 Computer Science II*
CSCI 210 Database Management*
CSCI 231 Digital Electronics
CSCI 324 Principles of Programming Languages*
CSCI 325 Operating Systems*
CSCI 327 Data Structure
CSCI 331 Computer Architecture*
CSCI 332 Data Communications*
CSCI 337 Understanding Telecommunications
CSCI 345 Advanced Database
CSCI 461 Artificial Intelligence
IMSC 377 E-Commerce
IMSC 442 Software Engineering
IMSC 451 Systems Analysis
IMSC 462 Information Security

Management Information Systems
CSCI 121 Computer Science I*
CSCI 210 Database Management*
CSCI 325 Operating Systems
IMSC 101 Introduction to Business Information Systems
IMSC 112 Computer Systems Analysis*

IMSC 220 Information Systems and Decision Making
IMSC 337 Understanding Telecommunications
IMSC 377 E-Commerce*
IMSC 442 Software Engineering
IMSC 451 Systems Analysis*
IMSC 462 Information Security*
IMSC 483 Business System Analysis and Design
IMSC 487 Information Technology Planning & Management
IMSC 490 Topics in Computer Information Systems

Electives: 30 credit hours
Professional Electives (Choose 10 undergraduate courses from ACTG, BMGT, CSCI, ECON, FINA, IMSC, MKTG)

Block Transfer Program
Admissions Requirements:
- Completed at least sixty (60) undergraduate credit hours. Credits transferred will be determined by the Academics Department.
- English Proficiency Requirements (International Students)

Graduation Requirements:
- At least 120 credit hours with a minimum of 2.0 CGPA
- Satisfy all division courses and meet all General Studies requirements
- Department Chair will determine (based on student academic history) at least 20 undergraduate courses, that include general studies, concentration, and electives. Students must complete the courses assigned by the Chair.
Dual Degree Program

The UNVA Dual Degree program offered by the IT Department allows a student to complete a BS degree in Information Technology and proceed directly into the MS in Computer Science, Information Systems Technology, or Business Intelligence degrees. All assigned undergraduate courses must be completed before attempting the dual and graduate level courses. Completion of graduate level courses before the assigned undergraduate courses does not, in any manner, waive the need to complete said undergraduate courses.

BSIT – MSCS

Course Requirements: 150 credit hours

For students with an associate’s degree in a computer related field or 60 credits towards a computer related bachelor’s degree:

60 credit hours transferred

Department Chair will determine (based on student academic history) 18 undergraduate courses that the student must take:

54 credit hours

Dual Courses: 6 credit hours

IMSC 500 Information Systems Technology
CSCI 512 Computer Architecture

Cornerstone: 9 credit hours

CSCI 507 Database Theory
CSCI 508 Operations Research
CSCI 528 Data Structure

Core (choose 4): 12 credit hours

CSCI 509 Software Methodology
CSCI 518 Data Communications Theory
CSCI 524 Principles of Programming Languages
CSCI 530 Operating Systems
CSCI 571 Artificial Intelligence

Concentration (choose 3): 9 credit hours

BMGT 531 Business Intelligence
CSCI 541 Computer Graphics
CSCI 552 Current Developments in Computer Science I

60 credit hours transferred

Undergraduate Courses: 54 credit hours

CSCI 210 Database Management
CSCI 231 Digital Electronics
CSCI 324 Principles of Programming Languages
CSCI 325 Operating Systems
CSCI 327 Data Structure
CSCI 331 Computer Architecture
CSCI 332 Data Communications
IMSC 337 Understanding Telecommunications
CSCI 345 Advanced Database
CSCI 461 Artificial Intelligence
IMSC 377 E-Commerce
IMSC 442 Software Engineering
IMSC 451 Systems Analysis
IMSC 462 Information Security
IMSC 483 Business System Analysis and Design
IMSC 487 Information Technology Planning & Management
IMSC 490 Topics in Computer Information Systems

Dual Courses: 6 credit hours

IMSC 500 Information Systems Technology
CSCI 512 Computer Architecture

Cornerstone: 9 credit hours

CSCI 507 Database Theory
CSCI 508 Operations Research
CSCI 528 Data Structure

For students with an associate’s degree in ANY non-computer related field or 60 credits towards a bachelor’s degree in ANY non-computer related field:

60 credit hours transferred

Undergraduate Courses: 54 credit hours

CSCI 210 Database Management
CSCI 231 Digital Electronics
CSCI 324 Principles of Programming Languages
CSCI 325 Operating Systems
CSCI 327 Data Structure
CSCI 331 Computer Architecture
CSCI 332 Data Communications
IMSC 337 Understanding Telecommunications
CSCI 345 Advanced Database
CSCI 461 Artificial Intelligence
IMSC 377 E-Commerce
IMSC 442 Software Engineering
IMSC 451 Systems Analysis
IMSC 462 Information Security
IMSC 483 Business System Analysis and Design
IMSC 487 Information Technology Planning & Management
IMSC 490 Topics in Computer Information Systems

Dual Courses: 6 credit hours

IMSC 500 Information Systems Technology
CSCI 512 Computer Architecture

Cornerstone: 9 credit hours

CSCI 507 Database Theory
CSCI 508 Operations Research
CSCI 528 Data Structure
Core (choose 4):  12 credit hours
CSCI 509  Software Methodology
CSCI 518  Data Communications Theory
CSCI 524  Principles of Programming Languages
CSCI 530  Operating Systems
CSCI 571  Artificial Intelligence

Concentration (choose 3):  9 credit hours
BMGT 531  Business Intelligence
CSCI 541  Computer Graphics
CSCI 552  Current Developments in Computer Science I
CSCI 553  Current Developments in Computer Science II
CSCI 571  Artificial Intelligence
CSCI 587  Special Topics in Information Technology I
CSCI 588  Special Topics in Information Technology II
CSCI 598  Directed Research
CSCI 599  Computer Science Project
IMSC 512  Information Assurance
IMSC 521  IT Security Policies and Procedures
IMSC 574  Management Information Systems

For students with a completed three year bachelor’s degree in ANY field or 90 credits towards a bachelor’s degree in ANY field:

90 credit hours transferred

Department Chair will determine (based on student academic history) 8 undergraduate courses that the student must take:

24 credit hours

Dual Courses:  6 credit hours
IMSC 500  Information Systems Technology
CSCI 512  Computer Architecture

Cornerstone:  9 credit hours
CSCI 507  Database Theory
CSCI 508  Operations Research
CSCI 528  Data Structure

Core (choose 4):  12 credit hours
CSCI 509  Software Methodology
CSCI 518  Data Communications Theory
CSCI 524  Principles of Programming Languages
CSCI 530  Operating Systems
CSCI 571  Artificial Intelligence

Concentration (choose 3):  9 credit hours
BMGT 531  Business Intelligence
CSCI 541  Computer Graphics
CSCI 552  Current Developments in Computer Science I
CSCI 553  Current Developments in Computer Science II
CSCI 571  Artificial Intelligence
CSCI 587  Special Topics in Information Technology I
CSCI 588  Special Topics in Information Technology II
CSCI 598  Directed Research
CSCI 599  Computer Science Project
IMSC 512  Information Assurance
IMSC 521  IT Security Policies and Procedures
IMSC 574  Management Information Systems

BSIT - MSIT
Course Requirements:  150 credit hours

For students with an associate’s degree in a computer related field or 60 credits towards a computer related bachelor’s degree:

60 credit hours transferred

Department Chair will determine (based on student academic history) 18 undergraduate courses that the student must take:

54 credit hours

Dual Courses:  6 credit hours
IMSC 500  Information Systems Technology
CSCI 512  Computer Architecture

Cornerstone:  12 credit hours
ACTG 500  Accounting Concepts and Applications
BMTG 500  Principles of Management
FINA 500  Money, Banking and Financial Markets
MKTG 510  Electronic Commerce

Core (choose 4):  12 credit hours
CSCI 518  Data Communications Theory
CSCI 528  Data Structure
IMSC 512  Information Assurance
IMSC 518  Technology and Operations Management
IMSC 522  Database Design and Processing

Concentration (choose 2):  6 credit hours
BMGT 531  Business Intelligence
CSCI 534  Computer and Information Networking
CSCI 552  Current Developments in Computer Science I
CSCI 553  Current Developments in Computer Science II
CSCI 571  Artificial Intelligence
CSCI 576  Expert Systems
CSCI 587  Special Topics in Information Technology I
CSCI 588  Special Topics in Information Technology II
IMSC 598  Directed Research
IMSC 599  Information Systems Project

For students with an associate’s degree in ANY non-computer related field or 60 credits towards a bachelor’s degree in ANY non-computer related field:

60 credit hours transferred

Undergraduate Courses:  54 credit hours
CSCI 210  Database Management
CSCI 231  Digital Electronics
CSCI 324  Principles of Programming Languages
CSCI 325  Operating Systems
CSCI 327  Data Structure
CSCI 331  Computer Architecture
CSCI 332  Data Communications
IMSC 337  Understanding Telecommunications
CSCI 345  Advanced Database
CSCI 461  Artificial Intelligence
IMSC 377  E-Commerce
IMSC 442  Software Engineering
IMSC 451  Systems Analysis
IMSC 462  Information Security
IMSC 483  Business System Analysis and Design
IMSC 487  Information Technology Planning & Management
IMSC 490  Topics in Computer Information Systems

Dual Courses:  6 credit hours
IMSC 500  Information Systems Technology
CSCI 512  Computer Architecture

Cornerstone:  12 credit hours
ACTG 500  Accounting Concepts and Applications
BMTG 500  Principles of Management
FINA 500  Money, Banking and Financial Markets
MKTG 510  Electronic Commerce

Core (choose 4):  12 credit hours
CSCI 518  Data Communications Theory
CSCI 528  Data Structure
IMSC 512  Information Assurance
IMSC 518  Technology and Operations Management
IMSC 522  Database Design and Processing

Concentration (choose 2):  6 credit hours
BMGT 531  Business Intelligence
CSCI 534  Computer and Information Networking
CSCI 552  Current Developments in Computer Science I
CSCI 553  Current Developments in Computer Science II
CSCI 571  Artificial Intelligence
CSCI 576  Expert Systems
CSCI 587  Special Topics in Information Technology I
CSCI 588  Special Topics in Information Technology II
IMSC 598  Directed Research
IMSC 599  Information Systems Project

For students with a completed three year bachelor’s degree in ANY field or 90 credits towards a bachelor’s degree in ANY field:

90 credit hours transferred

Department Chair will determine (based on student academic history) 8 undergraduate courses that the student must take:

24 credit hours
Dual Courses:  6 credit hours
IMSC 500  Information Systems Technology
CSCI 512  Computer Architecture

Cornerstone:  12 credit hours
ACTG 500  Accounting Concepts and Applications
BMTG 500  Principles of Management
FINA 500  Money, Banking and Financial Markets
MKTG 510  Electronic Commerce

Core (choose 4):  12 credit hours
CSCI 518  Data Communications Theory
CSCI 528  Data Structure
IMSC 512  Information Assurance
IMSC 518  Technology and Operations Management
IMSC 522  Database Design and Processing

Concentration (choose 2):  6 credit hours
BMGT 531  Business Intelligence
CSCI 534  Computer and Information Networking
CSCI 552  Current Developments in Computer Science I
CSCI 553  Current Developments in Computer Science II
CSCI 571  Artificial Intelligence
CSCI 576  Expert Systems
CSCI 587  Special Topics in Information Technology I
CSCI 588  Special Topics in Information Technology II
IMSC 598  Directed Research
IMSC 599  Information Systems Project

BSIT - MSBI
Course Requirements:  150 credit hours

For students with an associate’s degree in a computer related field or 60 credits towards a computer related bachelor’s degree:

60 credit hours transferred

Department Chair will determine (based on student academic history) 18 undergraduate courses that the student must take:

54 credit hours

Dual Courses:  6 credit hours
BMGT 531  Business Intelligence
STAT 500  Statistics for Managers

Cornerstone:  12 credit hours
ACTG 500  Accounting Concepts and Applications
BMGT 510  Legal Environment for Business
BMGT 565  Global Business Environments
FINA 500  Money, Banking and Financial Markets

Core:  12 credit hours
MKTG 510  Electronic Commerce
IMSC 504  Decision Making Systems
IMSC 518  Technology and Operations Management
PROJ 517  Project Managerial Professional

Concentration (choose 2):  6 credit hours
IMSC 512  Information Assurance
IMSC 520  Data Warehousing and Data Mining
IMSC 521  IT Security Policies and Procedures
IMSC 580  Special Topics in Information Systems

For students with an associate’s degree in ANY non-computer related field or 60 credits towards a bachelor’s degree in ANY non-computer related field:

60 credit hours transferred

Undergraduate Courses:  54 credit hours
CSCI 210  Database Management
CSCI 231  Digital Electronics
CSCI 324  Principles of Programming Languages
CSCI 325  Operating Systems
CSCI 327  Data Structure
CSCI 331  Computer Architecture
CSCI 332  Data Communications
IMSC 337  Understanding Telecommunications
CSCI 345  Advanced Database
CSCI 461  Artificial Intelligence
IMSC 377  E-Commerce
IMSC 442  Software Engineering
IMSC 451  Systems Analysis
IMSC 462  Information Security
IMSC 483 Business System Analysis and Design
IMSC 487 Information Technology Planning & Management
IMSC 490 Topics in Computer Information Systems

Dual Courses: 6 credit hours
BMGT 531 Business Intelligence
STAT 500 Statistics for Managers

Cornerstone: 12 credit hours
ACTG 500 Accounting Concepts and Applications
BMGT 510 Legal Environment for Business
BMGT 565 Global Business Environments
FINA 500 Money, Banking and Financial Markets

Core: 12 credit hours
MKTG 510 Electronic Commerce
IMSC 504 Decision Making Systems
IMSC 518 Technology and Operation Management
PROJ 517 Project Managerial Professional

Concentration (choose 2): 6 credit hours
IMSC 512 Informational Assurance
IMSC 520 Data Warehousing and Data Mining
IMSC 521 IT Security Policies and Procedures
IMSC 580 Special Topics in Information Systems

Department Chair will determine (based on student academic history) 8 undergraduate courses that the student must take:

24 credit hours

Dual Courses: 6 credit hours
BMGT 531 Business Intelligence
STAT 500 Statistics for Managers

Cornerstone: 12 credit hours
ACTG 500 Accounting Concepts and Applications
BMGT 510 Legal Environment for Business
BMGT 565 Global Business Environments
FINA 500 Money, Banking and Financial Markets

Core Courses: 12 credit hours
MKTG 510 Electronic Commerce
IMSC 504 Decision Making Systems
IMSC 518 Technology and Operation Management
PROJ 517 Project Managerial Professional

Concentration (choose 2): 6 credit hours
IMSC 512 Informational Assurance
IMSC 520 Data Warehousing and Data Mining
IMSC 521 IT Security Policies and Procedures
IMSC 580 Special Topics in Information Systems

For students with a completed three year bachelor’s degree in ANY field or 90 credits towards a bachelor’s degree in ANY field:

90 credit hours transferred
Master of Science Degrees

The computer science professional specialty group requires a deeper vow to competence as a Computer Scientist and Systems Analyst, Manager of Information Systems (MIS) or System Engineer.

The Master of Science degrees listed below are designed to meet the professional level needs of specialists in microcomputer science and technology. The program delivers a fundamental understanding of the use, knowledge, function, installation, and maintenance of computers. Currently, UNVA offers three majors in Computer and Information Sciences: Business Intelligence, Computer Science and Information Systems Technology.

MS programs in Computer Science and Information Systems Technology are comprised of fourteen three credit courses (42 credit hours). MS program in Business Intelligence is comprised of twelve three credit courses (36 credit hours). Each MS Program is divided into three groups of courses. The first group, or “Cornerstone Courses,” provides students with a solid academic foundation upon which the second group, or “Core Courses,” is built. This group gives students the necessary knowledge and skills to work with an increasingly complex technological field. The third group, or “Concentration Courses,” allows students the opportunity to develop further in their specific area of interest. With rare exceptions, students are required to follow the course sequence as shown below. UNVA expects students complete their requirements in the order of cornerstone, core, and concentration courses.

Master of Science in Business Intelligence (MSBI)

Course Requirements: 36 credit hours

University of Northern Virginia Master of Science in Business Intelligence is an innovative graduate program. This new cutting-edge program is a blend of traditional MBA and applications of Decision Support and Business Intelligence Systems in Modern Management. Students will gain a strong background in business principles such as Financial Accounting Analysis; International Legal Environment for Business; Electronic Commerce and International Marketing; Applied Statistics for Marketing Analysis, and Decision Making; Money, Banking and International Financial Markets and Principles of Project and Program Management. The MBI not only provides a solid foundation in business and management, but also provides the student with the knowledge and skills to apply modern information technology to face the challenges of planning for business continuity to ensure that a company can sustain core business operations during times of disruption and international financial crisis.

Cornerstone Courses: 15 credit hours

- ACTG 500  Accounting Concepts and Applications
- BMGT 510  Legal Environments for Business
- BMGT 565  Global Business Environments
- IMSC 500  Information Systems Technology
- STAT 500  Statistics for Managers

Core Courses: 15 credit hours

- BMGT 531  Business Intelligence
- MKTG 510  Electronic Commerce
- IMSC 504  Decision Making Systems
- IMSC 518  Technology and Operation Management
- PROJ 517  Project Managerial Professional

Concentration (choose 2)**: 6 credit hours

- IMSC 512  Information Assurance
- IMSC 520  Data Warehousing and Data Mining
- IMSC 521  IT Security Policies and Procedures
- IMSC 580  Special Topics in Information Systems

** In selecting Concentration courses, students are advised to consult with the Chair of the Department of Computer and Information Sciences.

Master of Science in Computer Science (MSCS)

Course Requirements: 42 credit hours

The Master of Science program in Computer Science provides an opportunity for students to enhance their understanding of the principal hardware and software themes. The student will also learn how to analyze and formulate solutions for many advanced problems that occur in computer systems. The program stresses technical competence and encourages the student in independent work and judgment.

Cornerstone Courses: 15 credit hours

- CSCI 507  Database Theory
- CSCI 508  Operations Research
- CSCI 512  Computer Architecture
- CSCI 528  Data Structure
- IMSC 500  Information Systems Technology
Core Courses (choose 5): 15 credit hours

- CSCI 509 Software Methodology
- CSCI 518 Data Communications Theory
- CSCI 524 Principles of Programming Languages
- CSCI 530 Operating Systems
- CSCI 549 Digital Electronics
- CSCI 571 Artificial Intelligence

Concentration (choose 4)**: 12 credit hours

- BMGT 531 Business Intelligence
- CSCI 541 Computer Graphics
- CSCI 552 Current Developments in Computer Science I
- CSCI 553 Current Development in Computer Science II
- CSCI 587 Special Topics in Information Technology I
- CSCI 588 Special Topics in Information Technology II
- CSCI 598 Directed Research
- CSCI 599 Computer Science Project
- IMSC 512 Information Assurance
- IMSC 521 IT Security Policies and Procedures
- IMSC 574 Management Information Systems

All Certificate Programs

** In selecting Concentration courses, students are advised to consult with the Chair of the Department of Computer and Information Sciences.

Master of Science in Information Systems Technology (MSIT)

Course Requirements: 42 credit hours

UNVA's Information Systems Technology program is designed to equip both technology managers and business managers with the knowledge and skills necessary to align technology with the strategic goals of business. Students will develop an understanding of the concepts and methods required to design, build and manage information technology. In addition the student will architect client server applications, develop data communication and networking strategy, assess the business risks and rewards of new information technology, apply re-engineering principles to business processes, and understand the role of the technology manager in business planning.

Cornerstone Courses: 15 credit hours

- ACTG 500 Accounting Concepts and Applications
- BMGT 500 Principles of Management
- FINA 500 Money, Banking and Financial Markets
- IMSC 500 Information Systems Technology
- MKTG 510 Electronic Commerce

Core Courses: 15 credit hours (Choose five)

- CSCI 512 Computer Architecture
- CSCI 518 Data Communications Theory
- CSCI 528 Data Structure
- IMSC 512 Information Assurance
- IMSC 518 Technology and Operations Management
- IMSC 522 Database Design and Processing

Concentration (choose 4)**: 12 credit hours

- BMGT 531 Business Intelligence
- CSCI 534 Computer and Information Networking
- CSCI 552 Current Development in Computer Science I
- CSCI 553 Current Development in Computer Science II
- CSCI 571 Artificial Intelligence
- CSCI 576 Expert Systems
- CSCI 587 Special Topics in Information Technology I
- CSCI 588 Special Topics in Information Technology II
- IMSC 598 Directed Research
- IMSC 599 Information Systems Project

All Certificate Programs

** In selecting Concentration courses, students are advised to consult with the Chair of the Department of Computer and Information Sciences.
Doctor of Information Technology (DIT)

Requirements: 60 credit hours (Minimum)

The Doctor of Information Technology addresses the expanding needs of professionals who manage information resources; solve information, communication and technology-related problems in businesses and other organizations; or educate and/or train others in fields related to the applications of information systems and communications. This is an intensive program designed primarily to develop practitioners and teaching faculty with very high levels of both technical and analytical expertise in specific fields of information technology (IT). Admission to the program is competitive. Meeting a specific set of minimum qualification does not assure admission.

UNVA seeks doctoral candidates possessing a solid undergraduate and graduate educational preparation, reasonable managerial or professional experience, strong intellect and the capacity for independent investigation. This program is designed for the student with a master's degree in information systems, information science, computer science, or a related area. The applicant should satisfy graduate prerequisites or have equivalent experience in information systems, programming languages, database systems, systems analysis and design, data communications and networks, and computer architecture.

Doctoral candidates must be fluent in English and are expected to write on a level meeting contemporary standards of professional publication.

The selection of applicants for admission to the DIT program is made by a faculty committee and is based on the applicant’s overall accomplishments and skills. Specifically, admission to the program requires:

Education: A master’s degree in Information Systems or Computer Science from an accredited U.S. institution or a comparable foreign institution, with a minimum CGPA of 3.0 in the master’s degree, is required. Applicants possessing a master’s degree in a field of study other than Information Technology may be required to take additional preparatory courses.

Experience: Applicants with responsible managerial or professional work experience will be given preference in admission.

- Applicants must submit a concise professional and/or academic resume highlighting both experience and training.

- A statement of goals.

- Recommendations: Two letters of recommendation attesting to the applicant’s ability to succeed in a doctoral program are required.

- English language proficiency: Applicants whose native language is not English or who have not completed their studies at a university where English is the language of instruction must provide evidence of English language proficiency. A score of 575 or higher on the TOEFL or a similar result on another internationally recognized assessment of proficiency may be submitted to meet this requirement. English proficiency requirements may be waived if the applicant holds a college degree from an English-speaking country.

- GMAT or GRE examination: Applicants who have completed the GMAT or GRE examinations within the past ten years may submit their test score results. This is not mandatory but will help the Admissions Department to assess the candidate’s abilities to undertake the program.

This doctoral program may be pursued on either a part-time or full-time basis and completed within three to five years.

Candidates for the DIT degree must complete a minimum of 60 credit hours, with a minimum CGPA of 3.0. It is required that all candidates attend the earliest scheduled doctoral orientation class (one credit hour). Program components include:

- Forty-eight credit hours of course requirements.

- One credit hour of doctoral orientation.

- A minimum of twelve credit hours devoted to the doctoral research project.

- Satisfactory performance in the written Comprehensive Examination (upon completion of formal coursework).

- Submission of a doctoral research proposal.

- Formal presentation of the doctoral research project.

Refer to the UNVA Doctoral Program Student Handbook for a detailed explanation of the program.
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One credit hour of doctoral orientation, not counted for total credit.

Research Methodology: 9 credit hours

Core Courses: 39 credit hours
Course Descriptions
Accounting

ACTG 500 Accounting Concepts and Applications
Prerequisite: None. After a review of basic accounting principles and terminology, this course provides the student with a clear understanding of concepts, standards and practices of financial reporting. The student learns to read, understand and analyze a balance sheet, income statement and statement of cash flows. 3 credits.

ACTG 511 Financial Statement Analysis for Managers
Prerequisite: ACTG 500. This course builds skills in analyzing and interpreting income statements, balance sheets and statements of cash flows for the guidance of managers, shareholders and creditors. This course also focuses on the topics of liquidity and related short-term debt-paying ability, long-term debt capacity and profitability. 3 credits.

Anthropology

ANTR 113 Introductory Anthropology
Prerequisite: None. An introduction to the systematic and comparative study of human behavior and institutions through the use of anthropological approaches to examine society, culture, history and current events is presented. The course examines the basic assumptions, concepts and arguments that frame contemporary anthropology. Emphasis placed on cross cultural approaches to describe and analyze how various peoples around the world have developed a range of behaviors to meet their biological, psychological, social, economic and political needs. 3 credits.

Art History

ARTH 115 Film History and Theory
Prerequisite: None. This introductory course is designed to help students develop an understanding of and a greater appreciation for the history and art of film. It will examine contemporary Anglophone cinema within its broader historical and cultural roots. In addition, it offers opportunities to develop analytical skills to better understand film and the goals of filmmakers. 3 credits.

ARTH 122 Introduction to International Arts
Prerequisite: None. This course provides the student with a basic understanding of the international arts. It deals with the nature of art, the evaluation of art, the processes and materials of art. This course is also a study and appreciation of art and its development through the various periods and movements of man’s existence. It brings the student to a better understanding of art today, its past influences and its current significance with international flavors. 3 credits.

ARTH 127 Introduction to Visual Arts
Prerequisite: None. This course focuses on how we see, perceive and understand images, and what criteria are used to determine which of those images we call art. In addition students will be introduced to how images communicate; their literal, psychological and subliminal meanings. The key tool for comprehension will be the artist's use of exaggeration and abstraction. 3 credits.
ARTH 300 Art History
Prerequisites: None. Major periods, monuments, and themes of Western art and architecture. Provides an introduction to local museum collections and a historical framework for further study in art history. Designed as a two-course sequence, but each part may be taken independently. 3 credits.

Business Management

BMGT 201 Principles of Management
Prerequisite: None. This course builds on the fundamental theories and concepts by examining the nature of managerial work under a range of business models and under rapidly changing business conditions. Managerial functions and activities such as planning, organizing, controlling, staffing, and decision-making are examined in depth and in the context of current organizational examples and scenarios. 3 credits.

BMGT 215 Introduction to Business Law
Prerequisite: BMGT 201. Origin and development of law, judicial procedure, tort law, law of contracts, and personal property. 3 credits.

BMGT 300 Strategic Planning
Prerequisite: BMGT 201. This course is designed to introduce students to the practice of strategic planning. It covers the role and purpose of strategic analysis and planning: formulating plans, establishing organizational goals and objectives in the context of changing technology and environment, and techniques of policy formulation. 3 credits.

BMGT 301 Introduction to International Business
Prerequisite: BMGT 201. This is an introductory course designed to develop the student's understanding of international business and the globalization of the economy. The focus is primarily on the international business environment and the activities of multinational corporations. 3 credits.

BMGT 312 Human Resource Management
Prerequisite: None. Human capital is now the most important asset of many firms. This course builds on BMGT 201 by introducing key concepts and techniques that managers need to know in order to best attract, retain and develop skilled personnel, based on current practice and theory in Human Resources Management. Legal and ethical considerations in human resource management are also emphasized. 3 credits.

BMGT 313 Teams, Groups and Leadership
Prerequisite: None. This course focuses on intensive development of a higher-level skill set for collaboration and leadership in contemporary environments. Builds on content introduced in core management coursework (BMGT 201, 301, and 312). Attention is given to developing personal leadership capabilities, collaborating in traditional and virtual environments, improving group processes, managing conflict, tolerating ambiguity, improving communication, utilizing creative problem-solving, and coaching and motivating employees. 3 credits.

BMGT 331 Labor Relations
Prerequisite: BMGT 312. This course is an in-depth analysis of the labor-relations component introduced in BMGT 312 and is designed for management majors interested in pursuing a human resources career. Course content includes examination of the foundations of unionization, labor contracts, bargaining, and the legal context of union-management relations. 3 credits.

BMGT 401 Organization Theory and Development
Prerequisite: BMGT 201. This course looks at advanced topics in the design and development of organizations. Students will move beyond the fundamentals learned in the management core and develop detailed understandings, tools, and skills relevant to the relationships between organizational structure, design, and culture, with the goal of improving the organizational performance. 3 credits.
BMGT 412 Business Ethics
Prerequisite: None. Examination of some of the moral problems that arise with regard to the responsibilities of various segments of the business community – including employers, management and stockholders – to one another, to the consumer, and to society at large. 3 credits.

BMGT 450 Specials Topics in International Management
Prerequisite: None. The objective is to offer coherent and organized coverage of important contemporary topics. Specific topics are announced when the course is scheduled. 3 credits.

BMGT 460 Business and Government
Prerequisite: BMGT 215. Relation of society to business policy formation. Governmental regulation as well as political, legal and social implications. 3 credits.

BMGT 472 Operations Management
Prerequisite: MATH 103. Application of concepts and principles related to management of the production function in manufacturing and services. Problem-solving emphasis, with extensive use of applications software. 3 credits.

BMGT 499 Independent Research in Business
Prerequisite: Permission from Academic Advisor. Special projects on subjects of interest to the students under the supervision of the instructor. A paper is expected and a letter grade is recorded. Permission of the instructor is required. 3 credits.

BMGT 500 Principles of Management
Prerequisite: None. The objective of this course is to introduce models and concepts that provide insights on a wide range of managerial problems. Qualitative and quantitative methods will be used to address various aspects of managing a business concern. Major topics include ethics and corporate social responsibility, organizational design, planning and strategy formulation, motivation, reward and discipline. 3 credits.

BMGT 510 Legal Environment for Business
Prerequisite: None. This course examines the fundamental legal concepts and principles that affect business in a variety of functional and regulatory environments. Emphasis is on the application of legal principles through the case method approach. Key legal concepts relating to transactional aspects of business are discussed. 3 credits.

BMGT 511 International Management
Prerequisite: BMGT 500. This course seeks to impress upon business administration students the pervasive impact of culture with respect to the functions of management internationally, which are: organizing, recruiting, training, operating, coordinating, controlling and communicating. 3 credits.

BMGT 512 Quantitative Methods for Business
Prerequisite: STAT 500. The purpose of this course is to provide students with a clear understanding of the important role that quantitative methods play in the modern decision-making process. The course introduces the many quantitative techniques and tools that are relevant to intelligent decision-making, explains how they work and shows how decision-makers can apply these methods to business problems. 3 credits.

BMGT 520 Human Resource Management
Prerequisite: BMGT 500. This course arises from the observation that human resource management could help create competitive advantages for firms. Concepts and issues examined in this course include those associated with job design, staffing, training and development, group behavior and teamwork, motivation and job satisfaction. 3 credits.

BMGT 521 Multinational Management
Prerequisite: None. Successful managers for firms conducting international business need a global mindset. To facilitate this orientation, the course explores issues that are associated with doing business in different national cultures, politics, law and business practices and human resources. The course concludes with a thorough discussion of how to compete in this multicultural environment. 3 credits.
BMGT 522 Strategic Management
Prerequisite: BMGT 500. This course focuses on the creation of competitive advantage by examining external and internal factors that define management actions/responses. They are: assessing the competitiveness of other firms in the industry as well as the company’s internal strengths and weaknesses; building competitive advantage; and responding to shifts in competitive advantage. 3 credits.

BMGT 523 Small Business Management
Prerequisite: None. After a review of the start-up process of small firms, the course discusses other topics such as the role of the business plan, the marketing plan, selection of the management team and the form of the organization, accounting, sources of financing and the competitive advantage of small businesses. 3 credits.

BMGT 524 Global Operations Management
Prerequisite: None. This course has two objectives: (1) Fundamentals of operations management, which include such topics as quality control, service and system design and capacity and location planning. (2) Supply chain management, dealing with such topics as designing and implementing strategies for an efficient supply structure within the firm. 3 credits.

BMGT 525 Organizational Behavior
Prerequisite: None. This course examines the range of individual and group behavior in an organization. Topics: personality and attitudes, perception, motivation in the work setting, group and team behavior, leadership, interpersonal communication, and organizational design and culture. 3 credits.

BMGT 531 Business Intelligence
Prerequisite: None. This course provides an understanding of data organization, and examines the Business Intelligence (BI) processes and techniques used in transforming data to knowledge and value. The concepts of business intelligence and business analytics have their foundations in both the management sciences and management information systems fields. The objective of the course is to offer students with an understanding of various aspects of business intelligence systems and knowledge management, with a managerial focus. 3 credits.

BMGT 565 Global Business Environment
Prerequisite: None. This course is an analysis of the global economic, political and cultural patterns affecting international business. The basic objective is to provide macroeconomic theories, models, tools of analysis and applications which enable the student to understand and navigate the global business environment. 3 credits.

BMGT 598 Directed Research
Prerequisite: Completed nine (9) course for program. This is a special course for selected students to do research under the guidance of a faculty member. This course requires the student to prepare a proposal, which must be approved by the Department Chair. 3 credits.

BMGT 599 Management Project
Prerequisites: BMGT 598. Details of personal project to be determined by student and professor with the approval of the Department Chair. 3 credits.

BMGT 608 Human Resources Development
Prerequisite: None. The course examines how to design, administer, and evaluate employee staffing, selection, training, and development activities that support organizational strategies. Topics covered include: an orientation to work and related training, training and employment options, and the opportunity to identify and enhance personal skills and apply them to a training and/or work context. 3 credits.

BMGT 609 Management in Hi-Tech Organizations
Prerequisite: None. This course develops concepts and frameworks for analyzing how firms can create, market, and harvest value from hi-tech products and services. The focus is on the impact of technological changes on the competition and globalization, the appropriate competitive strategies for success, the management of innovation and intellectual property, and the sources of financing for hi-tech organizations. 3 credits.

BMGT 610 Strategic Decision Making
Prerequisite: None. This course is concerned with the long-term strategic success of the for-profit or not-
for-profit business organization. It provides students with a broad understanding of strategic management concepts and theories, and their importance for the organization, industry and society. It deals with identifying and analyzing past and current strategies, with formulating new ones and with implementing them through the organization operating in the global economic environment. It addresses contemporary theories of decision-making. 3 credits.

**BMGT 612 Business Policy and Practice**  
Prerequisite: None. This is a course designed to assess the student's cognitive skills in solving business problems. Previous study of the principles of accounting, marketing, finance, and report writing will be helpful. Business Policy cuts across the whole spectrum of business and management. It focuses on the corporations as a whole and its interactions with its environment. 3 credits.

**BMGT 614 Business, Government and Society**  
Prerequisite: None. Business operates within a context of society; it is a structure increasingly found throughout the contemporary world. This course provides a review and analysis of current laws and regulations that frame the external environment for private business operations in the U.S. and elsewhere. It examines such institutions, concepts and issues as global business, technological change, corporate social responsibility, government regulation of business, private collective action, corporate political activity, and the formulation and implementation of public policy. 3 credits.

**BMGT 616 Seminar in Labor Relations**  
Prerequisite: None. In this course, students will examine labor-management relations and focus special attention on the practices of mediation and arbitration. We will study contract negotiations, contract administration, and the creative resolution of employee-management differences. The course will also provide an understanding of such topics as union organizing, grievance procedures, bargaining theory, and bargaining outcomes. 3 credits.

**BMGT 618 Seminar in Human Resources Management**  
Prerequisite: None. Students examine current and significant issues in human resources management. The course focuses on both theory and practice, with emphasis given to new and emerging issues in the field. Topics such as cultural diversity, global competition, organizational downsizing, and self-directed work teams are covered. Special attention will be paid to the necessity for international business executives to understand cultural differences and social differences that impact upon business operations. 3 credits.

**BMGT 620 Seminar on Organizational Development**  
Prerequisite: None. The focus of this course is on the procedures and variables involved in the design and redesign of organizations. Initially, students will be introduced to the basic elements of organizational design, including but not limited to organizational structure, administrative processes and systems, size, and product-market complexity. Issues such as departmentalization, differentiation, integration, internal politics, innovation, authority and control are discussed. 3 credits.

**BMGT 622 Seminar in Strategic Management**  
Prerequisite: None. Strategic management is concerned with the long-term direction and performance of the whole organization. Contemporary theories of excellence in management and leadership will be studied. This course examines organizations from the “strategic management” perspective of top management. The concepts and skills presented, however, are applicable at all levels of management and to the variety of roles leaders, executives, and managers fill. 3 credits.

**BMGT 624 Current Topics: The Professional Seminar**  
Prerequisite: None. This course is open to students who wish to develop a problem independently. A problem is chosen by the student and developed through conferences and activities under the direction of the instructor. Built on the European or British model, the seminar provides students with an opportunity to explore a specific management or marketing topic, idea, project, or research interest in close collaboration with a faculty member. 3 credits.
BMGT 658 Theories of Globalization
Prerequisite: None. This is a doctoral seminar that develops, examines and evaluates competing and complementary theories of globalization. It will explore globalization primarily from a theoretical view, though empirical applications will be included. This course provides an overview of globalization and its consequences, drawing on new theoretical ideas from sociology and related fields. 3 credits.

Communications

COMM 303 Intercultural Communications
Prerequisite: None. The purpose of this course is to enlighten today’s business students on the importance of cultural diversity as one of the sources of competitive advantage in the age of globalization and the need for managers to acquire cross-cultural capabilities in order to successfully do ‘business across cultures’ in the 21st century. 3 credits

COMM 305 Introduction to Journalism
Prerequisite: None. Introduction to Journalism is a course that gives students an overview of many different fields of journalism. Among the subjects and skills to which students will be introduced: basic journalism concepts, reporting tools, conducting interviews, coming up with story ideas and resolving ethical dilemmas. This course will cover the basic theories and practices of journalism, especially concerning its practice for print media and the "new media" of the World Wide Web. 3 credits

COMM 500 Management Communication
Prerequisites: Completion of English Proficiency Program level 6, or a minimum TOEFL score of 550 (paper-based), 213 (computer-based) or 80 (internet-based) or 6.0 on IELTS. This course prepares students to meet the demands of their professions; by preparing samples of business and technical writing, by sharpening their revision skills, and by improving their oral communication skills. Students will develop professional presentational skills: content, organization, and effective delivery through two oral presentations. They will also write a proposal or feasibility report, compose a memorandum and letter, describe a process, and develop a survey or choice board. 3 credits.

Computer Science

CSCI 121 Computer Science I
Prerequisite: None. Introduction to programming for computer science majors and others. Systematic development of algorithms and programs, programming style, and design considerations. 3 credits.

CSCI 122 Computer Science II
Prerequisite: CSCI 121. Continuation of CSCI 121, introducing more sophisticated techniques for programming in a high-level language. Fundamental data structures such as linked lists, trees, and hash tables. Algorithms for sorting, searching, and fundamental operations. Introduction to recursive algorithms. 3 credits.

CSCI 210 Database Management

CSCI 231 Digital Electronics
Prerequisite: CSCI 121. Logic circuits and logic design, logic maps, combinatorial and sequential
circuits, algorithmic state machines. Use of logic families and programmable logic devices. 3 credits.

**CSCI 324 Principles of Programming Languages**
Prerequisite: CSCI 122. Introduction to the definition of syntax and semantics. Data types, control structures, declarations, procedures. Recursion and recursive definitions. Procedural and data abstraction. Examples from current programming languages. 3 credits.

**CSCI 325 Operating Systems**
Prerequisite: CSCI 121. Software I/O buffering. Discussion of concurrent processes, including mutual exclusion, synchronization, and deadlock. Processor scheduling, memory management, and resource control. Hoare’s monitors. File systems. 3 credits.

**CSCI 327 Data Structure**
Prerequisite: CSCI 121. Advanced coverage of strings and string manipulation, various types of trees, graphs, and networks and file structures including sequential, indexed sequential, and direct files. 3 credits.

**CSCI 331 Computer Architecture**
Prerequisite: CSCI 121. Techniques and design methods for general-purpose computers. Instruction set design. Computer hardware components, memory hierarchies, bus structures, ALU’s and control units. Structure of stack, parallel, pipeline, multiprocessor, associative and data flow systems. 3 credits.

**CSCI 332 Data Communications**
Prerequisite: CSCI 121. The course will present data communications fundamentals and computer networking methods. It looks at the types of information used in the business environment and the implications in terms of communications technologies along with the trend toward digital integration technologies. Coverage includes communications techniques, transmission efficiency methods, wide area networks (WANs), local area networks (LANs), high-speed trends in networking, and communications architectures and subsequent internetworking issues. 3 credits.

**CSCI 337 Understanding Telecommunications**
Prerequisite: CSCI 332. This course is an introduction to digital networking and telecommunications and the resulting applications in information systems. It includes strategic telecommunications and network planning, network analysis, network maintenance and network applications. 3 credits.

**CSCI 345 Advanced Database**

**CSCI 461 Artificial Intelligence**
Prerequisite: CSCI 331. Production systems. Search strategies. The role of logic in formulating and solving problems. Expert systems. Rule-based deduction and plan-generating systems. LISP and PROLOG programming in these and related areas such as natural language processing and belief revision. 3 credits.

**CSCI 495 Independent Study**
Prerequisite: Permission from the instructor. Independent study course is designed for students who may wish to independently investigate and research topics. The independent study course should not duplicate too closely existing courses and should be comparable in breadth, depth, and intellectual content to similar courses in its discipline. CONTRACTS ARE REQUIRED and are available on-line and at the Registrar's Office. Contracts must be completed and submitted to the Registrar's Office before the course starts. 3 to 6 credits.

**CSCI 507 Database Theory**
Prerequisite: Permission of Academic Advisor. Introduction to the theory and application of database management. File and database organization, structured programming languages and embedded database instructions. Relational and entity-relationship modeling. 3 credits.
CSCI 508 Operations Research
Prerequisite: None. Advanced linear and nonlinear programming, integer programming, search techniques, and optimization methods. Advanced numerical linear algebra. 3 credits.

CSCI 509 Software Methodology
Prerequisite: None. Analysis and structured design specification, system testing. Advanced development environments designed to create awareness of system engineering concepts and tools. 3 credits.

CSCI 512 Computer Architecture
Prerequisite: None. Topics may include storage hierarchies, input-out subsystems, instruction- and data-level parallelism, symbolic computation, multiprocessor networks and consistency algorithms, performance modeling. 3 credits.

CSCI 518 Data Communications Theory
Prerequisite: None. Study of the ISO model, including basic definitions, protocols and interfaces, and the subnet structure. Local, metropolitan, and wide-area networks. Network performance, security, and reliability. Design and use of network protocols. 3 credits.

CSCI 524 Principles of Programming Languages
Prerequisite: CSCI 512. Introduction to the definition of syntax and semantics. Data types, control structures, declarations, procedures. Recursion and recursive definitions. Procedural and data abstraction. 3 credits.

CSCI 528 Data Structure
Prerequisites: None. This course emphasizes the Concepts of abstract data types (ADTs) and object-oriented design paradigm. The usual data structures, such as stacks, queues, linked lists, and trees, etc., are all covered. The course also covers some of the more advanced topics in C++, such as function and class templates, inheritance and polymorphism. 3 credits.

CSCI 530 Operating Systems
Prerequisite: CSCI 512. Software I/O buffering. Discussion of concurrent processes, including mutual exclusion, synchronization, and deadlock. Processor scheduling, memory management, and resource control. Hoare's monitors. File systems. 3 credits.

CSCI 534 Computer and Information Networking
Prerequisite: CSCI 512. Basic technology, components, and functioning of computer and information networks. Topological considerations, routing and control of information flow in networks, methods of transmission, error control, and message protocols. 3 credits.

CSCI 541 Computer Graphics
Prerequisite: CSCI 512. Introduction to the hardware, geometrical transforms, interaction techniques, and shape representation that programming assignments use in contemporary graphics hardware and software systems. 3 credits.

CSCI 549 Digital Electronics
Prerequisite: CSCI 512. Logic circuits and logic design, logic maps, combinatorial and sequential circuits, algorithmic state machines. Use of logic families and programmable logic devices. 3 credits.

CSCI 552 Current Development in Computer Science I
Prerequisite: None. Topics chosen from the latest developments within computer industry. Student may repeat this course up to 9 credit hours. 3 credits.

CSCI 553 Current Development in Computer Science II
Prerequisite: None. Topics chosen from the latest developments of computer industry. Student may repeat this course up to 9 credit hours. 3 credits.

CSCI 571 Artificial Intelligence
Prerequisite: None. Basic ideas and goals of artificial intelligence. Heuristic problem-solving search; learning and theorem-proving techniques; rule-based systems. 3 credits.
CSCI 576 Expert Systems
Prerequisite: CSCI 512. Fundamentals of expert systems. Topics include knowledge acquisition and representation, meta-knowledge, control of problem-solving systems, process explanation, plausible reasoning. Students implement an expert system using the Oregon Rule-Based System (ORBS). 3 credits.

CSCI 587 Special Topics in Information Technology I
Prerequisite: At least 6 courses completed towards degree. Topics vary according to the interests and needs of students and availability of faculty members. Typical subjects include computer graphics, analysis of business systems, database, computer logic design, computers in education, scene analysis, microprogramming, and artificial intelligence. Student may repeat this course up to 9 credit hours. 3 credits.

CSCI 588 Special Topics in Information Technology II
Prerequisite: CSCI 587. In-depth exploration of current issues in information technology. May be repeated for credits up to 9 credits, but not within the same quadmester. Topics may be the same. 3 credits.

CSCI 590 Independent Research
Prerequisite: All Cornerstone classes. Students do research leading to the master's degree. 3 to 9 credits.

CSCI 598 Directed Research
Prerequisite: At least 8 courses completed towards degree. This is a special course for selected students to conduct research under the guidance of a faculty member. This course requires the student to prepare a proposal, which must be approved by the Department Chair. 3 credits.

CSCI 599 Computer Science Project
Prerequisites: CSCI 598. Details of personal project to be determined by student and professor with the approval of the Department Chair. 3 credits.

CSCI 610 Decision Support Systems
Prerequisites: Permissions from instructor. This course focuses on the design, types and use of computer-based systems to assist the human decision-making processes. It combines a survey of decision making and problem solving techniques with a strong applied focus on the software technology that can be used to support the decision process. Issues pertaining to maintenance of data, construction of models and provision of supporting technology are explored. Students will analyze, design and implement a managerial decision support system using current development tools. 3 credits.

Economics

ECON 201 Principles of Contemporary Microeconomics
Prerequisite: None. Introduction to microeconomics in the context of current problems. Explores how the market mechanism allocates scarce resources among competing needs; uses basic tools of supply and demand and production and distribution theory to analyze diverse problems. 3 credits.

ECON 202 Principles of Contemporary Macroeconomics
Prerequisites: None. Introduction to macroeconomics in the context of current problems. National income analysis, money and banking, economic growth and stability, unemployment, inflation, and the role of government. 3 credits.
**ECON 510 Managerial Economics**
Prerequisites: None. While both micro- and macroeconomic theories have important implications for managerial decision-making, this course concentrates on microeconomic topics of practical importance to the management of a company. After the development of the economic model of the firm, optimization and risk analysis techniques will be examined, followed by demand, production and cost analyses. 3 credits.

**ECON 626 Seminar in Economics and Finance**
Prerequisite: None. This course develops an economic approach to the study of an organization’s internal strategy. The objective is to develop a framework grounded in the fundamentals of economic theory that provides a powerful way of analyzing business problems and developing effective solutions. While the material is theoretical and analytical, it is not mathematically technical. The course materials combine theory development with both examples and case analyses that illuminate and challenge theory. 3 credits.

**English**

**ENGL 111, 112 College English I, II**
Prerequisite: None. The essentials of academic prose; techniques and mechanics of writing well; rhetorical strategies. 3 credits each.

**ENGL 113 Introduction to Speech**
Prerequisite: None. A study of the principles of speech; practice in the preparation and delivery of various types of speeches, classified according to function; practices in the basic skills of oral communication; the development of poise and self-confidence. 3 credits.

**Finance**

**FINA 201 Business Finance**
Prerequisite: None. A managerial approach to financial analysis, planning, and control. Management of working capital, long-term assets, and long-term financing. 3 credits.

**FINA 500 Money, Banking and Financial Markets**
Prerequisite: None. This course studies the role of money in economy; examines monetary policy and tools by investigating the relationships between money supply and interest rates, inflation and business cycles; and explains how financial institutions and markets work, as these institutions involve huge flows of funds throughout the economy, affecting thus production of goods and services, employment and profit. 3 credits.

**FINA 510 Financial Markets and Institutions**
Prerequisite: FINA 500. Following an in-depth examination of the functions of financial markets, students will study monetary theory and policy. Other major topics include debt security markets, equity markets, derivative security markets and commercial bank operations, domestic and international. 3 credits.

**FINA 520 Corporate Financial Management**
Prerequisite: FINA 500. After a brief review of accounting, financial statements, taxes, cash flows and financial analysis, students will be introduced to the technique of discounted cash flow, as applicable to the valuation of bonds and common stock. 3 credits.

**FINA 521 International Financial Management**
Prerequisite: None. This course is intended for individuals who will make business decisions in an international setting. Topics include introducing the
international financial environment, theories of international trade, international business methods, financing international trade and balance of payments. 3 credits.

FINA 522 Commercial Bank Management
Prerequisite: None. Intended for individuals with an inclination towards a career in commercial banking. This course explains the many roles commercial banks play in the economy, explores bank lending policies and procedures and examines asset-liability management methods and techniques to mitigate banking risks. 3 credits.

FINA 523 Personal Financial Advising
Prerequisite: None. This course prepares students planning to be personal financial advisors. Topics covered include: taxes, financial planning, budgeting, cash-flow management, investing, insurance, retirement planning and estate planning. 3 credits.

FINA 524 Financial Derivative Instruments
Prerequisite: FINA 500 and STAT 500. This course surveys the major types of financial derivatives: futures, forwards, options and swaps. Next, the course explains how financial derivatives are employed as risk management tools in a corporate setting. 3 credits.

FINA 525 Investment
Prerequisites: FINA 500 and STAT 500. This course examines and evaluates leading investment theories needed to explain the pricing of securities, common stock and bond valuation models, fundamental and technical analyses and hedging. Portfolio theory and portfolio management will also be discussed. 3 credits.

FINA 526 Fixed Income Securities
Prerequisite: FINA 500 and STAT 500. This course covers the valuation fixed income securities and derivatives including zero coupon government bonds, coupon bearing government bonds, exchange traded bond options, bonds with embedded options, floating rate notes, floating rate notes with embedded options, forward contracts, interest rate swaps, bond futures and options on bond futures. The course also focuses on analytic tools used in bond portfolio management and interest rate risk management. These tools include yield curve construction, duration and convexity, and formal term structure models. 3 credits

FINA 527 Portfolio Management
Prerequisite: FINA 500 and STAT 500. This course focuses on both modern portfolio theory and traditional approaches to investment selection and management. Modern theory includes the examination of asset pricing models and efficient market hypotheses. In addition to traditional approaches to stock and bond selection such as fundamental analysis and technical analysis, the course will also explore the characteristics of mutual funds. Investment management strategies are developed for individuals and institutional investors. Current topics, such as options, futures, swaps and other financial derivatives are also covered. 3 credits

FINA 598 Directed Research
Prerequisites: Advisor must approve. This is a special course for selected students to do research under the guidance of a faculty member. This course requires the student to prepare a proposal, which must be approved by the Department Chair. 3 to 9 credits.

FINA 599 Finance Project
Prerequisites: None. Details of a personal project are to be determined by student and professor with the approval of the Department Chair. 3 credits.

General Sciences

GSCI 122 Introduction to Physics
Prerequisite: None. This introductory course covers all the fundamentals of Physics, and is comprehensive enough for students already familiar with the subject. Students will study the following topics in physics: forces and motion, conservation
and transmission of energy, structure of matter, sound, light and electromagnetic radiation, and electromagnetism. 3 credits.

**GSCI 134 Introduction to Biology**
Prerequisite: None. This course provides an introduction to the biological sciences, which includes the fundamental principles of biochemistry, genetics, molecular biology, and cell biology. It also covers the scientific method, metabolism, genetics, diversity of life, and ecology. 3 credits.

**GSCI 147 Introduction to Chemistry**
Prerequisite: None. This course is an introduction to basic concepts of chemistry. It addresses the fundamentals of chemistry: composition and structure, properties and transformations of matter. Topics include measurement, atoms, molecules, stoichiometry, aqueous systems, gas laws, chemical reactions, acids and bases. 3 credits.

**GSCI 159 Introduction to Earth Science**
Prerequisite: None. This course is designed to introduce students to the various fields embraced by the earth sciences. It provides an introduction to four disciplines that comprise a portion of the field of Earth Science: geology, oceanography, meteorology, and astronomy. It also will cover the topics of earth materials, plate tectonics, earthquakes, volcanoes, earth’s atmosphere and climate. 3 credits.

**GSCI 160 Climates of the World**
Prerequisite: None. Climates encompasses the statistics of temperature, humidity, atmospheric pressure, wind, rainfall, atmospheric particle count and other meteorological elements in a given region over long periods of time. Climate can be contrasted to weather, which is the present condition of these same elements and their variations over periods up to two weeks. The climate of a location is affected by its latitude, terrain, and altitude, as well as nearby water bodies and their currents. Climates can be classified according to the average and the typical ranges of different variables, most commonly temperature and precipitation. 3 credits.

**GSCI 163 Energy and the Environment**
Prerequisite: None. What is the impact of traditional energy production and its use on the environment? What could happen to our world, and when? How can “Alternative” and “Green” energy production improve the environmental consequences? These are some of the issues that will be discussed during this course. The aim is to give an overview of the pros and cons of energy consumption, both traditional and “alternative” and possible solutions to our continual ever increasing consumption of energy and the thirst for energy by developing countries. 3 credits.

**GSCI 167 Genetics, Ecology, & Evolution**
Prerequisite: None. Ecology and evolution are essential for a complete understanding of virtually all facets of biology. In this course, students will explore basic concepts in population and quantitative genetics focusing on techniques that reveal the genetic structure and adaptive value of ecologically relevant traits. Evolutionary biology from various perspectives will also be examined. 3 credits.

**GSCI 178 Astronomical Universe**
Prerequisite: None. This course presents an introduction to the field of astronomy, including the current investigations for life on other planets. It is devoted to the structure and contents of the Universe and how these structures came into being, how stars are born, live and die, and ultimately what we understand about the universe itself. 3 credits.

**Government**

**GOVT 120 Introduction to Political Science**
Prerequisites: None. This course introduces students to the discipline of political science and to numerous fundamental political issues and challenges. This course introduces the main concepts, issues, and approaches employed in the study of politics and explores major political ideologies as well as the foundational basis of the modern state. 3 credits.
GOVT 130 Introduction to American Government
Prerequisites: None. Analysis of American government examined in light of basic concepts and institutions of democracy. 3 credits.

History

HIST 111, 112 History of World Civilization I, II
Prerequisite: None. In this class, we will first explore the cultures, religions and people which have shaped the history of Europe and the “West.” From the Mesopotamians to the Middle Ages, we will examine the development of the culture, politics and intellectual heritage of Western Civilization. Topics discussed in the class include the Ancient Near East, the Greeks and Romans, the rise of Christianity and Islam, and Medieval Europe. We will examine the development of Western science, law and government, and the relationship of the “West” to other regions of the world, including Asia, Africa, the Islamic World. 3 credits.

HIST 213 History of Traditional East Asia
Prerequisite: None. A historical perspective of the area encompassing China, Japan, Vietnam, Taiwan, Cambodia, Burma, Thailand, Indonesia, Malaysia and the Korean Peninsula. Particular emphasis will be place on culture studies, the role of government in society, the role of religion, military and the fight for self-identity for the indigenous peoples. 3 Credits

HIST 400 History of Western Civilization
Prerequisite: None. History of Western civilization from its ancient Mediterranean origins through the medieval and modern development of Europe to the contemporary world. 3 credits.

Humans

HUMN 133 Introduction to American Studies
Prerequisite: None. This course is a survey of American culture and society from Puritans to the present. It is designed to examine various components of American culture and interdisciplinary ways by which those components may be approached. In addition, it will examine how industrialization, urbanization, and the emergence of the United States as a world power shaped modern America. 3 credits.

HUMN 143 Introduction to African Studies
Prerequisite: None. This course provides an introduction to the history and ethnography of colonial and postcolonial African societies, providing a sense of its diversity and complexity. It looks at the economic, political, and social developments which shaped Africa and analyze the culture and institutional arrangements shared by people of African descent in different parts of the world. 3 credits.

HUMN 319 Human Culture and Sexuality
Prerequisite: None. This course emphasizes both the biological and cultural dimensions of what it means to be human. Topics such as social constructionism, gender socialization, performance theory, and the disciplining of bodies and sexual desire will be covered. It also examines a wide range of human sexual experience across cultures and over the evolutionary history of our species. 3 Credits

HUMN 337 World Religions
Prerequisite: None. This course introduces students to the central beliefs of the world's major religions. In this course we will take a critical yet sympathetic view of a wide range of religious traditions. It requires familiarity with each religion’s basic worldview and teachings as well as an understanding
of the more popular mindsets and daily practices that may be typical of people who practice it. 3 credits.

Information Systems Technology

IMSC 101 Introduction to Business Information Processing
Prerequisite: None. An introduction to the use of the computer in the business area. Introduces computer concepts including a discussion of computer history, computer hardware and software, problem solving and algorithms. 3 credits.

IMSC 112 Computer Systems Analysis
Prerequisite: None. The course presents an overview of information systems and the system development life cycle for the systems analyst. It also surveys other important skills for the systems analyst such as fact-finding, communications, project management, and cost-benefit analysis. 3 credits.

IMSC 220 Information Systems and Decision Making
Prerequisite: IMSC 112. This course introduces basic management information systems concepts and examines the fundamental types of information systems. It covers information technologies relevant to business operations, decision making, and e-Business which focus on the role of information technologies in managerial decision making and business activities. 3 credits.

IMSC 337 Understanding Telecommunications
Prerequisite: IMSC 112. The overall goal of this course is to provide you with a comprehensive introduction to data communications and computer networking. The objectives of this course is to provide you with an understanding of the digital convergence of what were once separate services (telecommunication and information), and regulatory, social, and economic issues relating to the rapid paradigm shift towards digital convergence. 3 credits.

IMSC 377 E-Commerce
Prerequisite: IMSC 112. The course introduces the electronic commerce concept, objectives, market drivers, requirements, underpinning techniques and technologies. It examines the implications of constantly changing technology for business practices and how e-commerce will affect decision support mechanisms. It also explores the key life cycle phases of an e-commerce initiative and defines e-commerce elements. An overview of business-to-consumer and business-to-business e-commerce is given. 3 credits.

IMSC 442 Software Engineering
Prerequisite: IMSC 337. Design and implementation of large software systems. Includes systems analysis, design and requirements; data collection, analysis, organization and documentation; feasibility analysis; human-machine interface analysis and maintenance and security issues. 3 credits.

IMSC 451 Systems Analysis
Prerequisite: IMSC 112. Provides a methodical approach to developing computer systems including systems planning, analysis, feasibility study, design, testing, implementation and software maintenance. 3 credits.

IMSC 462 Information Security
Prerequisite: IMSC 112. Study of security policies, models, and mechanisms for secrecy, integrity, availability and usage controls. Topics include models and mechanisms for mandatory, discretionary and role-based access controls; authentication technologies; control and prevention of viruses and other rogue programs; common system vulnerabilities and countermeasures; privacy and security policies and risk analysis; intellectual property protection; legal and social issues. 3 credits.

IMSC 483 Business System Analysis and Design
Prerequisite: IMSC 112. This course is to examine the analysis and design of systems in business for routine data processing, management reporting, and decision support at various levels within the
organization. This course will emphasize the analysis of business problems in an organization and the subsequent design of computer systems to meet the organization's needs. 3 credits.

**IMSC 487 Information Technology Planning and Management**
Prerequisite: IMSC 112. This course defines information technology management strategies and provides conceptual frameworks for the development and evaluation of information technology management strategies. It also examines concepts of strategic information technology systems, approaches for analyzing strategic applications, and systems planning. 3 credits.

**IMSC 490 Topics in Computer Information Systems**
Prerequisite: None. Topics vary according to the interests and needs of students and availability of faculty members. Typical subjects include computer graphics, analysis of business systems, database, computer logic design, computers in education, scene analysis, microprogramming, and artificial intelligence. 3 credits.

**IMSC 495 Independent Study**
Prerequisite: Permission from the instructor. Independent study course is designed for students who may wish to independently investigate and research topics. The independent study course should not duplicate too closely existing courses and should be comparable in breadth, depth, and intellectual content to similar courses in its discipline. CONTRACTS ARE REQUIRED and are available on-line and at the Registrar's Office. Contracts must be completed and submitted to the Registrar's Office before the course starts. 3 to 6 credits.

**IMSC 500 Information Systems Technology**
Prerequisite: None. Understanding and effectively using information technology is important in today's competitive environment. Students gain an understanding of information technology for management decision-making, including how to evaluate, manage, and use technology. 3 credits.

**IMSC 504 Decision Making Systems**
Prerequisite: None. This course is an introduction to the analysis, design, and application of information systems used in the direct support of management decision making, and to the use of expert systems technology. This course will examine the design, development and implementation of information technology based systems that support managerial and professional work. 3 credits.

**IMSC 512 Information Assurance**
Prerequisite: None. This course focuses on practical applications of Information Assurance (IA) policies and technologies in enterprise network environments. It addresses the security of e-business and cyber environments from an end-to-end perspective. It introduces topics ranging from cryptographic techniques to trusted systems to multilevel security to network security to ethics in the computing profession. 3 credits.

**IMSC 518 Technology and Operations Management**
Prerequisite: IMSC 500. Topics include inventory management, waiting line management, project management, product and process design and total quality management. Students examine the tradeoffs involved in operations decisions and the application of software tools to solve these problems. 3 credits.

**IMSC 520 Data Warehousing and Data Mining.**
Prerequisite: None. This course will provide an understanding of the fundamentals of data warehousing and data mining and the role of a data warehouse, their objectives and architecture and approach for evaluating and tuning performance of data warehouses and data mining. Topics covered are techniques for designing and maintaining large data warehouses, data integration, data cleaning, and maintenance of views in the presence of updates to the sources, and query processing of warehouses and mining data from the warehouses. 3 credits.

**IMSC 521 IT Security Policies and Procedures**
Prerequisite: IMSC 500 or permission from the instructor. This course covers information technology laws, issues of privacy, and security planning. It describes the need for and development of information security policies, and identifies
guidelines and models for writing policies. An information security strategy and architecture will be defined. It also covers legal and public relations implications of security and privacy issues. 3 credits.

**IMSC 522 Database Design and Processing**
Prerequisite: IMSC 500. Logical relationships of data. Data structures, Database design and implementation. Database inquiry and data analysis using a non-procedural programming language. 3 credits.

**IMSC 574 Management Information Systems**
Prerequisite: None. Analyze computer information systems' effects and impacts on personnel, organizations, managerial decision-making, and competitive strategies. 3 credits.

**IMSC 580 Special Topics in Information Systems**
Prerequisite: None. Selected topics in information systems. 3 credits.

**IMSC 590 Independent Research**
Prerequisite: All cornerstone courses. Students do research leading to the master's degree. 3 to 9 credits.

**IMSC 598 Directed Research**
Prerequisite: At least 8 courses completed towards the degree. This is a special course for selected students to carry out research under the guidance of a faculty member. This course requires the student to prepare a proposal, which must be approved by the Department Chair. 3 to 9 credits.

**IMSC 599 Information Systems Project**
Prerequisite: IMSC 598. Details of personal project to be determined by student and professor with the approval of the Department Chair. 3 credits.

**IMSC 606 System Development Process**
Prerequisite: None. In this course, methodologies of systems development and implementation are introduced, including managing the software development process, interface design, technology considerations, prototyping, JAD, OO, control, and performance evaluation. It provides students with a basic understanding of the systems development process using a prototyping, iterative, rapid application development approach. 3 credits.

**IMSC 628 Technology Systems in Business**
Prerequisite: None. Increasingly, sophisticated technology systems dominate business. The aim of the course is to build an understanding of the value and uses of the major information systems for business operation, management decision-making, and strategic advantage. Special attention will be placed on building IT problem-solving skills. 3 credits.

**IMSC 631 Information Policy**
Prerequisite: IMSC 606. This course investigates the current information policy agenda, with attention to social, political and economic issues that affect the everyday lives of citizens and information professionals. Issues related to computers and privacy, equity, freedom of speech, search and seizure, access to personal and governmental information, professional responsibilities, ethics, criminality, and law enforcement. 3 credits.

**IMSC 641 Cyber Security Principles for Managers**
Prerequisite: IMSC 606. This course focuses on the increasingly serious demands posed by private-sector and government computers and networks for immediate and long-range security. The various threats to secure computing and the basic security design principles and techniques that have been developed to address these threats will be discussed. The course will show how these principles can be applied to operating systems, database management systems and networks. 3 credits.

**IMSC 645 Cyberspace Laws**
Prerequisite: None. This seminar addresses the wide range of legal problems related to the Internet. This course covers a survey of legal issues arising from the rapid growth of the internet and other on-line communications. It explores some of the legal and policy issues that arise as more and more conduct migrates to the network, including questions about
sovereignty and jurisdiction, the regulation of online “speech,” and the control over information on the network. 3 credits.

**IMSC 651 Seminar in Managerial Information Systems**

Prerequisite: IMSC 606. This seminar explores current readings related to the theory and application of information technology for the support of managerial decision making. Topics include IS strategic alignment, information intensive business processes, and decision making. Business analysis techniques are emphasized for systems such as TPS, e-business, management reporting systems, and data warehouses. 3 credits.

**IMSC 652 Seminar in Man-Machine Studies**

Prerequisite: IMSC 606. This is a course in the design of Interactive Systems and Human Computer Interfaces. The study of computer information systems in the context of their interaction with human users, including an examination of how the human user makes decisions and is supported or inhibited in that task by the orientation and design of information systems. 3 credits.

**IMSC 653 Seminar in Emerging Technologies**

Prerequisite: IMSC 606. This course focuses on the management and use of emerging technologies, especially on the effective integration of information technologies within organizations. In addition, students will be introduced to selected current emerging technologies in the Information Sciences and Technologies (IST) such as information assurance, new concepts in human-computer interaction, intelligent computing, distributed computing, and other areas. 3 credits.

**IMSC 664 Current Topics: the Professional Seminar**

Prerequisite: IMSC 606. This course is open to students who wish to develop a problem independently. A problem is chosen by the student and developed through conferences and activities under the direction of the instructor. Built on the European or British model, the seminar provides students with an opportunity to explore a specific IT topic, idea, project, or research interest in close collaboration with a faculty member. 3 credits.

**Marketing**

**MKTG 201 Principles of Marketing**

Prerequisite: None. A general survey of the major marketing methods, institutions, and practices examined from the viewpoint of their effects on exchange transactions linking producers with consumers. 3 credits.

**MKTG 440 International Marketing**

Prerequisite: MKTG 201. The primary objective of this course is to introduce students to the issues and complexities involved in the international marketing process. 3 credits.

**MKTG 445 Workshop in Exports and Imports**

Prerequisite: MKTG 201. Students study actual examples of imports and exports; assessing demand, finding markets for exports and sources for imports; international letters of credit and export financing. 3 credits.

**MKTG 450 Consumer Behavior**

Prerequisite: MKTG 201. This course analyzes the underlying theories and complex variables influencing consumers and their purchase decision-making processes. Marketing strategy implications of consumer behavior concepts are offered. 3 credits.

**MKTG 451 Promotion Management**

Prerequisite: MKTG 450. This course provides an opportunity for students to gain an understanding of various facets of advertising and promotion management. Students examine the use of all available promotional vehicles to communicate to potential customers the messages that support the objectives of the marketing plan. 3 credits.
MKTG 452 Business-to-Business Marketing and E-Trade
Prerequisite: MKTG 201. In this course students will investigate the activities involved in marketing goods and services to businesses, institutions, resellers, and government, with primary emphasis on business-to-business marketing. 3 credits.

MKTG 453 Product Planning & Management
Prerequisite: MKTG 201. To provide the conceptual & analytical framework to analyze product strategy, development & marketing. 3 credits.

MKTG 454 Channel Management
Prerequisite: MKTG 201. Institutional & functional analysis of distribution channels; selecting, evaluating & managing distribution channels. 3 credits.

MKTG 455 Marketing Research
Prerequisite: MKTG 201. This course will provide the marketing student with a systematic and objective approach to the search for and analysis of information relevant to the identification and solution of marketing problems. 3 credits.

MKTG 457 Marketing Strategy
Prerequisite: MKTG 201. This course provides an in-depth understanding and analysis of promotional strategies and tactics necessary in the management of marketing communications. 3 credits.

MKTG 510 Electronic Commerce
Prerequisite: None. This course examines issues and problems confronting today’s managers who must have a clear understanding of information technology-based business practices to enhance the relationship between the firm and its customers. 3 credits.

MKTG 511 Advanced Marketing Management
Prerequisite: None. This course addresses the problem of designing and implementing the most effective mix of marketing variables so as to successfully carry out the firm’s objectives in its target markets. Specifically, this course aims to develop the student’s skills in applying analytical methods, decision tools and marketing concepts to problems of product offering, customer service, sales promotion, intermediary network and pricing. 3 credits.

MKTG 520 Consumer Behavior
Prerequisite: None. The consumer decision model is used as a framework of analysis of why and how goods and services are bought and consumed. This course also explores the impact of consumer behavior and attitudes on the firm’s marketing strategies. 3 credits.

MKTG 521 Marketing Research
Prerequisite: MKTG 520. This course explains the marketing research process: designing, using and implementing market study results. Computer software is used to analyze data. 3 credits.

MKTG 522 Business Ethics and Society
Prerequisite: None. A study of the responsibility of business ethics and social responsibility in both domestic and global settings. Ethical and moral consideration of corporate conduct, social responsibilities, policies and strategies are explored. 3 credits.

MKTG 523 Advertising and Sales Promotion
Prerequisite: None. This course examines the role of communication, message design, economic and financial factors in the development of a sales promotion campaign. 3 credits.

MKTG 524 Internet Marketing
Prerequisite: MKTG 510. This course seeks to demonstrate the power and efficiency of the Internet to create a networked environment in which marketing is implemented at an individual, interactive level. 3 credits.

MKTG 525 Marketing High Technology
Prerequisite: MKTG 510. This course looks into the marketing process used to promote sales of high technology and high-technology-intensive products that are used by firms offering standard products. 3 credits.
MKTG 598 Directed Research
Prerequisite: Completed at least nine (9) courses for program. This is a special course for selected students to do research under the guidance of a faculty member. This course requires the student to prepare a proposal, which must be approved by the Department Chair. 3 to 9 credits.

MKTG 599 Marketing Project
Prerequisite: MKTG 598. Details of personal project to be determined by student and professor with the approval of the Department Chair. 3 credits.

MKTG 620 Electronic Commerce
Prerequisite: Permission from the instructor. This course focuses on gaining competitive advantage through Electronic Commerce implementation. It provides a managerial overview of the technologies supporting and enabling electronic commerce, and examines current strategies, issues, and trends in electronic commerce. Business opportunities, challenges, as will strategies and vision on how to leverage the emerging national and global information infrastructure will be discussed. 3 credits.

MKTG 630 Global Marketing Strategy
Prerequisite: MKTG 511 or approval from the DBA Program Director. The objective of this course is to address how the world economy functions as a system and how it may impact upon international business managers. The focus will be on the global environment in which multinational companies operate. This course examines the current controversies over globalization, international marketing needs of large or globally-oriented business organizations, and how to use practical, web-based shortcuts for addressing international marketing opportunities. 3 credits.

Mathematics

MATH 103 College Algebra
Prerequisite: MATH 101. Functions and relations, equations and inequalities, determinants and matrices, simultaneous equations, algebra of polynomials, complex numbers. 3 credits.

MATH 114 Business Math
Prerequisite: Permission from instructor. This course is designed for all business students and is focused on the building of the knowledge and skills necessary to solve a variety of arithmetic problems that are commonly found in business situations. Emphasis is placed upon in the study mathematical and financial business concepts in a real world environment. 3 Credits.

MATH 231 Calculus I
Prerequisite: MATH 103. First course in calculus and analytic geometry. Includes introductory concepts in analytic geometry, limits, continuity, differentiation, applications of the derivative, the mean value theorem, the definite and indefinite integral, and applications of integration. 3 credits.

MATH 331 Calculus II
Prerequisite: MATH 231. Continuation of MATH 231. Transcendental functions and their differentiation and integration. Two-dimensional vector algebra, infinite series, and applications. 3 credits.
Multimedia

MULT 605 Multimedia Systems
Prerequisite: Permission from the instructor. This course introduces students to advanced multimedia systems through directed readings and discussion. Topics include system design, representation, retrieval of temporal and non-temporal media types, compression techniques including JPEG and MPEG encoding, system architecture, networking, and quality-of-service. In addition, we will discuss issues related to Human Computer Interaction with multimodal data, user interfaces and virtual worlds. Trends in the development and the use of multimedia will also be discussed. 3 credits.

Orientation

ORTN 001 New Student Orientation
Prerequisite: None. This course is designed to retain new students and help them make a successful transition to university life. It provides students an opportunity to learn about campus resources, enhance their study and time management skills, explore their interests, and expand some of their educational and career plans. This course will be graded on the S/U basis. Students who receive a grade of S will receive credit for the course. Students who receive a grade of U will not receive credit for the course. Either grade will not count into student’s GPA. 0 credit.

ORTN 600 Doctoral Orientation
Prerequisite: None. Doctoral Orientation is mandatory for all doctoral students and will cover an introduction to the doctoral program which includes: characteristics, features, organization and structural arrangements. It will also explain the procedural, regulatory, and process requirements of doctoral study. The doctoral program, its philosophy, aims, structure, conduct, management and administration will be addressed. Candidates will be called upon to share their research interests. A basic bibliography, central to a doctoral level of understanding of the discipline, i.e., business administration or information technology or education, will be distributed. Students are expected to be familiar with the classic works in their respective discipline as a pre-requisite to taking the Comprehensive Examination. 1 credit.

Philosophy

PHIL 201 Introduction to Philosophy
Prerequisite: None. This course provides a solid introduction to philosophical problems and arguments. It covers the development and enhancement of critical and analytical skills as a major focal point and develops ability to read and interpret philosophical arguments. 3 credits.

PHIL 301 Logic
Prerequisite: None. Basic concepts and techniques of deduction, emphasizing the modern treatment of such topics as quantification and rules of inference, with study of the classical treatment. Basic principles of induction, formal fallacies, and uses of logic in everyday life. 3 credits.
Project Management

PROJ 517 Project Managerial Professional
Prerequisite: None. This course is closely modeled upon *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* established by the Project Management Institute (PMI®), the most widely-recognized professional body for project management. It provides the knowledge to execute projects effectively and efficiently, using the proven skills of a certified Project Management Professional (PMP®). It focuses on project management tools and techniques for defining and managing the project’s goal, scope, schedule, and budget. 3 credits.

PROJ 700 Doctoral Projects
Prerequisite: Approval from the Doctoral Programs Director. The doctoral project is an original research project to be completed by the student. The study must ask an important and interesting research question relevant to current concerns in the scholarly literature. It should use sound and appropriate research methods and analytical tools and advance our understanding of Education, Business Administration, and Information Technology. Results of the study should be of sufficient merit to deserve publication either in an academic journal or as a book or monograph.

Students must register this course each term during the doctoral research phase of their doctoral program until the project is completed and the degree requirements are met. 3 credits.

Psychology

PSCH 246 Psychology of Management
Prerequisite: None. This course introduces the psychological concepts applied to organizational settings, emphasizing motivation, communication, leadership, and personal development. It focuses on the study of the psychology of organizations, the study of human behavior within organizations and the function and nature of groups in organizations. 3 credits.

PSCH 302 General Psychology
Prerequisite: None. Study of human behavior development in a social matrix, including such topics as socialization, cultural behavior, group norms, and attitude formation. 3 credits

PSCH 306 Cross-Cultural Psychology
Prerequisite: None. This course is the systematic comparison of psychological variables under different cultural conditions in order to identify universal aspects of human behavior, and to identify the causes of behavior differences. It examines some of the ways in which human perceiving, thinking, feeling, striving and relating to others are conditioned by cultural membership. 3 credits

Research Methodology

RESE 602 Research Methods and Design
Prerequisite: None. This course introduces students to a range of research methodologies and especially to
the skills required for implementation of their doctoral project research. This will enable the student to interpret the results of social science research meaningfully and to design sound research projects. A research proposal will be formulated in this course. 3 credits.

RESE 604 Quantitative Research & Analysis
Prerequisite: RESE 602. The course enables a student to consolidate his or her understanding of the assumptions of basic research methodology. It includes in-depth analysis of quantitative research methods employed in business-related research, focusing on topics such as design, sampling, and instrumentation. An elementary knowledge of statistics will be helpful. 3 credits.

RESE 606 Explorations in Business Research
Prerequisite: RESE 604. The course addresses a wide range of business research methods including various methods of data collection and analysis. Topics will include research planning, sampling, exploratory research, interviews, secondary data analysis, survey methodology, and quantitative analytical methods. The main aim of the course is for students to develop an understanding of the business research process. 3 credits.

Sociology

SOCI 300 Introductory Sociology
Prerequisite: None. Introduction to basic sociological concepts. Examines aspects of human behavior in a cultural framework including: individual and group interaction, social mobility and stratification, status and class, race and gender relations, urbanism, crime and criminology, and social change and reform. 3 credits.

SOCI 313 Mass Media Culture
Prerequisite: None. This course surveys the history, structure, organization, and cultural role of the major forms of mass media. It takes a critical approach to the study of the production and consumption of mass media, focusing on both the media industry in the United States and global media. It also studies major changes in print and electronic media and the effects of mass communication on individuals and society. 3 credits.

Statistics

STAT 300 Introductory Statistics I
Prerequisite: High school algebra. Elementary introduction to statistics. Topics include descriptive statistics, probability, estimation and hypothesis testing for means and proportions, correlation, and regression. Students use statistical software for assignments. 3 credits.

STAT 401 Introductory Statistics II
Prerequisite: STAT 300. Emphasis on applications. Topics include analysis of variance, multiple regression, and nonparametric inference. A statistical computer package is used for data analysis. 3 credits.

STAT 500 Statistics for Managers
Prerequisite: College algebra and statistics or permission of instructor. Statistical concepts and models used in the solutions of managerial problems. Topics: Descriptive statistics, frequency distribution, probability, statistical inference and testing; introduction to forecasting and regression modeling. 3 credits.
English Proficiency Program

Communication within an academic or professional setting call for diverse skills that can be learned, practiced, and perfected. The English proficiency program is designed to improve the ability to communicate effectively in preparation for the rigors of graduate academics.

Course completion is graded “Satisfactory”/"Unsatisfactory". Students are expected to achieve one indicator (demonstration of mastery of a course communication objective) for every two weeks of class. A student must achieve three out of four "Satisfactory" indicators in order to earn a "Satisfactory" for the course. Specific course objectives and indicators demonstrating skill mastery are available in the ESL Office and on each course syllabus.

Level 1:

AESL 010 – Beginner Speaking & Listening
Prerequisite: None. This course provides a highly interactive class that develops beginning speaking and listening skills. Students will gain the vocabulary sufficient for handling simple, elementary needs and expressing basic courtesies. Students will also develop the ability to understand some short, learned utterances in English and comprehend some common words and phrases. Listening and speaking skills are honed through targeted and free exercises. Students produce written work for assessment.

AESL 012 – Beginner Reading and Writing
Prerequisite: None. This course focuses on improving English learners’ ability to recognize the symbols of the alphabet. This is accomplished through readings that make use of illustrations and pictures as well as vocabulary, comprehension, discussion and writing exercises that tie in with the reading assignments. Students produce written and verbal work for assessment.

Level 2:

AESL 020 – High Beginner Speaking & Listening
Prerequisite: AESL 010. This course provides highly interactive class that continues developing beginning speaking skills to the high-beginning stage. Students will work on their ability to understand simple questions and statements that they hear most often and will be able to ask questions and make statements using the vocabulary and grammar they have already learned. Students produce both oral and written work for assessment.

AESL 022 – High Beginner Reading and Writing
Prerequisite: AESL 012. This course focuses on improving English learners’ reading of instructions and directions, simple messages, phrases, and expressions, such as some items on menus, schedules, timetables, maps, and signs. Students will develop the ability to write simple, memorized information such as those required on forms. This is accomplished through readings that tie in with the writing assignments. Students produce written work for assessment.

Level 3:

AESL 030 – Low Intermediate Speaking and Listening
Prerequisite: AESL 020. This course provides a highly interactive class that begins to develop low-intermediate speaking and listening skills such that students can understand sentences using familiar vocabulary and grammar. In terms of speaking, students can begin to ask and answer questions, make and reply to simple statements, and sustain face-to-face conversations. Students produce both oral and written work for assessment.

AESL 032 – Low Intermediate Reading and Writing
Prerequisite: AESL 022. This course begins to develop students’ abilities to understand main ideas and/or facts from the simplest connected texts dealing with basic personal and social needs and to create limited statements and questions in order to fulfill practical writing needs. This is accomplished through
Level 4:

AESL 040 – High Intermediate Speaking and Listening
Prerequisite: AESL 030, TOEFL 450 or equivalent. This course provides a highly interactive class that further builds on the foundation already laid down by low-intermediate speaking and listening skills such that students gain even more ability to understand sentences using familiar vocabulary and grammar. In terms of speaking, students can improve their abilities to ask and answer questions, make and reply to simple statements, and sustain face-to-face conversations. Students produce both oral and written work for assessment.

AESL 042 – High Intermediate Reading and Writing II
Prerequisite: AESL 032, TOEFL 450 or equivalent. This course continues to develop students’ abilities to understand main ideas and/or facts from simple connected texts dealing with basic personal and social needs and to create limited statements and questions in order to fulfill practical writing needs. This is accomplished through readings that tie in with the writing assignments. Students produce written work for assessment.

Level 5:

AESL 050 – Low Advanced Speaking and Listening
Prerequisite: AESL 040, TOEFL 500 or equivalent. This course provides a highly interactive class that develops low advanced speaking and listening skills such that students are able to carry out a variety of simple tasks in straightforward situations in English. Listening, critical thinking skills, and presentation skills are honed through targeted listening and speaking exercises. Students produce both oral and written work for assessment.

AESL 052 – Low Advanced Reading and Writing
Prerequisite: AESL 042, TOEFL 500 or equivalent. This course focuses on improving English learners’ paragraph structures to an advanced level so students are able to meet a number of practical writing needs. This is accomplished through readings that tie in with the writing assignments, grammar activities that occur in the types of writings being taught, and writing assignments that challenge students to improve their writing through the use of peer-revision and self-editing. Students produce written work for assessment.

Level 6:

AESL 060 – Advanced Speaking and Listening
Prerequisite: AESL 050, TOEFL 525 or equivalent. This course provides a highly interactive class that develops advanced speaking and listening skills such that students are able to speak with ease and poise when in most normal situations. Listening, critical thinking skills, and presentation skills are honed through targeted listening and speaking exercises. Students produce both oral and written work for assessment.

AESL 062 – Advanced Reading and Writing
Prerequisite: AESL 052, TOEFL 525 or equivalent. This course focuses on improving English learners’ paragraph structures to an advanced level so students are able to meet all practical writing needs such as taking notes on familiar topics, writing uncomplicated letters, simple summaries, and compositions related to work, school experiences, and topics of current and general interest. This is accomplished through readings that tie in with the writing assignments, grammar activities that occur in the types of writings being taught, and writing assignments that challenge students to improve their writing through the use of peer-revision and self-editing. Students produce written work for assessment.
Level 7:

AESL 070 – TOEFL: Listening and Speaking
Prerequisite: AESL 060, TOEFL 535 or equivalent. This course focuses on sharpening English listening and speaking skills so that students may achieve an English placement score high enough to meet admission requirements at their desired college or program of study where English is the medium of instruction. The course, not only provides an opportunity to enhance students’ English listening and speaking skills, but also focuses on appropriate test-taking strategies. Students are encouraged to develop and sharpen both the skills individually and integrated with other skills. Students' progress will be assessed through practice tests similar to the real TOEFL.

AESL 072 – TOEFL: Reading and Writing
Prerequisite: AESL 062, TOEFL 535 or equivalent. This course focuses on sharpening English reading and writing skills so that students may achieve an English placement score high enough to meet admission requirements at their desired college or program of study where English is the medium of instruction. In addition to working on grammar, reading, and vocabulary skills with appropriate test-taking strategies, students will be encouraged to develop both independent and integrated writing skills. Students' improvements will be assessed by taking practice tests similar to the real TOEFL.
# Academic Calendar
## 2013 – 2014

### Fall Quadmester
- **September 2013**
  - 28. New Student Orientation
  - 30. Last Day to Register Without Late Fee
- **October 2013**
  - 1. Fall Quadmester Begins
  - 14. Columbus Day (University Closed, No Classes)
  - 15. Last Day for Registration
- **November 2013**
  - 11. Veterans Day (University Closed, No Classes)
  - 28-1. Thanksgivings (University Closed, No Classes)
- **December 2013**
  - 6. Winter Registration Starts
  - 13. Last Day to Completely Withdraw
  - 23. Fall Quadmester Ends
  - 24-26. Winter Break (University Closed)
  - 29-2. New Year Holidays

### Winter Quadmester
- **January 2014**
  - 1-2. New Year Holidays
  - 4. New Student Orientation
  - 4. Last Day to Register Without Late Fee
  - 6. Winter Quadmester Begins
  - 19. Last Day for Registration
  - 20. Martin Luther King, Jr. Holiday (University Closed, No Classes)
- **February 2014**
  - 17. President’s Day (University Closed, No Classes)
- **March 2014**
  - 10. Spring Registration Starts
  - 20. Last Day to Completely Withdraw
  - 30. Winter Quadmester Ends

### Spring Quadmester
- **April 2014**
  - 5. New Student Orientation
  - 6. Last Day to Register Without Late Fee
  - 7. Spring Quadmester Begins
  - 14. Last Day to Apply for Graduation
  - 19. Last Day for Registration
- **May 2014**
  - 26. Memorial Day (University Closed, No Classes)
- **June 2014**
  - 11. Summer Registration Starts
  - 16. Last Day to Completely Withdraw
  - 21. Commencement
  - 27. New Student Orientation
  - 28. Last Day to Register Without Late Fee
  - 29. Spring Quadmester Ends
  - 30. Summer Quadmester Begins

### Summer Quadmester
- **July 2014**
  - 4. Independence Day Holiday (University Closed, No Classes)
  - 12. Last Day for Registration
- **September 2014**
  - 1. Labor Day (University Closed, No Classes)
  - 9. Fall Registration Starts
  - 15. Last Day to Completely Withdraw
  - 28. Summer Quadmester Ends
Academic Calendar
2014 – 2015

Fall Quadmester
September 2014
28  New Student Orientation
30  Last Day to Register Without Late Fee

October 2014
1   Fall Quadmester Begins
13  Columbus Day (University Closed, No Classes)
15  Last Day for Registration

November 2014
11  Veterans Day (University Closed, No Classes)
27-30 Thanksgivings (University Closed, No Classes)

December 2014
6   Winter Registration Starts
13  Last Day to Completely Withdraw
23  Fall Quadmester Ends
24-28 Winter Break (University Closed)

Spring Quadmester
April 2015
4   New Student Orientation
5   Last Day to Register Without Late Fee
6   Spring Quadmester Begins
14  Last Day to Apply for Graduation
19  Last Day for Registration

May 2015
25  Memorial Day (University Closed, No Classes)

June 2015
11  Summer Registration Starts
16  Last Day to Completely Withdraw
27  Commencement
27  New Student Orientation
28  Last Day to Register Without Late Fee
28  Spring Quadmester Ends

Winter Quadmester
January 2015
1-4  New Year Holidays
4   New Student Orientation
4   Last Day to Register Without Late Fee
5   Winter Quadmester Begins
18  Last Day for Registration
19  Martin Luther King, Jr. Holiday (University Closed, No Classes)

February 2015
16  President’s Day (University Closed, No Classes)

March 2015
10  Spring Registration Starts
20  Last Day to Completely Withdraw
29  Winter Quadmester Ends

Summer Quadmester
July 2015
4   Independence Day Holiday (University Closed, No Classes)
5   Summer Quadmester Begins
12  Last Day for Registration

September 2015
7   Labor Day (University Closed, No Classes)
9   Fall Registration Starts
15  Last Day to Completely Withdraw
26  Summer Quadmester Ends
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West Coast University
Finance Management

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The City University of New York
Electrical Engineering

Brook Teng, DBA
University of Northern Virginia
Management

Carol Wu, DBA
University of Northern Virginia
Management

BongWook Yoon, Ph.D.
Kansas State University
Philosophy in Curriculum, Instruction, and Policy