



WESTERN INTERNATIONAL UNIVERSITY

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1998-1999
CATALOG

Western International University

1998-99 Catalog

CollegeSource

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Welcome

Welcome to Western International University

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

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

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

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

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

Michael J. Seiden
President

Effective September 1, 1998 - August 31, 1999

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

Table of Contents

Campus Locations	1	Tuition & Fees	13
Campuses	2	Financial Policies & Procedures	14
Programs by Campus Location	2	Payment Policies	14
Accreditations & Affiliations	3	Direct Billing	14
WIU Mission Statement	3	Tuition Reimbursement/Military Tuition Assistance	14
Admission	4	Corporate Reimbursement Plan	14
Undergraduate Admission	4	Veterans Educational Assistance	14
Graduate Admission	4	DANTES Reimbursement	14
Degree-Seeking Students	4	Refund Policy	14
Registered Status	4	Additional Refund Policies for Students	
Provisional Status	5	Receiving Federal Financial Aid	15
Conditional Admission Status	5	Financial Charges Grievance	15
Admitted Status	5	Financial Policy Grievance	15
Non-Degree Seeking Students	5	Financial Appeals Committee	15
Notification of Admission Status	5	Financial Aid	16
Denial of Admission	5	Federal Pell Grant Program	16
Readmission	5	Federal Stafford Loan (Subsidized and Unsubsidized)	16
New Student Orientation	5	Financial PLUS Loans	16
CAAP Testing	6	Additional Funding Options	16
International Student Admission	6	Loan/Grant Disbursement	16
F-1 Student Procedures	7	Satisfactory Academic Progress	17
International Transfer Students	7	Financial Aid Appeals Committee	17
English Language Proficiency	7	Leave of Absence	17
English as a Second Language Program (ESL)	8	Student Right-To-Know	18
International Student Responsibilities	8	Student Code of Conduct	19
International Student Insurance Requirements	8	Drug & Alcohol Prevention Program	20
Academic Advising	9	Academic Policies & Procedures	21
Student Associations	9	Independent Study Courses	21
International Student Association (ISA)	9	Dual Majors	21
Alumni Association	9	Second Degrees	21
Delta Mu Delta	9	Grading Procedures	21
Student Support Services	9	Incompletes	22
Computer (PC) Labs	9	Choice of Catalog	22
Learning Resource Center (LRC)	9	Academic Load	22
Internet	9	Academic Standards	22
Writing Center	9	Academic Probation	22
Refresher Courses	9	Academic Suspension	22
International Program Liaison	9	Academic Dismissal	22
University Policies	10	Honors	22
Course Registration	10	Writing Styles	22
Drop/Add Policy	10	Academic Integrity	22
Schedule Adjustments	10	Academic Dishonesty and Plagiarism	23
Class Attendance	10	Student Grievances	23
Withdrawal from the University	10	Student's Right to Privacy	23
Re-Entry Students	10	Academic Program Requirements	24
Course Repeat Policy	10	General Education Requirements	24
Course Audit Option	10	Common Body of Knowledge (CBK) & Core Requirements	24
Transfer of Credit	10	Associate of Arts Degree	24
Residency Requirements	11	Bachelor Degree Programs	25
Servicemembers Opportunity Colleges	11	Master Degree Programs	27
Credit by Examination	11	Advanced Certificate Programs	32
Assessment of Prior Learning	11	Course Descriptions	33
Experiential Learning Program	11	Faculty	46
Nondiscrimination Policy	11	WIU Department Directors	51
The Americans with Disabilities Act (ADA) of 1990	11	WIU Board of Directors	51
Transcripts	12	Apollo Board of Directors	51
Graduation	12		

Campus Locations

Phoenix, Arizona - Main Campus

Western International University
9215 N. Black Canyon Highway
Phoenix, AZ USA 85021

Phone: 602/943/2311

Fax: 602/371/8637 (campus)
602/943/3204 (University)

Internet: <http://www.wintu.edu>

Fort Huachuca, Arizona

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

Phone: 520/459/5040

Fax: 520/459/7571

Campuses

Western International University's main campus is located in Arizona, the Grand Canyon State. Situated in Northwest Phoenix, main campus classrooms are designed to encourage student and faculty interaction and discussion. Computer facilities, for hands-on instruction, are readily available to students, as are various audio-visual aids. The library facilities of the Learning Resource Center are augmented by electronic research resources that are also available to WIU students through remote access.

Satellite campus operations exist at Ft. Huachuca as well as various corporate teaching sites including AlliedSignal, EFDData, Motorola, Inc., Intel Corporation, Scottsdale Police Department, and Salt River Project.

All WIU campuses and learning sites are wheelchair accessible.

Programs by Campus Location

Degrees/Majors	Phoenix	Ft. Huachuca	Sierra Vista
AA	■		
BA Administration of Justice	■		
BA Behavioral Science	■	■	
BS Accounting	■	■	
BS Business Administration (formerly General Business)	■		
BS Finance	■		
BS Health Systems Management	■		
BS Information Systems	■	■	
BS International Business	■	■	
Bs Management	■		■
BS Marketing	■		
MBA Finance	■		
MBA Health Care Management	■	■	■
MBA International Business	■	◆	
MBA Management	■	■	
MBA Management Information Systems	■	■	
MBA Marketing	■		
MPA Master of Public Administration	■		
MS Accounting	■		
MS Information Systems	■	■	
MS Information Systems Engineering	■	■	
Advanced Certificate Programs in:			
Corporate Management	■		
Finance	■		
International Business	■		
Management Information Systems	■		
Marketing	■		

Accreditations & Affiliations

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

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

WIU holds membership in or is affiliated with the following:

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

Western International University Mission Statement

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

Purposes

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

Admission

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

Since coursework at WIU begins monthly, applications and registrations are accepted on an on-going basis. Early submission is encouraged to allow sufficient time to process application material.

Students must complete all application requirements prior to consideration of admitted status. All students applying for admission to the University have the responsibility to submit a complete and accurate application package including all academic and professional credentials required.

Western International University recognizes for admission and transfer credit purposes only coursework attempted, and credit earned, at regionally accredited (or equivalent) colleges and universities.

Degree Seeking Students

Students completing applications to the University pursuing Associates, Bachelors, or Masters degrees at WIU are considered degree-seeking students. Students applying for financial aid must be accepted for enrollment as degree seeking students prior to financial aid being processed. Students having completed a WIU application are considered accepted for enrollment. International students on student visas must also be admitted as degree-seeking. There are four types of admission to degree programs: Registered, Conditional, Provisional, and Admitted.

Undergraduate Admission

Eligibility

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

- High school graduation or equivalent.
- United States citizenship or appropriate legal status allowing University enrollment.

Standards

To be considered for unrestricted admission to Western International University, the following standards must be met:

- Applicants entering with 12 or more graded semester academic credits of college level work from regionally accredited postsecondary institutions must possess a cumulative grade point average (GPA) of **2.0** on a 4.0 scale for all coursework completed.
- Applicants entering with fewer than 12 graded semester academic credits of college level work from regionally accredited postsecondary institutions must possess an overall grade point average (GPA) of **2.5** on a 4.0 scale for all high school coursework, or have passed the GED. Passing scores for the GED vary from state to state. WIU recognizes the recommendations of the state in which the GED was issued.
- English language proficiency. Students from countries in which English is not the official language must demonstrate proficiency.

Procedures

Candidates for Admission must complete the following:

- Submit completed and signed WIU Application for Admission listing secondary and all postsecondary institutions attended. Applicants under the age of 18 must have the signature of a parent or legal guardian.
- Pay non-refundable application fee (\$50).
- Sign request form(s) for official transcripts from all previously attended regionally accredited colleges, universities, and national testing agencies, as well as provide official academic records from any institutions attended outside the United States.

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

- Attend WIU New Student Orientation.
- Complete ACT Collegiate Assessment of Academic Proficiency (CAAP).

Graduate Admission

Eligibility

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

- Four-year baccalaureate degree or equivalent from a regionally accredited college or university.
- United States citizenship or appropriate legal status allowing University enrollment.

Standards

To be considered for unrestricted admission to Western International University the following standards must be met:

- Applicants must have achieved a cumulative grade point average (GPA) of 2.75 on a 4.0 scale for all undergraduate coursework completed.
- Applicants utilizing a previous masters degree for admission must have achieved a minimum overall GPA of 3.0 on a 4.0 scale.
- English language proficiency. Students from countries in which English is not the official language must demonstrate proficiency.

Procedures

Candidates for Admission must complete the following:

- Submit completed and signed WIU Application for Admission listing secondary and postsecondary institutions attended.
- Pay non-refundable application fee (\$50).
- Sign request form(s) for official transcripts verifying bachelors degree from a regionally accredited college or university and provide official academic records from any institutions attended outside the United States.
- Attend WIU New Student Orientation.

Admission

Registered Status

Degree-seeking students may attend a maximum of three courses by completing an application and paying the application fee. Under extenuating circumstances, students may request permission from the Director of Student and Faculty Services to enroll in five courses prior to an admission decision being made. The University makes no guarantee of a favorable admission decision to students enrolled in coursework under Registered Status. Students relying on foreign education to meet admission requirements are not eligible to attend classes under Registered Status.

Provisional Status

Undergraduate Provisional Status

Students who meet all admission requirements except the minimum 2.5 cumulative grade point average from high school or 2.0 postsecondary GPA may be admitted on Provisional Status. Eligibility for Provisional Status will be determined by the Admissions Department. Students admitted on Provisional Status must achieve a cumulative GPA of 2.0 or better in their WIU coursework at the end of their third graded course. Students with a GPA of 2.0 or better at the end of their third graded course will be placed on Admitted Status. Students with a GPA of less than 2.0 at the end of their third graded course will be academically disqualified and denied admission.

Graduate Provisional Status

Students who meet all admission requirements except the minimum 2.75 cumulative grade point average (GPA) may be admitted on Provisional Status. Eligibility for Provisional Status will be determined by the Admissions Department. Students admitted on Provisional Status must achieve a cumulative GPA of 3.0 or better at the end of their third graded course. Students with a GPA of 3.0 or better at the end of their third graded course will be placed on Admitted Status. Students with less than 3.0 at the end of their third graded course will be academically disqualified and denied admission.

Conditional Admission Status

Applicants who meet all other admission criteria, but provide unofficial academic records from institutions outside the United States, may be eligible for Conditional Admission

Status. Under this status, students may attend a maximum of five (5) courses during a six (6) month period. Prior to the end of this timeframe, students must obtain and submit official academic documents. Upon acceptance of the documentation by the WIU Admissions Office, students will be fully admitted to the University Students attending under this status must meet and maintain acceptable academic standards.

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

Admitted Status

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

Submitting incomplete, false, or misleading information may be grounds for dismissal at any time.

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

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

Non-Degree Seeking Students

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

A maximum of 18 credit hours may be taken under Non-Degree Seeking Status. Non-degree students are not eligible to receive most types of financial aid or veteran benefits. This classification is not appropriate for international students on student visas.

Students wishing to continue at WIU beyond 18 credits must transfer to Degree Seeking Status. The Admissions Department must be notified in writing of this intent by completion of a new WIU Application for Admission indicating the desired degree and major. Requirements for degree-seeking students must then be met.

While official documentation of previous coursework is not required, it is the student's responsibility to ensure

his/her eligibility for the courses in which enrolled.

Students pursuing an Advanced Certificate Program are admitted as non-degree seeking students, but are required to attend WIU New Student Orientation.

Notification of Admission Status

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

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

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

Denial of Admission

An applicant whose admission to the University is denied may file an appeal of the decision. Students are not allowed to register for courses during the appeal process. The applicant must provide an explanation of extenuating circumstances or other pertinent information. Upon receipt of the written appeal and supporting information, the Admissions Committee will review the appeal and render a decision.

Applicants will be notified by mail of the admission decision with specific recommendations.

Should the denial decision be upheld, further appeals will not be considered for one year. At that time, applicants must demonstrate changes that would enhance their success at the University.

Readmission

Students who interrupt their enrollment for more than 12 consecutive months must apply for readmission by completing a new WIU Application for Admission and paying the non-refundable readmission fee (\$25). Students must meet degree requirements in effect at the time they are readmitted. Official transcripts from any college or university attended since the last enrollment at WIU will be required.

Admission

New Student Orientation

WIU New Student Orientation is an admission requirement for all degree-seeking and Advanced Certificate Program students.

Student Orientations are designed to provide new Western International University students with information and tools necessary for their academic success. Instruction regarding WIU policy and procedure, student responsibilities, and faculty expectations are presented. The Collegiate

Assessment of Academic Proficiency (CAAP) is administered to undergraduate students at this time. Financial Aid Orientations are scheduled in conjunction with New Student Orientation (refer to Financial Aid Section).

CAAP Testing

WIU utilizes the ACT Collegiate Assessment of Academic Proficiency (CAAP) test as a means of assessing its educational effectiveness in order to provide continuous curriculum improvement. All domestic undergraduate students must complete the CAAP at WIU prior to admission. In addition, students will complete the CAAP as part of their final capstone course. There is no fee associated with the CAAP.

International Student Admission

Western International University welcomes students from around the world.

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

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

International Student Admission Eligibility

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

- Appropriate visa status allowing University enrollment.
- All bachelor degree applicants must have completed the equivalent of a United States high school degree (12th grade-secondary school).
- All master degree applicants must have the equivalent of a United States four-year bachelors degree from a regionally accredited institution.

Standards

To be considered for unrestricted admission to Western International University, the following standards must be met:

- English language proficiency. All applicants, who are from countries in which English is not the official language must demonstrate proficiency
- All bachelor degree applicants entering with the equivalent of 12 or more graded semester academic credits of college level coursework must possess a cumulative grade point average (GPA) of 2.0 on a 4.0 scale (C level) for all work completed.
- All bachelor degree applicants entering with the equivalent of fewer than 12 graded semester academic credits of college level coursework must possess a cumulative grade point average (GPA) of 2.50 on a 4.0 scale (C+ level) for all high school (secondary) work completed.
- All master degree applicants must have achieved the equivalent of a cumulative grade point average (GPA) of 2.75 on a 4.0 scale for all undergraduate coursework completed.

Procedures

Candidates for Admission who reside in countries other than the United States must complete the following:

- **Submit a signed WIU International Student Application for Admission form.** All parts of the form must be filled accurately and completely. Applicants under the age of 18 must have the signature of a parent or legal guardian. Applicant name should appear as indicated on passport.
- **Pay non-refundable application fee (\$100) in US funds, which must be submitted with the WIU International Student Application for Admission form.**
- **Provide official academic records from all secondary and postsecondary schools attended outside the United States.** An official academic record/document is an original or true copy, which includes seal, stamp, and signature of the institution. Copies must be certified by an official of the institution attended, US Consular official, or US Information Agency (USIA) office. All documents must be in English or accompanied by a certified English translation. Graduation date, degree earned (if applicable), courses and grades and years of attendance should be clearly indicated. Students desiring transfer

International Student Admission

credit must furnish catalogs and/or course descriptions. The University reserves the right to request official documents be sent directly from the issuing institution or request students provide a professional evaluation from a WIU approved agency.

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

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

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

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

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

F-1 Student Procedures

1. Upon receipt of the Letter of Admission, all students residing outside the United States must remit tuition deposit for first level ESL or first two degree courses. This deposit is refundable upon proof of visa denial.
2. Upon receipt of students' course deposit indicating their intention to attend WIU, the I-20 Form will be sent.
3. Students residing outside of the US are required to present Form I-20

and evidence of financial support to the American Consulate to obtain student visa status.

4. Upon arrival at WIU, students must contact the International Program Liaison (IPL) and present I-20 form and passport as well as attend the International Student Orientation

Prior to enrolling in academic courses, all students are required to attend the WIU New Student Orientation.

International Transfer Students

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

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

Applicants on immigration status other than F-1 should contact the WIU International Programs Office.

English Language Proficiency

To be considered for admission into WIU academic programs, applicants from countries in which English is not the official language are required to demonstrate English proficiency or complete WIU's English as a Second Language (ESL) program. Documents verifying proficiency must be sent directly to the University by the issuing institution. Proficiency may be demonstrated by the following:

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

■ **US college or university attendance**

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

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

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

WIU will only accept TOEFL scores from tests taken within two year prior to application. A minimum score of 500 is required for admission to bachelor degree programs. A minimum score of 550 is required for admission to master degree programs. The Test of Written English (TWE) with a passing score of 5 should be included. If the TWE is not included or the student has a low score, an ESL written test must be taken upon arrival to WIU.

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

TOEFL
Box 6154
Princeton, New Jersey
USA 08541-6154

OR

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

■ **Completion of WIU ESL Program**

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

International Student Admission

English as a Second Language Program (ESL)

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

- Students who enter the ESL Program should have at least a high beginning level of English proficiency. Students who are at a beginning level of English should complete some English courses at a language school before applying to the ESL Program at WIU.
- Each ESL course lasts two months. Normally students take a minimum of two and a maximum of eight months of ESL instruction.
- WIU English Proficiency Assessment is administered prior to the beginning of each two-month session to determine the appropriate instructional level.

Students who are enrolled in the advanced level ESL class (ESL 110) may concurrently enroll in one regular university-level class. Upon successful completion of the advanced level class, students who are admitted to a WIU degree program are eligible to begin full enrollment in their academic course of study.

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

admitted to a degree program or the ESL program before an I-20 is issued. Those who do not require a student visa (Form I-20) may enroll in the ESL program only.

ESL students are eligible for a tuition refund under the following conditions:

- Students who withdraw during the days 1-4 may receive a 100% refund.
- Students who withdraw during the days 5-8 may receive a 66% refund.
- No tuition refunds are issued for withdrawal after the eighth day of class.

International Student Responsibilities

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

- Maintaining full time attendance according to institutional policy. For Department of Immigration and Naturalization Services (INS) compliance purposes, completing a minimum of 24 credit hours in a twelve-month period is required for undergraduate students and a minimum of eighteen credit hours in a twelve month period is required for graduate students.
- Notifying University personnel of any changes in address, telephone number, and/or student status, program or transfer.
- Completing at least two courses at the University prior to any consideration of release of I-20 status to another institution.

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

- Maintaining major medical insurance while attending WIU.

International Student Insurance Requirements

Due to the high cost of medical care in the United States, major medical insurance coverage is mandatory for all students attending the University from other countries. A minimum of a six-month policy must be obtained upon arrival at WIU. Coverage must be maintained throughout course of study at WIU. Coverage must include the following:

- Minimum dollar coverage of **\$250,000**
- Outpatient Care (Doctor Visits, Outpatient Surgery)
- Hospitalization
- Medical evacuation and/or repatriation benefit

The IPL assists students in obtaining coverage from a WIU preferred provider. A waiver statement will be accepted if the international student provides proof of insurance with comparable coverages and limits at the time of enrollment. Proof of insurance must be in English or accompanied by certified English translation. This requirement is monitored by the IPL throughout students' attendance at WIU.

Academic Advising

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

The student-counselor relationship is viewed as a partnership. Both members of the team

have responsibilities that, when properly fulfilled, enhance the students' opportunities for academic success. Responsibilities of Academic Counselors include informing and explaining admission transfer credit implications, working with students in developing class schedules, assisting in the general adjustments to University life, serving as resources for University information and guiding students to meet graduation requirements

Students' responsibilities include meeting

with their Counselor to develop class schedules, informing their Counselor of problems that may affect academic performance and utilizing the Counselor's expertise to most effectively achieve their academic goals.

The student holds full responsibility for completion of degree requirements, including prerequisites.

AT A MINIMUM, ALL STUDENTS MUST MEET WITH THEIR ACADEMIC COUNSELOR UPON ADMISSION AND PRIOR TO GRADUATION.

Student Associations

International Student Association (ISA)

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

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

Alumni Association

The Alumni Association endeavors to provide WIU graduates with information regarding professional opportunities, fellow graduates, and current University activities.

Upon graduation students are added to our Alumni Association data base. The University encourages all graduates to maintain current information in the Alumni data base.

Delta Mu Delta

Western International University students may join Delta Mu Delta, a national honor society in Business Administration. Members must have distinguished themselves scholastically and demonstrate good character and leadership potential. Undergraduate members must have completed 60 credits and have a minimum cumulative GPA of 3.50. Graduate members must have completed 18 credits with a minimum GPA of 3.75. Candidates satisfying these requirements will be invited to join the society.

Student Support Services

Computer (PC) Labs

Computer facilities provide resources for instructional and research purposes at the Phoenix and Ft. Huachuca campuses. The computer labs provide unrestricted access for students and faculty to support educational activities.

Learning Resource Center (LRC)

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

Internet

Western International University has its own domain on the Internet. General information, course schedules, faculty profiles and connections to other pertinent domains can be accessed through the WIU home page at www.wintu.edu. Access to the electronic Learning Resource Center is available through this connection.

Writing Center

Students desiring assistance with all forms of writing may visit the Writing Center. The Center, located on the main campus in Phoenix, provides tutorial help for writing tasks that range from term papers and case studies through employment resumes and major theses at no charge. All tutoring is arranged by appointment.

Refresher Courses

Students who have been out of school for an extended period may need to refresh their math and English skills prior to taking the General Education Core. For further

information refer to course descriptions MAT 005 and ENG 005.

Students should contact their Academic Counselor for information regarding other tutorial assistance.

International Program Liaison

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

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

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

University Policies

Course Registration

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

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

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

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

Students are responsible for informing the Registrar's Office of any changes in name, address or telephone numbers.

Drop/Add Policy

The Registrar's Office must be notified of the student's intent to drop a course or the student is subject to full tuition costs. Courses dropped after the third class meeting will be recorded on the student's permanent record with a grade of *W*.

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

No withdrawals are allowed for courses taken as Independent Study.

Schedule Adjustments

The University reserves the right to cancel from the schedule any course in which there is an insufficient number of students enrolled. Students enrolled in a course that has been cancelled should contact their advisor for assistance in making another course selection.

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

Class Attendance

Classes meet four hours per week, and attendance is mandatory. Special instructional activities may be scheduled on weekends or at other times

convenient to both students and faculty members. Class attendance requirements are as follows:

1. Students must attend first and/or second class meeting
2. Students may not miss more than three (3) meetings in a nine (9) meeting course. Students with more than three (3) absences during the first seven (7) meeting will be administratively withdrawn and receive a grade of *W*.
3. Students who do not attend class meeting eight (8) or nine (9) will receive the appropriate earned grade. These students are not eligible for a grade of *W*.

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

Independent Study Attendance

Courses completed through independent study will have attendance defined as weekly contact with the assigned faculty member. This attendance contact must be direct communication through the following: phone, assignment, meeting, electronic/online. Attendance is mandatory with students initiating weekly contacts with the faculty for each of the scheduled weeks of the course. Grades of *W* and *I* will not be issued for independent study courses.

Withdrawal from the University

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

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

Re-Entry Students

Students who have been inactive in their program for one year or more are required to complete a new application and pay a re-admission fee. Inactive is defined as the lapse of 12 months between completion of one WIU course and start of the next. Students who withdraw for one year or more are subject to any curriculum or degree requirement changes in effect at the time of their re-entry. Students who have been out of attendance for less than one year should contact the Re-Entry Advisor to schedule their coursework.

Course Repeat Policy

Students are permitted to repeat courses. Normal registration procedures are followed. A new grade earned in a repeated course will be computed in the student's cumulative GPA at the appropriate undergraduate or graduate level. Students' academic transcripts will record both the initial course and the subsequent repeat course. **R** (repeat) will be posted as the official grade for the initial course. **R** grades are not factored into the student's cumulative GPA. The earned grade from the subsequent course will be posted as the official grade and factored into students' GPA.

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

Course Audit Option

Students are permitted to enroll in a course to obtain information, for personal development, or to enhance specific skills. With instructor approval, a student may audit a class and participate in all class activities. Writing assignments and examinations are not mandatory. No grade is assigned and audited courses carry no credit toward the GPA or degree requirements. A non-grade symbol of *X* is assigned. The tuition for audited courses is the same as those taken for credit.

Approval of Audit Status must be arranged prior to start of the course. Audited courses may not be covered by financial aid.

Transfer of Credit

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

The regional accreditation agencies are:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

University Policies

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

For undergraduate students, lower-division transfer credit will be accepted up to a maximum of 72 semester credit hours. A maximum of 18 upper division semester credits are accepted in transfer. A course is evaluated as upper or lower division based on its level at the issuing institution. This includes institutional credits and a maximum of 60 credits from military training, credit by examination, and professional assessment. Credits by professional assessment will only be accepted if transcribed by specific course title with assigned credit and grade earned.

No more than six transfer credits may be applied to major coursework. Lower-division transfer credit may not be applied toward fulfillment of major requirements. A maximum of six graduate level semester credits are allowed to transfer into Master's program major or core requirements. No transfer credit will be applied toward certificate programs.

Transfer credit will not be awarded for non-credit courses, workshops, activities or seminars offered by postsecondary institutions as part of continuing education or professional development programs. Courses identified by the issuing institution as not applicable to a baccalaureate degree or otherwise pre-college level are not transferable. Vocational courses are not transferable and are not required in any WIU degree program. Courses indicated as less than 100 level or ESL (English as a Second Language) are considered remedial and not transferable. To be considered for transfer into an IS major, coursework in IS technology must have been completed within five years prior to date of application.

Semester hour courses are transferred with the credit hour value assigned by the issuing institution. Quarter-hour credit earned is equivalent to two-thirds of a semester credit hour.

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

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

Residency Requirements

At the undergraduate level, a minimum of 36 credits must be earned through WIU resident courses. Undergraduate students must earn a minimum of 54 upper division credits and a maximum of 72 lower division credits to meet bachelor degree requirements.

Servicemembers Opportunity Colleges (SOC)

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

Credit by Examination

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

- DANTES (SST) - Subject Standardized Tests (formerly USIF)
- CEEB - College Entrance Examination Board Advanced Placement Examinations.
- CLEP - College Level Examination Program
- ACT/PEP - American College Testing/Personalized Education Program

A maximum of 60 credits may be accepted toward a Bachelor's degree through a combination of credit by examination, military training, and portfolio assessment.

Assessment of Prior Learning

Students with personal and professional experience that is equivalent to college-level learning may earn a maximum of 60 credits through the Assessment of Prior Learning Program. Examples of such learning include:

- Credits from nationally accredited institutions
- Documentation of professional training courses

- Licenses and certificates earned
- Essays relating to life experiences (30 credit maximum)

Meeting with an Academic Counselor and attendance at a Student Assessment Workshop are mandatory.

Experiential Learning Program

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

Nondiscrimination Policy

Western International University does not discriminate on the basis of race, color, national origin, sex, disability or veteran status in its educational programs, activities or employment practices. The University complies with Title IX of the Education Amendments of 1977, Titles VI and VII of the Civil Rights Act of 1964 and regulations, and Section 504 of the Rehabilitation Act of 1973.

The Americans with Disabilities Act (ADA) of 1990

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

Determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act for students are managed by the Director of Student and Faculty Services. No student shall be retaliated against for seeking accommodation under this policy or for participating in any complaint procedures brought against the University for its noncompliance with the policy.

All WIU campuses and learning sites are wheelchair accessible.

Transcripts

The Registrar's Office will release transcripts upon written request from the student. The request must include the student ID number, date of last attendance, and name(s) used while in attendance at WIU. No official transcripts will be released until all financial and other obligations to the University have been met. Each student is issued one transcript free of charge at time of graduation. There is a charge (\$5) for each additional transcript.

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

Graduation

Graduation Procedure

Students must apply for graduation by submitting a request for graduation clearance to the Registrar's Office or to an Academic Counselor. This should be done well in advance of the session in which the last degree requirement will be met. Three courses prior to the planned completion date is recommended.

Upon receipt of the request for graduation clearance, the Registrar's Office will update the student's program evaluation. At this time students must meet with an Academic Counselor to review remaining requirements. Graduate students will register for RES 602 and CAP 785 or RES 785 at this time. Domestic undergraduate students will arrange to complete Collegiate Assessment of Academic Proficiency (CAAP).

Students must contact the Registrar's Office after receiving their final grade to initiate the final degree audit and order the diploma. In addition, students who receive government financial aid must complete and sign an exit interview form available in the Financial Aid office.

Candidates are required to remove deficiencies from their academic record, clear any indebtedness to the University and pay the graduation fee (\$75) prior to the release of the diploma and official transcript indicating the awarding of the degree. Students who have met all academic requirements and financial obligations may request a letter of verification of graduation prior to receiving their diploma.

Graduation Deadlines

Students who remain in active status are expected to complete degrees within a reasonable time frame.

Students in the Associate of Arts degree program must satisfy all degree requirements within five years from the start of the program.

Students in bachelor degree programs must complete all degree requirements within eight years of the start of the program.

Students in graduate programs must satisfy all degree requirements within six years of the start of the program.

Commencement Ceremonies

Commencement ceremonies are held once a year, in late spring or early summer. All students completing their degree within the previous year or who are within nine (9) credits of degree completion are eligible to participate in the commencement ceremony. Students are allowed to participate in only one ceremony per degree earned.

Tuition & Fees

Type of Fee	Phoenix Amount	Ft. Huachuca Amount	When Due
Application Fees			
Resident	\$50	\$50	Paid when application submitted
International	\$100	\$100	Paid when application submitted
Curriculum Tuition Per Credit			
Undergraduate-Resident (includes U.S. Mexico, and Canada)	\$212	\$185 Non-Military \$165 Military	Paid prior to first class meeting
Undergraduate-International	\$250		Paid prior to first class meeting
Graduate-Resident (includes U.S. Mexico, and Canada)	\$228	\$205	Paid prior to first class meeting
Graduate-International	\$275		Paid prior to first class meeting
Executive MBA	\$325		Paid prior to first class meeting
English as a Second Language (ESL) Per course	\$2000		Paid prior to first class meeting
Certificate programs (per credit)	\$228	\$205	Paid prior to first class meeting
Assessment of Prior Learning			
Initial Evaluation (one-time fee)	\$175	\$175	Paid with first submission
Credit Awarded (per credit)	\$20-\$50	\$20450	Paid upon notification
Miscellaneous Fees			
Change of Major Fee			
First Change	No Charge	No Charge	
Each Change Thereafter	\$50	\$50	Paid upon notification
Graduation Fee	\$75	\$75	Paid with Application For Diploma
Additional Diploma Copies (limit one)	\$25	\$25	Paid at time of request
RES 785 Extension Fee	\$50	\$50	Paid at time of request (Maximum of 1)
Independent Study Fee	\$75	\$75	Paid at time of registration
Late Payment Fee	\$25	\$25	Paid upon notification
Late Registration Fee	\$25	\$25	Paid upon notification
Readmission Fee	\$25	\$25	Paid with readmission application
Refresher Course Fee	\$30	\$30	Paid at time of registration
Returned Check Fee	\$20	\$20	Paid upon notification
Student Services Fee	\$50	\$50	Paid prior to first course
Transcript Fee	\$5	\$5	Paid upon request

ALL Fees Are Non-refundable and Subject to Change

Financial Policies & Procedures

Payment Policies

The tuition as well as the fees and materials for each course must be paid in full prior to the course's first class meeting. Students who have not paid tuition prior to a course's first class meeting may not be allowed to attend the course and will be required to make arrangements to take the course at a later time.

All other applicable fees are due and payable as specified. There will be a \$20 fee charged to students for checks returned for any reason. If students' checks are returned from the bank twice, the student will be required to pay all future charges in cash, cashier's check or money order. Students are required to clear any indebtedness to the University before grades or transcripts will be issued or the degree awarded. All tuition and fees of the University are subject to change.

A late fee of \$25 will be assessed for every course for which full tuition payment has not been received prior to the first class meeting.

All costs of collection, court costs and reasonable attorney's fees will be added to delinquent accounts collected through third parties.

Direct Billing/Military Tuition Assistance

Students who request that Western International University bill employers or another agencies directly for the cost of tuition must submit approved tuition reimbursement vouchers or letters of credit to the Accounting Office prior to the first class session. Currently WIU has direct billing arrangements with US West, AlliedSignal, Salt River Project and JTPA of Phoenix. Students must contact their employer to determine if this option is available to them.

Students utilizing military tuition assistance must submit appropriate documentation and pay their portion of tuition costs prior to the first class session.

These programs in no way relieve students of financial obligation to the University, and students retain full responsibility for ensuring that all tuition and fees are paid in full and in a timely manner.

A \$25 late fee per course will be assessed should students' portion of tuition or appropriate paperwork not be submitted prior to the first class meeting.

Corporate Reimbursement Plan

This option is available for students whose employers have an approved written reimbursement policy. 100% tuition is deferred until 45-days after the course start date. Students must submit a credit card and authorization to charge automatically to secure the deferment. Students' credit cards will be charged 45-days after the course start date. Tuition is deferred for a maximum of two courses. Students who do not have a credit card must pay 25% of the tuition prior to the first class meeting. The remaining tuition balance must be paid in full within 45-days from the course start date.

Veterans Educational Assistance

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

Application for VA benefits should be sent to the local campus for submission to DVA with enrollment certification. WIU does not participate in the DVA "advance pay" program.

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

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

DANTES Reimbursement

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

Refund Policy

All fees, including application fees, assessment fees, graduation, independent study and book fees, etc. are non-refundable.

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

1. Written notification of withdrawal is provided prior to the 2nd class meeting of a course: Refund-100% of tuition paid.
2. Written notification of withdrawal prior to the 3rd class meeting of a course: Refund - 66% of tuition paid.
3. There is no tuition refund for students who withdraw after the third class meeting.
4. Students who began a program under Registered Status pending the completion of their admission file and are subsequently denied admission are eligible for a refund of the full tuition amount for the course in which they are currently enrolled. Tuition will not be refunded to the student for any course that has been completed.
5. Students who must withdraw from a course and are in good academic standing according to the instructor may receive a tuition credit (WC). To receive this credit, the course must be paid in full and the student must withdraw, in writing, prior to 5th class meeting. This credit may be applied to any course and must be used within 90 days. This tuition credit is nontransferable to another student. Students will be permitted one use of the tuition credit per course. A second credit will not be approved if the student withdraws from the class to which the WC was transferred.

Financial Aid students should refer to Additional Refund Policy for Students Receiving Financial Aid for further clarification.

Financial Policies & Procedures

Additional Refund Policies for Students Receiving Financial Aid

If students drop temporary, refunds will be applied toward future tuition. If the student has not re-entered the program after 30 days or as of the agreed upon return date, the credit balance will be issued to the lender.

If students permanently withdraw from the University, refunds will be issued within 60 days.

For complete details regarding the refund policy for students receiving financial aid, students should contact the local campus.

In compliance with Federal regulations, students who have received federal financial aid funds and have withdrawn from the University (as defined by WIU policy) will have additional refund calculations performed. If students withdraw before completing at least 60% of the first half of their first academic year at the University (first time students), the following calculations will be computed and the largest amount refunded:

1. Western International University Refund Policy
2. Pro-Rata Refund Policy

If students are not first-time students, the following calculations will be performed and the largest amount will be refunded:

1. Western International University Refund Policy
2. Federal Refund Policy

These additional policies are discussed briefly as follows:

1. Pro-Rata Refund Policy: This calculation only applies to first time students who have completed less than 60% of the first half of their first academic year at WIU. This calculation applies a pro-rata percentage computed by taking the number of weeks of instruction completed and dividing that amount by the number of weeks of instruction in students' academic year.

2. **Federal Refund Policy:** This calculation applies when students are no longer considered first time students. It allows the University to retain a certain percentage of the institutional charges based upon the percentage of the academic year students have attended. The percentage is set by the following table:

% of Academic Year Completed	% of Funds Retained by the University	% of Funds to be Refunded to Federal Financial Aid
1-10	10	90
11-25	50	50
26-50	75	25
51-100	100	0

The appropriate refund amount will be calculated and returned to the Federal financial aid programs according to the following federally mandated priority:

- Federal Supplemental Loan for Students (SLS)
- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Plus Loan
- Federal Pell Grant
- Other Loans and Grants
- Student Contributed Funds

Examples of this refund policy can be obtained from local campus upon request.

Any amount returned to the lender that results in a student account balance with the University will be collected from the student.

Financial Charges Grievance

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

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

Financial Policy Grievance

Students who are alleging a violation of University financial policies must present their grievances in writing. Such grievances are to be reviewed by the WIU Director of Finance and Administration (DFA).

Director of Finance and Administration
Western International University
92 15 N. Black Canyon Highway
Phoenix, AZ 85021

All grievances or requests for policy exceptions must be submitted in writing to the DFA. DFA will review the students' submissions as well as any other relevant information and render a written decision within 30 working days from receipt of the grievance.

Financial Appeals Committee

Students may submit a written appeal of the decision of the Director of Finance and Administration to the Financial Appeals Committee. It is incumbent upon students to submit to the Financial Appeals Committee all relevant documents or statements of support with appeal letters.

Financial Appeals Committee
Western International University
9215 N. Black Canyon Highway
Phoenix, AZ 85021

Financial Aid

Western International University participates in three Title IV financial aid programs designed to give students who need or desire assistance several alternatives in financing their education. Information and/or application forms can be obtained from the financial aid office at your local campus.

Students may borrow to the Federal limits of their financial aid eligibility once every academic year (24 credits) and 360 hours (not less than 30 weeks) of instruction time. Therefore, students may be eligible to apply for two or three loans and/or two or three grants during their program. Normal processing time is 90 to 120 days. The student must complete the credits approved under the first loan of his or her academic year, i.e., 24 credits and 360 hours (not less than 30 weeks) of instructional time before receiving disbursement of a new loan.

WIU anticipates all students applying for financial aid will have loan documents reviewed for eligibility and approval by the Department of Education (ED) prior to each disbursement of any financial aid loan and/or grant. Minimum processing time can be from 90 to 120 days. Additional time may be added if ED requires more time and/or needs additional documentation. Interested students must apply for financial aid well in advance of each academic year.

All students receiving financial aid must comply with the requirements of the Western International University. Satisfactory Academic Progress Policy for Title IV recipients, those students not making satisfactory academic progress may be academically disqualified and/or financial aid disqualified.

Federal Pell Grant Program

A Federal Pell Grant is an award to help needy undergraduate students (who have never obtained a Bachelor's degree) pay for their education. Unlike loans, repayment of Federal Pell Grants is not required. Eligibility is based on a formula revised and approved each year by Congress.

Federal Stafford Student Loans (Subsidized and Unsubsidized)

Federal Stafford loans (formerly GSL loan program) are low-interest loans. Loans are made by a lender such as a bank or a credit union. These loans are insured by the appropriate national or state guarantee agency and reinsured by the federal government. Loans must be repaid once the student graduates or withdraws from the University.

For subsidized Federal Stafford loans, the Federal government pays the interest on the loan while the student is in school. For unsubsidized Federal Stafford loans, the student has the option to defer interest, but it will continue to accrue.

The subsidized Federal Stafford loan is made to borrowers who demonstrate financial need according to the federal methodology. The unsubsidized Federal Stafford loan is made to all borrowers who meet the requirements for student aid eligibility.

A student cannot borrow more than his/her cost of education at WIU less any other financial aid received.

Information on current interest rates, loan limits, insurance premiums and guarantee fees can be obtained from WIU's Financial Aid Office.

After a student graduates or leaves school, he/she has six months before beginning repayment for the Federal Stafford loans. This is referred to as the "grace period". During the grace period, the student receiving subsidized funds is not responsible for interest or principal. For an unsubsidized Federal Stafford loan, the student has the option to defer interest but it will continue to accrue.

Apollo Financial Aid will process loan applications through any lender who participates in the Federal loan programs. All students must select the lender of their choice.

Financial PLUS Loans

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

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

Additional Funding Options

In addition to the Federal Student Aid programs, two additional sources of funds are available to WIU students. WIU offers the Comprehensive Assistance in Student Lending (CASL). Included in this program is the CASL Alternative Loan and the CASL Line of Credit (LOC). Both programs offer highly competitive terms to assist in financing educational expenses. (CASL Alternative Loan funding is provided by Union Bank & Trust Co., member FDIC).

CASL Alternative Loan

The CASL Alternative Loan is targeted at the financial aid applicant whose financial assistance will not completely cover the cost of education established by Apollo Financial Aid. The student may borrow up to the cost of education less any financial assistance funds awarded for the current period of enrollment.

No payment of interest or principle is due while the student is enrolled in school and the program offers a six month grace period after either leaving the University or graduating. For an application packet and additional information, please contact WIU's Financial Aid Office.

CASL Line of Credit

The CASL Line of Credit (LOC) is an alternative source of funding available to those students who currently utilize tuition reimbursement, pay directly with cash or place educational expenses on their own credit cards.

The CASL LOC is similar to a credit card in the respect that payments are due on a monthly basis, however, the interest structure is much lower. Once the application process is complete, the student is issued a series of checks made payable to WIU for educational expenses such as tuition, fees, books, etc. The approved LOC is expended each time a check is remitted to the University. For more information on the CASL LOC, please contact the Financial Aid department at WIU.

Loan/Grant Disbursement

Loan applications may be certified and disbursed while a student has an acceptable admission status. Additionally, a student must be making Satisfactory Academic Progress as defined by Federal regulations and outlined in this catalog. All financial aid transcripts from prior institutions attended must be received before funds can be disbursed, regardless of whether students applied for or received financial aid at the prior institutions. All transcripts needed by University personnel are requested.

Federal disbursements are made in two payments; at the beginning of the loan period and after completing one-half of the credits for that loan period. Any processing fees will be divided in half and deducted from both payments. The loan check will be made co-payable to the University and the student or funds will be transferred via EFT (Electronic Funds Transfer) directly to WIU. With authorization from the borrower, the University will apply all financial aid monies toward tuition for the current payment period. Any excess monies will be refunded to the student. Federal regulations require a delay in disbursement of loan monies to first year students until after 30 days of attendance.

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

Financial Aid

Satisfactory Academic Progress

A student is expected to demonstrate academic progress toward a degree with a minimum cumulative GPA of 2.0 or better at the bachelors level, and 3.0 at the masters level to be considered in good academic standing. Students whose GPA drops below the minimum requirements will be placed on Academic Probation. Students on probation are subject to restrictions on enrollment. Students on probation must improve their GPA to the minimum for academic progress as indicated above within three courses following the course(s) in which probationary status was assigned. If the student fails to do so, they are subject to Academic Suspension. Students suspended for lack of academic achievement may not return to the University for a minimum period of 12 months. At the end of this period, the student may reapply for admission with an accompanying letter of explanation describing the reasons for their prior academic deficiencies and a statement of how those issues have been resolved. Re-admission will be subject to approval by the appropriate academic responsibility.

Students receiving Title IV financial aid funds must maintain the minimum grade point average for their degree program as outlined above. In addition, these students must also make satisfactory progress towards completing their degree program within the maximum time frame allowed according to federal regulations. The maximum time frame allowed is based on the required number of credits for graduation from the degree program, less any transfer or assessed credits, times 150%. This maximum time frame will be evaluated for all periods of attendance at the University, including periods during which the student did not receive aid. Students who transfer between programs, majors or drop and re-enter, will have their maximum time frame evaluated based on courses that apply to the new program and/or major. This approach to maximum time frame will be used each time the student changes degree and/or major and/or drops and re-enters. Students must complete a minimum of 16 credits during each 24 attempted credit increment to make Satisfactory Academic Progress. Non-punitive grades do not count as completed credits. A non-punitive grade is an incomplete (*I*) or withdrawal (*W*). Each counts as an attempted credit as well as each course the student begins counts as attempted. For repeated courses, only the repeated course that receives a non-punitive grade counts as a completed course. Students who are not making Satisfactory Academic Progress at the end of a 24 attempted credit increment, will be placed on Financial Aid Probation. The student

has two future 24 attempted credit increments from the increment during which the student was placed on probation to make up the credit deficiency. Students who do not make up the deficient credits within their two probationary increments, do not maintain the minimum credit requirement in the probationary increment (16), or are more than 8 credits deficient at the end of the second probationary increment, will be placed on Financial Aid Disqualification at which time all Title IV funding will cease. A student may appeal Financial Aid Disqualification to the Student Appeals Committee on the basis of circumstances which prevented him or her from accomplishing satisfactory progress.

Student Appeals Committee
Western International University
92 15 N. Black Canyon Highway
Phoenix, AZ 85021

At the time of certification and each disbursement, the Financial Counselor requests a SAP audit to be performed by the Student Services Department. The student is evaluated upon the number of credits required for graduation in their degree program to determine the student's maximum time frame. The minimum number of credits required for graduation are 126 credit hours for undergraduates and 66 credit hours for graduate students. Listed below are the number of cumulative credit hours that must be earned by the end of each incremental period in order to avoid probation or, eventually, suspension. If the audit results in a regular or probationary status, the Financial Aid office will be notified to release or certify funds. Student Services will notify the student in writing if the student has been placed on Academic Probation. If the SAP audit results in Financial Aid Disqualification, WIU Financial Aid will notify the student in writing. The student may continue to take courses with WIU subject to WIU policies, however, will not be eligible for financial aid at that time.

The following example assumes that the student has no transferred or applied credits for their program.

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

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

Graduate Student		
Increment	Completed	Attempted
1	16 completed	24 credits
2	32 completed	48 credits
3	48 completed	72 credits
4	64 completed	96 credits
5	66 completed	99 credits

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

Financial Aid Appeals Committee

Any student who wishes to appeal a financial aid eligibility decision must do so in writing to the Apollo Financial Aid office located in Phoenix at:

Director of Operations
Apollo Financial Aid
4615 E. Elwood Street
P.O. Box 52069
Phoenix, AZ 85072-2069

Leave of Absence

From time to time, a student may find it necessary to take a Leave Of Absence (LOA). The LOA serves to delay the student's grace/repayment period for federal student loans. For students requesting an LOA, the following applies:

- 1.** The LOA must be requested in writing, using the "LOA Request Form." This form is available at WIU.
- 2.** Only one LOA can be granted in any 12-month period.
- 3.** The LOA cannot exceed 60 days.
- 4.** The LOA request form must be received in Apollo Financial aid within 60 days of the student's last date of attendance.

All students requesting an LOA will be notified of their status (approved or denied) by Apollo Financial Aid.

Student Right-To-Know

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

Below are the reported occurrences for the years 1995, 1996 and 1997.

Questions on the published information may be directed to the University Financial Aid Office.

Campus/Criminal Offense

Number of Violations Reported

Phoenix Campus	1995	1996	1997
Murder	0	0	0
Aggravated Assault	0	0	0
Robbery	0	1	0
Burglary	0	1	2
Motor Vehicle Theft	0	0	0
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapons Possession	0	0	0
Sex Offenses			
Forcible	0	0	0
Non-Forcible	0	0	0
Fort Huachuca Campus			
Murder	0	0	0
Aggravated Assault	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Liquor Law Violation	0	0	0
Weapons Possession	0	0	0
Sex Offenses			
Forcible	0	0	0
Non-Forcible	0	0	0

Student Right-To-Know

Reporting Criminal Activity

In the event of an emergency while on campus, students should call 911 for immediate assistance if the emergency warrants. In a non-emergency situation, students should contact a campus administrator or available security personnel for assistance. All criminal activity is logged and, if possible, action to avert further instances will be made immediately (i.e. additional security personnel, increased parking lot lighting, etc.). Security personnel are stationed on campus to assist students in a proactive attempt to ensure student, employee, and property safety. Local law enforcement agencies will be notified of crimes warranting their involvement (i.e., robbery, aggravated assault, etc.).

Sexual Assault Prevention Programs and Sexual Harassment

Sexual Assault Prevention programs and literature are available from the local law enforcement agency. When a student is victimized through sexual assault, it is recommended that the local law enforcement agency be notified immediately (dial 911). Students who are victimized through sexual harassment by faculty, administrative personnel, or other students, are urged to report these incidences to the Director of Student and Faculty Services. An investigation of all complaints will be undertaken immediately. Anyone who has been found by the school, after appropriate investigation, to have inappropriately harassed a student or employee, will be subject to sanctions. Such sanctions may include a written warning and/or dismissal of

the offending student. Faculty members and employees are subject to written warnings and/or terminations.

Student Completion Rate

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

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

Student Code of Conduct

Students are expected to give evidence of good citizenship while in attendance, to observe University regulations willingly, to devote themselves earnestly to their studies and to uphold and promote the image of the University.

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

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

Drug & Alcohol Prevention Program

Drug abuse affects all aspects of American life. It threatens the workplace as well as the home, schools, and community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees.

Standards of Conduct

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

Associated Health Risks

There are dangers related to specific drugs. Listed below are the names of some of these drugs and the dangers, both within the workplace and personally, that accompany them.

Marijuana

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

Cocaine

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

Heroin

Can cause lack of interest in workplace safety. The high cost of the drug can cause an increase in workplace crime. Dirty needles and other such paraphernalia can cause an increase in the spread of diseases such as AIDS. Can diminish personal productivity, damage relationships, and cause loss of financial stability. An overdose can cause a coma and/or death. Heroin is addictive, even in small amounts, and withdrawal is difficult and painful.

Hallucinogens (PCP, LSD, Ecstasy)

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

Amphetamines

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

Sedatives

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

Alcohol

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

Sanctions the School will Impose

Any student found consuming or selling alcohol or drugs on school property shall be subject to discipline on a case-by-case basis. Disciplinary action will be based on the seriousness of the situation. Some cases may result in dismissal **from** school. In all cases, the school abides by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol by minors. All illegal drugs are governed by the program.

Counseling, Treatment and Rehabilitation Programs

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

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

Academic Policies & Procedures

Independent Study Courses

Independent study courses have been designed to meet specialized interests and needs of students. These courses are available on a limited basis to degree-seeking students. No more than two courses at the undergraduate level and one course at the graduate level may be completed via independent study. A Request for Independent Study form is available from student's Academic Counselors and must be submitted by the 15th of the month preceding the session for which the independent study is being requested. This written request must include the specific course, the justification for taking it as an independent study, and payment of a non-refundable Independent Study Administration Fee.

Requirements and procedures for Independent Study are as follows:

- Must have completed four courses at WIU in the classroom.
 - GPA must be 3.20 or better at the undergraduate level, 3.50 or better at the graduate level.
 - Submission of request to Academic Counselor for review by Independent Study Committee by the 15th of the preceding month.
 - Tuition and fee paid upon registration.
- w Students work with the instructor, as assigned by WIU, throughout the session to complete the course requirements as specified in the course syllabus.
- Course is to be completed within the session time frame.
 - Students with incomplete grades *I* will not be authorized for independent study courses.

Withdrawals (*W*) or Incompletes (*I*) are not issued for independent study courses. Students earned grade will be posted at the end of the session. Students who do not fulfill independent study requirements will receive an *F*. Once students have registered for an independent study, tuition refunds cannot be made.

Dual Majors

Undergraduate students may simultaneously complete two majors provided both majors lead to the same degree (i.e., Bachelor of Science). All requirements for each major must be satisfied. No one course may apply to both majors unless it is specifically required in both or is applied to major elective requirements (6 credits maximum). A maximum of six (6) transfer credits may be applied to each major's core requirements. Students must communicate

their intention of obtaining a second major prior to completion of the first major. Only one diploma will be issued.

No modifications to or re-issuance of diplomas is possible. Dual majors are indicated on the official transcript.

Dual majors are not available in graduate programs.

Second Degrees

Students cannot be awarded more than one of the same degree from WIU. At the undergraduate level, a Bachelor of Science (BS) and a Bachelor of Arts (BA) may be awarded, but not two BS or BA degrees. A minimum of 36 additional credits must be completed for the second Bachelor degree.

Graduate students may earn a combination of Master of Business Administration (MBA), Master of Public Administration (MPA), or Master of Science (MS), but not two MBA, MPA, or MS degrees. Restrictions are placed on combining degree programs with highly duplicate course requirements.

A maximum of nine credits of course work from the previous WIU Master's degree may be applied to satisfy the requirements for a second Master's degree at WIU. The Capstone 785 course must be completed for each degree program. If two degrees are earned, separate projects must be developed for each degree. All requirements of both degree programs must be met.

Students who complete one degree program and then choose to pursue a second degree do not necessarily do so under the same catalog as their first degree. These students must meet the program requirement in effect by the time they begin work toward the second degree, even if they have remained in continuous enrollment.

Grading Procedures

Formal grade reports are issued to students upon completion of each course. Grade reports indicate the course taken, the credits received, and grade assigned. Grades are issued for paid coursework only. A student who has failed to make payment for tuition of a course will have the grade withheld until payment is made.

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

WIU uses the following grading system to evaluate students' performance.

Letter Grade	GPA
A	4.00
A-	3.67
B+	3.33
B	3.00

B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
F	.00
P	Pass
I	Incomplete
NP	No Pass (ESL only)
HP	High Pass (ESL only)
Non-Grade Symbols	
R	Repeat
X	Audit
W	Withdrawal
WC	Withdrawal with tuition credit
WW	Waiver

The University has established the following grading guidelines to be complied with by all faculty.

- A =** Clearly stands out as excellent performance. Has unusually sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas
- B =** Grasps subject matter at a level considered to be good to very good. Is an active listener and participant in class discussion. Speaks and writes well. Accomplishes more than the minimum requirements. Work in and out of class is of high quality.
- C =** Demonstrates a satisfactory comprehension of the subject matter. Accomplishes only the minimum requirements, and displays little or no initiative. Communicates orally and in writing at an acceptable level for a college student, with acceptable understanding of all basic concepts.
- D =** Quality and quantity of work in and out of class is below average and barely acceptable.

Academic Policies & Procedures

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

I = INCOMPLETE (see section below)

HP = Quality and quantity of work in and out of class above assigned level.

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

P = Quality and quantity of work in and out of class is acceptable.

The University has established the following non-grade symbol guidelines to be complied with by all faculty.

R = REPEAT. Course retaken at a later date.

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

WC = WITHDRAWAL/FINANCIAL CREDIT. Students who attend at least one class, and withdraw in writing prior to the fifth meeting of the course, may receive a *WC*. *WC* grades do not factor into students' GPA, but allow a tuition credit to be used for any course taken within 90 days.

WV = WAIVER. Course requirement alternatively fulfilled

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

Incompletes

An incomplete grade (*I*) may be issued when extenuating circumstances prevent students from completing course requirements by the end of the session. All incompletes may be assessed a penalty of one full letter grade upon completion. The final grade for the course must be submitted to the Registrar's Office within eight weeks of the course completion date. During the eight week period the posted Incomplete (*I*) is not factored into the student's cumulative GPA.

Upon issuance of the earned grade, the GPA will be amended to reflect the earned grade for the course. The student record will permanently reflect both the land the final grade earned. (i.e. *IB*, *IC*, *ID*, *IF*)

Incomplete grades will revert to an *F* at the end of eight weeks. In the event that the student still wants credit for this course, the student must register for the course again and pay full tuition.

Note: Incompletes are not awarded in independent study courses.

Choice of Catalog

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

WIU Catalogs are published annually. Students may choose to graduate under the program requirements of any subsequent catalog issued while they are in attendance.

Re-admitted students are expected to comply with the academic requirements in effect at the time of re-admission.

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

Academic Load

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

Two courses each session is recommended for students. Students may not be enrolled in more than three three-credit courses at the same time without prior permission. This maximum includes courses taken in overlapping sessions. Students should contact their Academic Counselor to request an exception.

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

Academic Standards

Grade point average (GPA) is determined by credits earned times grade points earned divided by total credits attempted. While enrolled at Western International University, undergraduate students must maintain a minimum grade point average of 2.0. Graduate students must maintain a minimum grade point average of 3.0. Failure to do so will result in Academic Probation.

Academic Probation

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

benefits and financial aid students may continue to receive funds while in an Academic Probation status.

Academic Suspension

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

Academic Dismissal

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

Honors

Undergraduate students achieving high academic standards are awarded honors upon completion of their degree requirements. Honors designations are indicated on the diploma and transcript.

Graduate students are not eligible for honors designations.

■ Summa Cum Laude	3.95-4.00
■ Magna Cum Laude	3.80-3.94
■ Cum Laude	3.60-3.79

Writing Styles

Western International University instructors may request that students document papers in any one of three styles: University of Chicago, Modern Language Association (MLA) or American Psychological Association (APA). WIU English instructors teach all three styles, and guidesheets are available for each one through the bookstore. It is the students' responsibility to learn how to document papers in an established format.

Academic Integrity

Acts violating academic integrity include, but are not limited to: plagiarism, cheating on an examination, forging an instructor's signature, copying themes or tests from other students, altering college records, enlisting another person to write a paper for any class, or conduct detrimental to the student or other

Academic Policies & Procedures

members of the class. Students charged with a violation of academic integrity are subject to course cancellation and Academic Suspension.

Academic Dishonesty and Plagiarism

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

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

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

The Director of Curriculum and Academic Affairs will send written Notification of Charges of Academic Dishonesty to the student and request that the student respond within 10 working days. Students who do not respond within 10 working days will be suspended. Once the Director of Curriculum and Academic Affairs has completed the investigation, the findings will be forwarded to the University Academic Policy Council with recommendations for action. The Council is responsible for reviewing all referred cases and for recommending the appropriate sanctions.

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

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

Student Grievances

The University has a responsibility to protect the rights of students and ensure compliance with its non-discrimination policy by providing an appeal process for those who wish to file a grievance. Students must file all grievances in writing.

Academic Student Grievances (grade related)

It is incumbent that the student attempt to resolve a grade issue with the faculty member first. Faculty have final decision over all grade related grievances regarding academic content, evaluation or calculation errors. If the student cannot resolve the issue with the faculty member, it is the student's responsibility to notify the Director of Curriculum and Academic Affairs (DCAA) in writing to begin the University grievance process.

Director of Curriculum and
Academic Affairs
Western International University
9215 N. Black Canyon Highway
Phoenix, AZ 85021

The University portion of the process requires the Director of Curriculum and Academic Affairs to review the student's submission, as well as faculty documentation and decide the outcome. The DCAA will notify the student in writing of the outcome.

Grade disputes that are based on alleged discrimination are reviewed as non-grade related grievances. All grade disputes must be initiated within six weeks of the course end date.

Administrative or Academic Student Grievances

Students who are alleging discrimination or a violation of University policy must present their grievance in writing to the Director of Curriculum and Academic Affairs (DCAA).

Director of Curriculum and
Academic Affairs
Western International University
9215 N. Black Canyon Highway
Phoenix, AZ 85021

Such grievances are to be heard by a University Appeals Committee. This committee is comprised of the Director of Curriculum and Academic Affairs (as chair), a member of the Academic Policy Council and other faculty or administrative staff as determined.

Student Appeals Committee

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

their Academic or Financial Counselor. It is incumbent that students submit all relevant documents or statements of support with the appeal letter. Decisions of the Student Appeals Committee are final.

In all cases of academic and administrative student grievances, if the complaint cannot be resolved after exhausting the University's grievance procedure, students may file a complaint with the Arizona State Board for Private Postsecondary Education. Students must contact the State Board for further instructions.

Student's Right to Privacy

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

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

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

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

Academic Program Requirements

General Education Requirements

General Education courses provide foundation knowledge for all undergraduate degree programs. The requirements consist of 39 credits in the General Education Core and 21 credits in the General Education Selective block.

Total Credits Required for General Education - 60

General Education Core Requirements

All courses are 3 credits. Total credits required - 39

Language - 18 credits

ESL 100

ESL 110

ESL eligible students only

ENG 101 English Composition I

ENG 102 English Composition II

CRT 201 Critical Thinking

Select one of the following courses:

COM 210 Written Communication

COM 259 Oral Communication

Select two of the following Language/
International Studies courses:

FRN 258 French I

FRN 259 French II

GER 262 German I

GER 263 German II

RUS 266 Russian I

RUS 267 Russian II

SPN 254 Spanish I

SPN 255 Spanish II

INS 320 Cultural and Social
Environment: Pacific Rim

INS 321 Cultural and Social
Environment: Europe
and Russia

INS 323 Cultural and Social
Environment: Latin America

INS 324 Cultural and Social
Environment: Middle East
and Africa

INS 326 Cultural and Social Environment:
Australia and New Zealand

Humanities - 6 credits

Select two of the following courses:

HUM 201 World Culture and the Arts

HUM 127 Religions of the World

LIT 205 World Literature

PHI 101 Introduction to Philosophy

Social and Behavioral Sciences - 6 credits

SOC 123 Cultural Diversity and
Social Change

Select one of the following courses:

BEH 221 Introduction to
Behavioral Science

BEH 222 Humanistic Psychology
and Personal Growth

BEH 223 Group Dynamics and
Problem Solving

ECO 276 Money and Banking

GOV 250 Economic Geography

GOV 280 Contemporary Political and
Economic Systems

HIS 278 Historical Perspectives of
the World Economies

SOC 101 Introduction to Sociology

SOC 122 Cultures of the Southwest

Mathematics - 6 credits

MAT 110 Basic Math/Algebra I
(Prerequisite MAT 108)

Select one of the following courses:

MAT 108 Applied Mathematics of Business

MAT 111 Algebra II/Pre-Calculus
(Prerequisite MAT 110)

MAT 116 Calculus for Business
(Prerequisite MAT 111)

Natural Science - 3 credits

Select one of the following courses:

SCI 244 Geology

SCI 264 General Physics

SCI 270 Environmental Science

General Education Selective

Requirements- 21 credits

The selective block of credits recognizes the learning experiences of adult students through the transfer of previously earned college-level credits and/or General Education courses taken at WIU.

Activity or skill-based courses will not be accepted in transfer as selected credit.

Common Body of Knowledge (CBK) and Core Requirements

A portion of all Bachelor degree programs are comprised of Common Body of Knowledge (CBK) and Core Requirements which represent the competencies necessary for effective performance in business environments. The CBK consists of 15 credits plus 15 credits in the core of either the College

of Business and Technology or the College of Liberal Arts.

Total Credits Required for CBK - 30

Common Body of Knowledge (CBK) Requirements - 15 credits

Courses providing competencies common across all degree programs at WIU.

ECO 301 Economic Theory

IS 310 Management Information
Systems

MGT 340 Organization Theory
and Behavior

MGT 350 Political, Legal and Ethical
Issues in Business

RES 311 Quantitative Methods for
Decision making

College of Business and Technology (BT) Core - 15 credits

Courses with competencies specific to degrees in the College of Business and Technology:

ACC 301 Financial Accounting

ACC 302 Managerial Accounting

FIN 317 Financial Management

MGT 370 Operations Management

MKT 308 Marketing Management

College of Liberal Arts (LA) Core- 15 credits

Courses with competencies specific to degrees in the College of Liberal Arts:

BEH 301 Team building, Negotiating
and Conflict Management

BEH 315 Psychology of Personal
Adaptation

MGT 335 Human Resource Management

MGT 337 Supervision and Leadership

MGT 355 Interpersonal and Group
Behavior

Associate of Art Degree

The Associate of Arts (AA) degree is awarded to qualified students who are pursuing baccalaureate degrees at the University. The AA is not intended to be a terminal degree, but rather a symbol of accomplishment and recognition of achievement toward the bachelor's degree. Students wishing to receive an AA degree must apply for graduation clearance in the Registrar's Office when they are within three courses of degree completion.

Upon successful completion of the last required course, students request the AA diploma by contacting the Registrar's Office and completing a Graduation Clearance form,

Academic Program Requirements

Associate of Arts Degree Requirements:

- **Total Credits Required - 60**
- General Education Core Requirements - 39 Credits
Select courses which fulfill General Education Requirements listed under
- Common Body of Knowledge (CBK) - 15 Credits
- Major Requirements - 6 Credits
Select courses which fulfill requirements of a chosen major in a bachelor degree program.
- Minimum of 24 credits must be earned in residence at WIU.
- Minimum cumulative grade point average for all course work at WIU of 2.00 (C) or higher.

Bachelor Degree Program

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

All courses listed in the following pages as applicable to specific categories are offered by WIU. Transfer courses from other institutions that meet the intent of WIU course requirements may be applied. Transfer courses may be different from those offered by WIU but still may be applicable to General Education Requirements. This is especially true in the areas of social and behavioral sciences, mathematics and science. Please refer to the Transfer of Credit section of this catalog for additional information.

w Total Credits Required - 126

- General Education Requirements - 60 Credits
Select courses which fulfill General Education Requirements listed under Bachelor Degree Programs.

- Common Body of Knowledge (CBK) and Core Requirements - 30 Credits
Select courses which fulfill Common Body of Knowledge (CBK) and Core Requirements in the Bachelor degree programs.
- Major Requirements - 33 Credits
Select courses which fulfill requirements of a chosen major in a Bachelor degree program.
- Portfolio Requirement - 3 credits
- Minimum of 36 credits must be earned in residence at WIU.
- Minimum cumulative grade point average for all course work at WIU of 2.00 (C) or higher.
- Maximum of **72** lower division credits (100- and 200-level) may be applied to a WIU Bachelor's degree program.

College of Business and Technology

The College of Business and Technology provides education to equip students for assuming leadership positions in a variety of organizations.

Each degree program within the College of Business and Technology includes BST 485 - Business Policy. BST 485 is a case study course which integrates the major concepts of the student's program of study.

■ Bachelor of Science in Accounting

Business firms, government entities and non-profit agencies need the services provided by accounting functions.

The undergraduate degree in Accounting has been designed to provide the student with the tools needed to establish an accounting career. Accounting major courses provide the student with the professional background required in the accounting field.

General Education Requirements - 60 credits

Common Body of Knowledge (CBK) and Core Requirements - 30 credits

Major Requirements - 36 credits

- ACC 303 Cost Accounting
- ACC 304 Intermediate Accounting I
- ACC 306 Intermediate Accounting II
- ACC 317 Auditing
- ACC 319 Federal Income Taxation
- ACC 405 Accounting Information Systems

- ACC 406 Governmental/Fund Accounting
- ACC 450 Corporate Taxation
- ACC 460 Advanced Accounting

- 1 upper division electives from: ACC, BEH, FIN, IS, INB, MGT or MKT
- BST 485 Business Policy
- PRT 499 Portfolio

Total Credits Required for Degree: 126

■ Bachelor of Science in Business Administration (formerly General Business)

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

The unique feature of the Business Administration program is the inclusion of three elective courses that can be taken in any combination from the other major areas. Students may elect to take all three elective courses in one major area if desired.

General Education Requirements - 60 credits

Common Body of Knowledge (CBK) and Core Requirements - 30 credits

Major Requirements - 36 credits:

- ACC 303 Cost Accounting
- FIN 341 Financial Markets
- INB 400 International Management
- IS 315 Enterprise Data Analysis
- MGT 335 Human Resources Mgt.
- MKT 311 Sales Management
- MGT 492 Seminar on Strategic Management Issues

- 3 upper division electives from: ACC, BEH, FIN, INB, IS, MGT or MKT
- BST 485 Business Policy
- PRT 499 Portfolio

Total Credits Required for Degree: 126

■ Bachelor of Science in Finance

The Finance curriculum provides a quality, broad-based theory complemented by appropriate practical application. Essential qualitative and quantitative models are emphasized for the development of the

Academic Program Requirements

analytical financial corporate decision-making process. Challenges are presented in courses through case studies, computer modeling and integrative analytical techniques.

General Education Requirements - 60 credits

Common Body of Knowledge (CBK), and Core Requirements - 30 credits

Major Requirements - 36 credits:

- FIN 322 Operations of Financial Institutions
 - FIN 325 Portfolio Management
 - FIN 332 Professional Financial Planning
 - FIN 341 Financial Markets
 - FIN 412 Working Capital Management
 - FIN 420 Seminar in Financial Institutions
 - FIN 450 Real Estate Finance
 - FIN 455 International Finance
- 2 upper division electives from: ACC, BEH, FIN, INB, IS, MGT or MKT
- BST 485 Business Policy
 - PRT 499 Portfolio

Total Credits Required for Degree: 126

■ **Bachelor of Science in Information Systems**

Information and technology are the tools required to implement corporate strategies. The major thrust of the Information Systems (IS) program is to provide knowledgeable graduates who are able to function well in the information systems operational environment.

The Information Systems degree is designed to prepare the student for such IS operation functions as: programming, operations management and planning programming/project management, software management including databases and hardware/communications management

NOTE: To be considered for transfer, coursework in IS technology must have been completed within five(5) years prior to the date of application.

General Education Requirements - 60 credits

Common Body of Knowledge (CBK) and Core Requirements - 30 credits

Major Requirements - 36 credits:

- IS 302 Quick Basic/Visual Basic Programming
- IS 303 C Programming
- IS 315 Enterprise Data Analysis
- IS 318 Hardware and Systems/

- Architecture
 - IS 319 Communications, Networks, Telecommunications
 - IS 350 Commerce on the Web
 - IS 421 Database Management
 - IS 423 Software Engineering and Applications
 - IS 480 IS Management
- 1 upper division elective from: ACC, BEH, FIN, INB, IS, MGT or MKT
- BST 485 Business Policy
 - PRT 499 Portfolio

Total Credits Required for Degree: 126

■ **Bachelor of Science in International Business**

Globalization is the mode of operation for many corporations in today's economy. Many business positions need a knowledgeable international professional. The business problems and issues require students to be prepared to work in the global business environment.

International Business covers the major business areas including finance, marketing economics, import/exports, current issues, and the economic and political environments of the regions of the world

General Education Requirements - 60 credits

Common Body of Knowledge (CBK) and Core Requirements - 30 credits

Major Requirements - 36 credits:

- INB 400 International Management
- INB 460 International Economics
- FIN 455 International Finance
- MKT 452 International Marketing

Select two of the following courses which which have not been taken in satisfaction of the General Education requirements:

- INB 411 Economic and Business Development: Europe/Russia
- INB 412 Economic and Business Development: Middle East/Africa
- INB 413 Economic and Business Development: Latin America
- INB 414 Economic and Business Development: Pacific Rim

Select two of the following courses:

- FRN 258 French I

- FRN 259 French II
- GER 262 German I
- GER 263 German II
- RUS 266 Russian I
- RUS 267 Russian II
- SPN 254 Spanish I
- SPN 255 Spanish II

- 2 upper division electives from: ACC, BEH, FIN, INB, IS, MGT or MKT
- BST 485 Business Policy
 - PRT 499 Portfolio

Total Credits Required for Degree: 126

■ **Bachelor of Science in Management**

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

General Education Requirements - 60 credits

Common Body of Knowledge (CBK) and Core Requirements - 30 credits

Major Requirements - 36 credits:

- MGT 335 Human Resources Management
- MGT 337 Supervision and Leadership
- MGT 355 Interpersonal and Group Behavior
- MGT 425 Small Business Management
- MGT 445 Corporate Training and Development
- MGT 460 Labor/Management Relations
- MGT 465 Organizational Development
- MGT 490 Total Quality Management
- MGT 492 Seminar on Strategic Management Issues

- I upper division elective from ACC, BEH, FIN INB, IS, MGT or MKT
- BST 485 Business Policy
 - PRT 499 Portfolio

Total Credits Required for Degree: 126

■ **Bachelor of Science in Marketing**

Marketing is a major force in the daily operations of all businesses. Products must be effectively marketed to create the need for all

Academic Program Requirements

other support functions. The Marketing degree program focuses on domestic as well as international marketing and provides students with the background needed to be competitors in the job market of the future.

General Education Requirements - 60 credits

Common Body of Knowledge (CBK) and Core Requirements - 30 credits

Major Requirements - 36 credits:

- MKT 311 Sales Management
- MKT 322 Advertising and Sales Promotion
- MKT 412 Marketing Research and Intelligence
- MKT 417 Consumer Behavior
- MKT 420 Public Relations
- MKT 452 International Marketing
- MKT 460 Marketing on the Internet
- MKT 470 Strategic Issues in Marketing
- 2 upper division electives from: ACC, BEH, FIN, INB, IS, MGT or MKT
- BST 485 Business Policy
- PRT 499 Portfolio

Total Credits Required for Degree: 126

College of Liberal Arts

The college of Liberal Arts provides a broad education for professionals in organizations through specialized programs.

Each degree program within the College of Liberal Arts includes LBA 485 - Contemporary Issues in Human Experience. LBA 485 is a case study course which integrates the major concepts of the student's program of study.

■ Bachelor of Arts in Administration of Justice

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

General Education Requirements - 60 credits

Common Body of Knowledge (CBK) and Core Requirements - 30 credits

Major Requirements - 36 credits:

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

ADJ 420 Organizational Communications in Administration of Justice

ADJ 430 Probation, Parole, and Contemporary Corrections

ADJ 440 International Justice Systems

ADJ 450 Crime: Streets to the Boardroom

ADJ 460 Legal Issues in Criminal Justice

1 upper division elective from: ACC, BEH, FIN, IS, INB, MGT or MKT

LBA 485 Contemporary Issues in Human Experience

PRT 499 Portfolio

Total Credits Required for Degree: 126

■ Bachelor of Arts in Behavioral Science

Many employers are seeking graduates with a strong liberal arts background emphasizing the study of psychology and the social sciences. The Behavioral Sciences degree prepares students for positions requiring application of psychological understanding and knowledge in corporate and business contexts. Students also are prepared for further study in behavioral science areas.

General Education Requirements - 60 credits

Common Body of Knowledge (CBK) and Core Requirements - 30 credits

Major Requirements - 36 credits:

- BEH 300 Personality and Motivation
- BEH 305 Cognitive Psychology
- BEH 310 Social Psychology and Interpersonal Processes
- BEH 411 Life-span Development
- BEH 415 Psychology of Free Enterprise and Democratic Values
- BEH 422 Psychology of Personal and Professional Achievement
- BEH 430 Theories of Counseling
- BEH 431 Issues in Marriage and Family Life
- BEH 420 Contemporary Issues in Behavioral Science

1 upper division elective from: ACC, BEH, FIN, INB, IS, MGT or MKT

LBA 485 Contemporary Issues in Human Experience

PRT 499 Portfolio

Total Credits Required for Degree: 126

■ Bachelor of Science in Health Systems Management

The major in Health Systems Management provides an overview of the unique aspects of health care grounded in business and management practices. Knowledge acquired assists those wanting to build upon current health care background, education and experience.

General Education Requirements - 60 credits

Common Body of Knowledge (CBK), and Core Requirements - 30 credits

Major Requirements - 36 credits:

- HSM 305 Health Care Leadership
- HSM 315 Organizational Dynamics and Delivery System
- HSM 325 Health Care Communication
- HSM 410 Health Care Law, Regulation and Policy
- HSM 420 Health Care Economics and Finance
- HSM 430 Resource Planning and Budgeting
- HSM 440 Human Resource and Performance Management
- HSM 450 Health Care System Assessment and Evaluation
- HSM 475 Contemporary Issues in Health Systems

1 upper division elective from: ACC, BEH, FIN, INB, IS, MGT or MKT

LBA 485 Contemporary Issues in Human Experience

PRT 499 Portfolio

Total Credits Required for Degree: 126

Master Degree Programs

■ Applied Thesis

All Master degree programs at Western International University require successful submission of an Applied Thesis for graduation. This allows students to relate coursework to real-world situations. The first course required is RES 600 - Graduate Research Methods. During this course students gain knowledge and skills of applied research and begin the proposal process. The proposal guides students in the use of Core and Major

Academic Program Requirements

coursework for development of their topic of study.

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

The Capstone course, RES 785 - Applied Thesis Seminar, is taken upon completion of the Major Course of Study. This course, as well as RES 601, is guided by a Research Advisor, who assist students through a one-on-one process, to create the written research paper.

The Thesis is an in depth research project approximately 100-125 pages in which students integrate the knowledge obtained in their master's degree. The case study involves a critical, analytical, and comparative documented analysis of an industry and its operational context or the organization within that context relating directly to the student's major area of study.

Students are required to develop and deliver a professional presentation on the findings, conclusions, and recommendations, of their RES 785 - Applied Thesis.

Master of Business Administration Degrees

The Master of Business Administration (MBA) Degree programs require the Managerial Core and Major Course Requirements prerequisites. The pre-requisites provide foundation for the theoretical concepts and analytical techniques critical to understanding business phenomena and management/administrative organizational processes.

The Managerial Core builds on the prerequisite courses, extending the application of the concepts and techniques of business functions. The Managerial Core courses are to be completed after the prerequisites and prior to taking major courses.

The major area provides students an opportunity to build competence in a specific business discipline. The capstone course RES 785 - Applied Thesis Seminar is the last course to be completed in the degree program. RES 785 includes an in-depth research project approximately 100 to 125 pages in length in which students integrate the knowledge obtained in their MBA. The case study involves a critical, analytical and comparative analysis and documentation of an industry or operational context and an organization within that context relating directly to the student's major area.

- MBA Prerequisites - 15 credits
- Managerial Core Requirements - 19 credits

- Major Requirements - 21 credits
- Achieve a cumulative grade point average of at least 3.0 for all graduate work at WIU.
- A maximum of 6 total graduate-level transfer credits may be applied to the managerial core and/or major requirements.
- WIU operates on a semester-credit basis; all courses are 3 credits except where otherwise noted.

Undergraduate Prerequisite Courses

The following undergraduate courses are required prior to taking major courses. If knowledge has been gained through means other than completion of courses, students must contact their academic counselor for information on the Assessment of Prior Learning program.

ACC 305	Financial and Managerial Accounting
ECO 301	Economic Theory
FIN 317	Financial Management
MGT 340	Organization Theory and Behavior
RES 311	Quantitative Methods for Decision-Making

Managerial Core Requirements

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

The managerial core is a prerequisite to the major and must be completed before taking major courses.

RES 600	Graduate Research Methods
INB 601	International Business Environment
IS 620	Information Resources
MGT 625	Strategic Management
FIN 639	Financial and Economic Analysis of the Firm
MKT 646	Strategic Concepts in Marketing
RES 601	Applied Thesis Fundamentals (1 credit)

Total Managerial Core Credits: 19

Master of Business Administration in Finance

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

MBA Prerequisites - 15 credits

Managerial Core Requirements - 19 credits

Major Requirements - 21 credits:

FIN 655	Corporate Financial Management
FIN 656	International Financial Management
FIN 660	Security Analysis
FIN 665	Money and Capital Markets
FIN 670	Mergers and Acquisitions

Select one of the following courses:

FIN 680	Financial Modeling
FIN 685	International Finance Theory
CAPSTONE	REQUIREMENT
RES 785	Applied Thesis Seminar (3 credits)

Total Credits Required for Degree: 40

W Master of Business Administration in Health Care Management

The MBA in Health Care Management is designed to provide advanced study in the management and operations of health care institutions. The program provides health care professionals with the necessary management tools to solve the challenging health care issues. This MBA degree is a practically oriented program with focus on the strategic and operational aspects of the health care industry. As the job market becomes more competitive, there is a critical need for current health care professionals to be prepared in the management of a business enterprise.

MBA Prerequisites - 15 credits

Managerial Core Requirements - 19 credits

Major Requirements - 21 credits:

HCM 618	Health Care Systems and Quality Management
HCM 628	Human Resource Management in Health Care

Academic Program Requirements

HCM 644 Economics of Health Care
 HCM 648 Health Care Policy
 1 graduate elective from: ACC, FIN, IS, INB,
 MGT or MKT

Select one of the following courses

HCM 660 Health Care Planning and Program Development
 HCM 670 Strategic Marketing in Health Care
 HCM 676 International Health Care Delivery Systems
 MGT 636 Managing Organizational Change
 MGT 665 Corporate Power/Politics/Negotiation
 CAPSTONE REQUIREMENT
 RES 785 Applied Thesis Seminar (3 credits)

Total Credits Required for Degree: 40

■ Master of Business Administration in International Business

As the world continues to move toward greater interdependence, opportunities exist for people to fill international positions. These opportunities are available only to those who are highly qualified. The International Business MBA prepares students to enter this challenging and competitive global job market.

Language/International Studies

Courses (Listed under General Education Requirements) - 6 credits

MBA Prerequisites - 15 credits

Managed Core Requirements - 19 credits

Major Requirements - 21 credits:

INB 641 Managing in the Global Cross-Cultural Environment
 INB 643 International Business Policy and Strategy
 INB 650 Structure of the World Economy

1 graduate elective from: ACC, FIN, IS, INB, MGT or MKT

Select two of the following courses:

ACC 630 Accounting for Multinational Corporations
 FIN 656 International Financial Mgt.
 INB 670 Legal Environment of International Trade

IS 640 Global Information Systems
 MGT 699 Seminar on Global Issues in Management
 MKT 610 International Marketing
 CAPSTONE REQUIREMENT
 RES 785 Applied Thesis Seminar (3 credits)

Total Credits Required for Degree: 40

■ Master of Business Administration in Management

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

MBA Prerequisites - 15 credits

Managerial Core Requirements - 19 credits

Major Requirements - 21 credits:

Select five of the following courses:

MGT 634 Entrepreneurship and Innovation
 MGT 636 Managing Organizational Change
 MGT 640 Corporate Ethics
 MGT 665 Corporate Power, Politics and Negotiations
 MGT 675 Management of Innovation
 MGT 699 Seminar on Global Issues in Management

1 graduate elective from: ACC, FIN, IS, INB, MGT or MKT

CAPSTONE REQUIREMENT

RES 785 Applied Thesis Seminar (3 credits)

Total Credits Required for Degree: 40

■ Master of Business Administration in Management Information Systems

Information and technology are the focal points of the management decision-making process. Competitive advantage depends directly upon the quality of data and information a corporation is able to make or buy. Strategic directions for many corporations are and will be based on whether the information and information systems for an

organization can respond to the critical decision-making process. The MBA in Management Information Systems enables the student to become better prepared for critical leadership in the corporation.
 NOTE: To be considered for transfer, coursework in IS technology must have been completed within five(5) years prior to the date of application.

MBA Prerequisites - 15 credits

MIS Prerequisite Courses - 15 credits

The following undergraduate courses are required prior to taking major courses. If knowledge has been gained through means other than completion of the courses, students must contact their academic counselor for information on the Assessment of Prior Learning program.

IS 310 Management Information System
 IS 315 Enterprise Data Analysis (Prerequisite IS 310)
 IS 319 Communications, Networks, Telecommunications (Prerequisite IS 310)
 IS 421 Database Management (Prerequisite IS 310 and IS 315)
 IS 480 IS Management

Managerial Core Requirements - 19 credits

Major Requirements - 21 credits:

IS 610 Strategic Information Systems Planning
 IS 612 Integrated Information Systems
 IS 645 Electronic Commerce on the Internet
 IS 699 Seminar on Issues and Trends in IS

1 graduate elective from: ACC, FIN, INB, IS, MGT or MKT

Select one of the following courses:

IS 640 Global Information Systems
 IS 644 Global Communications Networks
 CAPSTONE REQUIREMENT
 RES 785 Applied Thesis Seminar (3 credits)

Total Credits Required for Degree: 40

Academic Program Requirements

■ Master of Business Administration in Marketing

Major corporate changes occur faster than ever and much of the challenge to align these changes is placed on the marketing organization. Companies are in a state of transition as they attempt to refocus their domestic market and prepare for the future domestic and global markets. As competition increases worldwide, corporations are becoming more savvy with their operations as the time needed for product development and marketing is of the essence. The courses that constitute the MBA in Marketing prepare students for the marketing challenges of the future.

MBA Prerequisites - 15 credits

Managed Core Requirements - 19 credits

Major Requirements - 21 credits:

- MKT 610 International Marketing
- MKT 630 Promotion Management
- MKT 640 Buyer Behavior
- MKT 699 Seminar on Issues in Marketing

1 graduate elective from: ACC, FIN, INB, IS, MGT or MKT

Select one of the following courses:

- MKT 635 Marketing Channels
- MKT 650 Industrial and Government Marketing
- MKT 654 Marketing Intelligence
- MKT 656 Marketing and Public Polio,
- CAPSTONE REQUIREMENT
- RES 785 Applied Thesis Seminar (3 credits)

Total Credits Required for Degree: 40

■ Master of Public Administration

The Master of Public Administration (MPA) program is designed to provide advanced study in the public and non-profit sectors. The curriculum has qualitative and practically oriented courses based on operational and administrative realities of theory and practice for government non-profit organizational management.

MPA Prerequisites - 12 credits

The following undergraduate courses are required prior to taking major courses. If knowledge has been gained through means other than completion of the courses, students must contact their academic counselor for information on the Assessment of Prior Learning program.

- ACC 406 Governmental/Fund Accounting (Recommended Prerequisite ACC 301 and ACC 302, or ACC 305)
- RES 311 Quantitative Methods for Decision Making
- MGT 340 Organization Theory and Behavior
- MGT 350 Political, Legal & Ethical Issues in Business

Selected Managerial Core Requirements - 10 credits

- RES 600 Graduate Research Methods
- IS 620 Information Resources Management
- MGT 625 Strategic Management
- RES 601 Applied Thesis Fundamentals (1 credit)

Major Requirements - 30 credits:

- MGT 655 Corporate Power, Politics, Negotiation
- MPA 610 Strategic Planning and Implementation in Public Administration
- MPA 630 Managing Public Policy
- MPA 642 Public Finance: Government Accounting and Control
- MPA 646 Procurement and Contract Administration
- MPA 650 Human Behavior and Resource Administration
- MPA 667 Public Finance: Politics of Budgetary Process
- MPA 670 The Public Administrator and the Law

1 graduate electives from: ACC, FIN, INB, IS, MGT or MKT

CAPSTONE REQUIREMENT

- RES 785 Applied Thesis Seminar (3 credits)

Total Credits Required for Degree: 40

Master of Science Degrees

The Master of Science (MS) degree programs provide rigorous exposure to the theoretical concepts and analytical techniques critical to understanding business phenomena and management, administrative and organizational processes.

The major area provides students an opportunity to build competence in a specific business discipline. The capstone course RES 785 - Applied Thesis Seminar is the last course to be completed in the degree program. RES

785 includes an m-depth case study research project in which students integrate the knowledge obtained in their degree program courses. The case study project is a critical analysis of an issue or problem within an operational context and an organization which relates to the courses taken in the major.

■ Prerequisites - Per Degree program

■ Program Requirements - 40 credits

■ Achieve a cumulative grade point average of at least 3.0 for all graduate work at WIU.

■ A maximum of 6 total graduate-level transfer credits may be applied to the major requirements.

■ WIU operates on a semester-credit basis, all courses are 3 credits except where otherwise noted.

■ Master of Science in Accounting

Accounting is critical to all businesses in the world. Government regulations and rulings require that businesses understand their financial positions at all times. The Master of Science in Accounting provides the knowledge needed for the business accounting function as well as a foundation to take the Certified Public Accountant (CPA) and Certified Management Analyst (CMA) exams.

Accounting Prerequisites - 18 credits

The following undergraduate courses are required prior to taking major courses. If knowledge has been gained through means other than completion of the courses, students must contact their academic counselor for information on the Assessment of Prior Learning program.

- ACC 301 Financial Accounting
- ACC 302 Managerial Accounting
- ACC 304 Intermediate Accounting I
- ACC 306 Intermediate Accounting II
- ACC 317 Auditing
- ACC 450 Corporate Taxation

Managerial Core Requirements - 7 Credits

- RES 600 Graduate Research Methods
- MGT 625 Strategic Management
- RES 601 Applied Thesis Fundamentals (1 credit)

Major Requirements - 33 credits:

- ACC 615 Corporate Taxation
- ACC 616 Accounting Theory
- ACC 619 Auditing Theory
- ACC 620 Legal Environ. for Accounting

Academic Program Requirements

ACC 630	Accounting for Multinational Corporations
ACC 640	Multinational Taxation
ACC 670	Accounting Policy and Ethics
FIN 655	Corporate Financial Mgt.
2 graduate electives from: ACC, FIN, INB, IS, MGT or MKT	
CAPSTONE REQUIREMENT	
RES 785	Applied Thesis Seminar (3 credits)

Total Credits Required for Degree: 40

■ Master of Science in Information Systems

Information technology is one of the major areas for competitive advantage. Domestic and multinational corporations develop their competitive strategies based on the strength of their information systems/technology and communications functions. This technological infrastructure must be designed to provide the right information to the right people within the organization at the right time. The MS degree in Information Systems positions the student to become an effective manager in information systems/technology for the future.

NOTE: To be considered for transfer, coursework in IS technology must have been completed within five(5) years prior to the date of application.

Information Systems Prerequisites- 15 credits

The following undergraduate courses are required prior to taking major courses. If knowledge has been gained through means other than completion of the courses, students must contact their academic counselor for information on the Assessment of Prior Learning program.

IS 310	Management Information Systems
IS 315	Enterprise Data Analysis
IS 319	Communications, Networks, Telecommunications
IS 421	Database Management
IS 423	Software Engineering and Applications

Information System Core Requirements - 22 credits

RES 600	Graduate Research Methods
IS 160	Strategic Information Systems Planning
IS 620	Information Resources Management
IS 645	Electronic Commerce & Internet

IS 650	Software Engineering Methodology
IS 652	Software Requirements Prototyping and Design
IS 654	Database Management & File Organization
RES 601	Applied Thesis Fundamentals (1 credit)

Major Requirements - 18 credits:

IS 612	Integrated Information Systems
IS 640	Global Information Systems
IS 644	Global Communications/ Networks
IS 699	Seminar on Issues & Trends in Information Systems

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

CAPSTONE REQUIREMENT

RES 785	Applied Thesis Seminar (3 credits)
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Total Credits Required for Degree: 40

■ Master of Science in Information Systems Engineering

This degree program is designed for technology professionals who are interested in advancing their current Information Systems Engineering skills. The course content prepares the technology professional to have expertise in Information Engineering inter-disciplinary areas: computer science, engineering analysis, and configuration techniques in information systems networking, engineering, and management.

NOTE: To be considered for transfer, coursework in IS technology must have been completed within five(5)-years prior to the date of application.

Information Systems Engineering

Prerequisites -27 credits

The following undergraduate courses are required prior to taking major courses. If knowledge has been gained through means other than completion of the courses, students must contact their academic counselor for information on the Assessment of Prior Learning program.

IS 302	Visual Basic Programming
IS 303	C Programming
IS 304	Advanced C Programming
IS 305	Object Oriented Programming

IS 310	Management Info. Systems
IS 319	Communications Networks Telecommunications
MAT 110	Basic Math/Algebra I
MAT 111	Algebra II/Pre-calculus
MAT 116	Calculus for Business

Information System Core Requirements -22 credits

RES 600	Graduate Research Methods
IS 610	Strategic Information Systems Planning
IS 620	Information Resources Management
IS 645	Electronic Commerce & Internet
IS 650	Software Engineering Methodology
IS 652	Software Requirements Prototyping and Design
IS 654	Database Management & File Organization
RES 601/	Applied Thesis Fundamentals (1 credit)

Major Requirements - 18 credits:

IS 625	Economics of Information Systems
IS 642	Network Structures and Mathematical Algorithms
IS 643	Telecommunication/ Satellite Systems Engineering
IS 644	Global Communications Networks
IS 660	Security Systems Engineering
CAPSTONE REQUIREMENT	
RES 785	Applied Thesis Seminar (3 credits)

Total Credits Required for Degree: 40

Advanced Certificate Programs

Professionals interested in advancing their knowledge of Finance, Marketing, International Business, Corporate Management, and Management Information Systems, but not seeking a Masters Degree, are invited to enroll in Western International University? Certificate Programs.

These programs have been specifically designed to provide the functional knowledge required for effectiveness in each field of study.

- Certificate programs are 18 credits in length
- Certificates are awarded at the end of a six-course program
- Certificate programs earn academic credit
- The certification program course syllabi are available to professional organizations for continuing educational units (CEUs)

Admission Requirements

Requirements for admission into Certificate programs are as follows:

- Submission of a completed and signed WIU application form
- Payment of a non-refundable application fee
- A four-year baccalaureate or equivalent degree from a regionally accredited college or university
- Signed transcript request form from a regionally accredited institution verifying a cumulative grade point average of 2.75 on a 4.0 scale for all undergraduate college or course work completed.

■ Corporate Management Certificate

Select 6 of the following courses:

- MGT 625 Strategic Management
- MGT 634 Entrepreneurship and Innovation
- MGT 636 Managing Organizational Change
- MGT 640 Corporate Ethics
- MGT 665 Corporate Power/Politics/Negotiation
- MGT 675 Management of Innovation
- MGT 699 Seminar on Global Issues in Management

■ Finance Certificate

Select 6 of the following courses:

- FIN 655 Corporate Financial Management
- FIN 656 International Financial Management
- FIN 660 Security Analysis
- FIN 665 Money and Capital Markets
- FIN 670 Mergers and Acquisitions
- FIN 685 International Finance Theory
- MGT 625 Strategic Management

■ Marketing Certificate

Select 6 of the following courses:

- MKT 610 International Marketing
- MKT 630 Promotion Management
- MKT 635 Marketing Channels
- MKT 640 Buyer Behavior
- MKT 646 Strategic Concepts in Marketing

- MKT 650 Industrial and Government Marketing
- MKT 656 Marketing and Public Policy

■ International Business Certificate

Select 6 of the following courses:

- ACC 630 Accounting for Multi-national Corporations
- FIN 656 International Financial Management
- INB 641 Managing in the Global Cross-Cultural Environment
- INB 643 International Business Policy and Strategy
- INB 650 Structure of the World Economy
- MGT 625 Strategic Management
- MKT 610 International Marketing

■ Management Information Systems Certificate

Select 6 of the following courses:

- IS 610 Strategic Information Systems Planning
- IS 612 Integrated Information Systems
- IS 620 Information Resources Management
- IS 644 Global Communications/Networks
- IS 650 Software Engineering Methodology
- IS 699 INFO 2000 - Seminar on Issues and Trends in IS
- MGT 625 Strategic Management

Course Descriptions

Western International University intends to offer the courses listed below annually. Each course carries three semester credit hours of value, unless otherwise noted.

ACC 301 Financial Accounting

The basic knowledge of the financial accounting process is covered in this course. Major topics included are accounting concepts, standards, and the relationship of accounting to the financial decision making process for the management of investments, business organizations and governmental entities.

ACC 302 Managerial Accounting

This course introduces the student to corporate accounting. It emphasizes the needs of corporate management to obtain not only financial reporting that is meaningful, but also to receive information that enables them to operate effectively. Emphasis is placed on accounting for manufacturing entities and various costing systems.

Prerequisite: ACC 301

ACC 303 Cost Accounting

This course includes a review of the planning and control functions of a cost accounting system, e.g., cost data accumulation methods, responsibility accounting and reporting, and planning and control of manufacturing costs and profits. Different cost systems are studied as well as pricing philosophies related to the alternate systems.

Prerequisites: ACC 301 & 302

ACC 304 Intermediate Accounting I

This course provides an in-depth discussion and analysis of appropriate theory and techniques for preparing corporate financial statements. It covers an expansion of accounting principles and practices with emphasis on integrated applications and systems.

Prerequisite: ACC 303

ACC 305 (ACC 505)

Financial and Managerial Accounting

This course provides an overview of the integral role of accounting information in making key business decisions. It will include a study of basic financial and managerial accounting theory and practices. The emphasis will be on the uses of accounting information for financial statement analysis, managerial decision-making, planning and control and budgeting. (For Non-Accountancy major masters students)

ACC 306 Intermediate Accounting II

This course provides an in-depth discussion and analysis of significant accounting principles as well as an in-depth study of

corporate financial statements. There is a major focus on the principles for recording transactions involving stocks, bonds, leases and various long-term investments.

Prerequisite: ACC 304

ACC 317 Auditing

The philosophy and theory of professional auditing practices are covered in this course. It includes a study of auditing standards, professional ethics and the legal liability of auditors. An analysis of the major audit opinions, audit reports and steps in the auditing process are emphasized.

Prerequisite: ACC 306

ACC 319 Federal Income Taxation

This course aids the student in acquiring a strong understanding of the current federal tax structure. The necessity of this understanding is then emphasized through the integration of techniques for tax preparation, planning and management. Although the major focus of the course is on tax issues for individuals, the taxation of partnerships, corporations, trusts and estates is also explored.

Recommended Prerequisite: ACC 306

ACC 405 Accounting Information Systems

The design and operation of an accounting process developed around the computer/information system are the major focuses of this course. Additional topics include: current developments and issues related to accounting; procedures required within the software and hardware environment and concerns arising from accounting and information systems integration.

ACC 406 Governmental/Fund Accounting

This course covers accounting practices and procedures for governmental and non-profit entities. Topics include developing major fund accounts, account groups, budgets and financial statements. Current financial and compliance auditing standards are also covered.

Recommended Prerequisite: ACC 301 & ACC 302, or ACC 305

ACC 450 Corporate Taxation

This course provides a study of corporate federal income taxation covering corporation formation, capital structure, operations, liquidations, etc. Although the emphasis of the course is on the corporate entity, the student will also be exposed to the taxation of partnerships, estates, limited liability companies and trusts.

Prerequisite: ACC 319

ACC 460 Advanced Accounting

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

Prerequisite: ACC 306

ACC 475 Accounting Internship

This course is designed to provide an applied academic experience in an accounting, auditing, or tax position under the supervision of an employer and faculty coordinator. The work assignments will be practical and substantial, and involve analysis, evaluation, and application of business and accounting concepts.

Prerequisite: Instructor Approval

ACC 615 Corporate Taxation

This course provides advanced analyses of tax problems and tax planning techniques involving transactions between corporations and shareholders. Major topics include the tax aspects of corporate transfers, cash and non-cash distributions, stock redemptions and liquidations. The taxation of related entities, such as S corporations and limited liability companies, will be explored.

Prerequisite: ACC 450

ACC 616 Accounting Theory

This course involves an extensive study of accounting literature and the evaluation of the forces that have contributed to generally accepted accounting principles. Major topics involve theories of income, developments in accounting theory, experimental applications of financial statements, various asset valuation methodologies and current issues and problems.

ACC 619 Auditing Theory

This course offers an advanced study of the concepts of auditing. Major topics include the importance of ethics, relationships and responsibilities to the client base, research on current procedures, internal control, sampling techniques, audit reports and audit opinions.

Prerequisite: ACC 317

ACC 620 (ACC 665) Legal Environment for Accounting

This course provides an understanding of accountants' legal responsibilities to the profession, client and regulating agencies. It will include a discussion of the need for professional liability insurance and the extent

Course Descriptions

of exposure under various situations. Case analyses will be done to emphasize preventative measures.

ACC 630 (ACC 710) Accounting for Multinational Corporations

Foreign exchange and reporting methods, valuation methods and consolidation of corporations are studied based on the international accounting standards. Domestic consolidation accounting standards are compared to the foreign conversion requirements necessary for proper consolidation and comparability of financial statements in multi-national corporations.

ACC 640 (ACC 715) Multinational Taxation

This course provides a study of the taxation issues involved with domestic corporations doing business internationally. Additional tax issues covered include: the taxation of U.S. workers who have earned foreign income, the taxation of revenues earned by multinational corporations in foreign countries and planning strategies used by multinational companies to minimize overall corporate tax liabilities.

ACC 670 (ACC 705) Accounting Policy and Ethics

Domestic and international corporate strategies are compared to the policies necessary to conduct business in the global marketplace. It will include a review of the latest codes of ethics and bulletins indicating changes that have occurred as a result of recent political, legal, economic, technological and social pressures.

ADJ 310 The Justice System in America

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

ADJ 320 Introduction to criminology

As crime is examined, the emphasis must be placed upon its causes. The purpose of this course is to study the theories of causation of crime and the effects of deviant behavior on the law and its enforcement. The major focus will be on the various motivations, which cause individuals to choose to violate society's standards.

ADJ 330 Ethics and the Administration of Justice

Criminal justice professionals are faced with a myriad of issues that can bring into question their integrity or that of the organization. This course involves the preparation of the people to resolve ethical dilemmas.

ADJ 410 Police in the Community

From the earliest times some form of police activity in the community has occurred. This course will explore the dynamic and ever-changing role and perspective that impacts the police and the community in which they serve. Additional emphasis will be placed on the cultural background that Administration of Justice managers face.

ADJ 420 Organizational Communication in the Administration of Justice

This course addresses the various levels and styles of communication of managers and supervisors in justice organizations. It will critically examine the manner in which justice agencies communicate internally and externally, including collaboration within and across various public bureaus.

ADJ 430 Probation, Parole and Contemporary Corrections

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

ADJ 440 International Justice Systems

Crime, punishment and justice have a global perspective. A country or its society does not exist in isolation. Each country has its own unique method of coping with criminal activity. A variety of international systems will be compared and similarities and differences will be reviewed and evaluated.

ADJ 450 Crime from the Streets to the Boardroom

This course explores the broad aspects of criminal activity from the gangs on the street to the corporate level. Administration of Justice managers must be aware of the insidious aspects of crime and how it effects their agency. Areas involved include the traditional view of organized crime, gangs and white-collar crime. It will also address the impact of these crimes both at national and international levels.

ADJ 460 Legal Issues in Criminal Justice

Today's criminal justice professional is faced with a myriad of issues, which must be managed in an efficient manner. To make correct decisions, the justice administrator must have a comprehension of the law. This course examines the legal issues affecting the justice manager including civil liability, labor law, civil rights and current case law. Cases will be reviewed to understand and appreciate the legal factors, public policy and methods of reducing risk.

BEH 221 Introduction to Behavioral Science

Surveys major areas of psychology and

related behavioral sciences. Focuses on the psychology of human motivation, personality, learning and cognition. Explores knowledge and insights from the major "forces" in psychology.

BEH 222 Humanistic Psychology and Personal Growth

Surveys humanistic psychology and its human potential applications. Examines Maslow's hierarchy of needs as basis for human motivation and psychology of self-actualization. Includes practical applications for personal growth and well being, as well as direct and indirect applications to business

Prerequisite: BEH 221

BEH 223 Group Dynamics and Problem Solving

Surveys principles of effective interpersonal and group functioning. Explores group decision-making and problem solving, working in teams and task forces, and running effective meetings. Focuses on practicing group dynamics principles through actual experience in brainstorming, negotiating and conflict resolution.

Prerequisite: BEH 221

BEH 300 Personality and Motivation

Behavioral, psychodynamic, humanistic and other major approaches to understanding personality and motivation. Various specific perspectives on human motivation and emotion. Implications and applications for self-understanding and lifestyle.

Prerequisite: BEH 221

BEH 301 (BEH 401) Teambuilding, Negotiating and Conflict Management

This course extends and elaborates concepts and processes from BEH 223. Emphasis is on negotiating, problem solving and team building in business and other professional contexts.

Prerequisite: BEH 221 & BEH 223

BEH 305 Cognitive Psychology

Introductory survey of cognitive psychology. Explores human memory and information processing, thinking, concept formation, problem solving, creativity and states of consciousness.

Prerequisite: BEH 221

BEH 310 Social Psychology and Interpersonal Processes

Introductory survey of social psychology. Explores social perception, attitudes, social influence, group and interpersonal processes, assertiveness and strategies for promoting healthy relationships.

Prerequisite: BEH 221

BEH 315 Psychology of Personal Adaptation

Examines sources, effects and strategies for

Course Descriptions

managing stress in today's challenging and fast-paced lifestyles. Surveys effective versus ineffective coping strategies, various approaches to stress management and relaxation, and mental health and the well-adjusted person.

Prerequisite: BEH 221

BEH 411 Lifespan Development

Introduction to the principles and problems of human development through each stage of life. Explores life span stages from the prenatal period through old age. Includes emotional, social, psychosocial, cognitive, moral, personality, psychological and physical development.

Prerequisite: BEH 221

BEH 415 Psychology of Free Enterprise and Democratic Values

A psychologically oriented examination of fundamental personal, economic and sociopolitical freedoms and democratic values in a free society. Explores psychological basis for, and legitimacy of, freedom and democracy in human motivation and personality, cognition and free will.

Prerequisite: BEH 221

BEH 420 (BEH 499) Contemporary Issues in Behavioral Science

Supervised research or a study project where the student will select, design, and complete a program of research covering a significant contemporary problem, issue or topic in an area of behavioral science.

Prerequisite: Completion of Behavioral Science major courses.

BEH 422 Psychology of Personal and Professional Achievement

This course explores personal qualities, values, attitudes and behaviors, which help build career, professional and life success. There is a further examination of "learned optimism," assertiveness, creativity and other attributes and abilities which increase personal effectiveness and facilitate high levels of achievement.

Prerequisite: BEH 221

BEH 430 Theories of Counseling

Surveys basic theoretical approaches to counseling and psychotherapy, including psychodynamic, client-centered, cognitive-behavioral, Gestalt, humanistic, and "Systems Theory" counseling, rational-emotive and reality therapy. Also explores illustrative cases; ethical issues in counseling and an integrative perspective on counseling models

Prerequisite: BEH 221

BEH 431 Issues in Marriage and Family Life

Examines basic issues in contemporary family life, such as change and diversity in

family form and challenges and problems in primary relations, marriage, family relationships and dynamics, child rearing, parenting, commitment and abandonment of commitment. Also explores historical and cross-cultural comparisons and models of family counseling.

Prerequisite: BEH 221

BST 485 (MGT 485) Business Policy

This course is designed to help students review, integrate and apply key concepts, knowledge and insights of their education. Students will do a case study utilizing prior learning, and will analyze important contemporary issues from various liberal arts perspectives. This multi-perspective analysis of crucial issues is designed to help students appreciate the role of liberal arts in understanding and enriching the human experience.

Prerequisites: 24 credits of major requirements must be completed.

COM 210 (ENG 110) Written Communication

Effective communication is increasingly important in global information and service-oriented business environments. Internal and external business communications using non-verbal techniques are addressed. Major topics are how to effectively write job-related communiques such as letters, memos, resumes, bids and proposals.

Prerequisite: ENG 102

COM 259 Oral Communication

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

CRT 201 Critical Thinking

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

ECO 276 Money and Banking

An examination of the role of money and its flow through the commercial banking process. Special emphasis on the structure of the Federal Reserve System, the instruments of central banking, movements in bank reserves and electronic banking procedures.

ECO 301 (ECO 501) Economic Theory

Theories of consumption, production, non-competitive markets, input demand, cost and expenditure functions, income accounting, price indexes, consumption and investment functions, money supply, money demand, inflation and unemployment and

macroeconomic models.

ENG 005 Composition Refresher

This two-hour review provides an opportunity for students to refresh basis skills in organizing ideas and writing clearly. While there is information on the most common problems in grammar and punctuation, the focus is on writing reader based, professional business messages.

ENG 101 English Composition I

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

ENG 102 English Composition II

This course continues to build composition skills as students explore strategies for organizing and writing properly documented research papers in Chicago, MLA and APA styles.

Prerequisite: ENG 101

ESL 070 Business English for Special Programs

A non-credit course designed for students enrolled in special programs such as the Executive Master of Business Administration (EMBA) degree program. This ESL course can be customized for groups with varying levels and needs. The course will help students develop their knowledge of business vocabulary and concepts. In addition, academic skill building in the areas of speaking, researching topics and writing can be included.

ESL 080 Basic English Communication Skills

A high-beginning course which emphasizes developing a student's English language competence, especially in speaking and listening. A heavy emphasis is also placed on reading as a means of expanding vocabulary as well as general language ability.

Prerequisite: ESL placement test.

ESL 090 English Communication Skills

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

Prerequisite: ESL 080 or ESL placement test.

ESL 100 Business English for the Classroom, I

A high- intermediate course designed to give

Course Descriptions

the student maximum exposure to the language needed to survive in university-level classes that have a business focus. All language skills are practiced in the context of general business. Basic library research skills as well as the case study approach to business are introduced at this level.

Prerequisite: *ESL 030 or ESL placement test.*

ESL 110 Business English for the Classroom, II

An advanced course that combines language practice for the student's future work in business-related courses with an emphasis on strengthening research skills. Special emphasis is placed on formal academic writing and speaking. Students at this level may co-enroll in a regular academic course.

Prerequisite: *ESL 100 or ESL placement test.*

FIN 317 (FIN 417) Financial Management

Analysis of capital methods and requirements involved in obtaining funds. Major areas included: planning the efficient and effective use of capital, asset management, financial analysis, sources and uses of funds, capital budgeting and cost of capital.

Prerequisites: *ACC 301 & ACC 302*

FIN 322 Operations of Financial Institutions

Examines the structure and operation of financial institutions including commercial banks, thrifts, financial services companies and others. Covers the techniques used to analyze profitability, liquidity, structural, short-run versus long-run decisions, and the differences between small, large, domestic and international banks. **Prerequisites:** *ECO 301 & FIN 317*

FIN 325 Portfolio Management

Topics include the valuation of common stocks, bonds and options using the current techniques of risk return analysis and market efficiency. Portfolio theory, bond portfolio ratios, options pricing, financial futures, investment management, and measures of investment performance are also discussed.

Prerequisite: *FIN 317*

FIN 332 Professional Financial Planning

Concepts, theories, analytical methods, establishment of goals and directives, forecasting of lifetime income and expenditures, evaluation of alternative investments, money management, taxation and retirement and estate planning. Investments considered are: home ownership, securities, money market funds, investment partnerships, insurance, business ownership, real estate, and retirement programs.

FIN 341 Financial Markets

Introduction to theories and models concerning financial markets and analysis of financial instruments and major financial market participants. Government and legal influences on financial markets are also an integral part of the course.

Prerequisites: *FIN 317*

FIN 412 Working Capital Management

Emphasizes the management of current assets and current liabilities. Particular attention is given to planning the firm's overall levels of liquidity, stressing cash management and credit policies. Selected topics such as bank relations, factoring and secured inventory financing are discussed.

Prerequisites: *ECO 301 & FIN 317*

FIN 420 Seminar in Financial Institutions

Seminar in which students do advanced work on selected cases involving profitability analysis, high performance banking, capital structure, lending policy, developing and marketing of financial institutions, emerging financial services industry, liability management, asset and liability matching and structure, capital policy and aggressive financial institution behavior affecting profitability. Preparation and presentation of research papers required.

Prerequisites: *FIN 322*

FIN 450 Real Estate Finance

Acquaints the student with the basic concepts and principles of real estate and urban economies that affect real estate investments. Equips students with essential tools needed for comprehensive real estate investment analysis. Emphasizes the financial aspects of real estate, e.g., appraisal, feasibility analysis and principal and secondary markets of real estate.

Prerequisite: *FIN 317*

FIN 455 International Finance

An overview of operational aspects of international finance. Topics include: financing international operations, sources of capital, the foreign exchange market, transaction and transaction risks, international institutions, international collections, lending policies, government regulations and services available to the global manager.

Prerequisite: *FIN 317*

FIN 639 Financial & Economic Analysis of the Firm

Analytical methods utilized for the management decision-making process. The role and treatment of financial and economic quantitative techniques as applied to business policy decisions.

Prerequisite: *FIN 317*

FIN 655 Corporate Financial Management

Presents the policy options available to corporate financial managers in such areas as liquidity, leverage, profit planning, capital structure and capital budgeting. Describes how the techniques of financial analysis can be used to aid decision-making by evaluating the benefits and costs of alternative courses of action. Closely examines multinational corporations.

Prerequisite: *FIN 639*

FIN 656 International Financial Management

Financial management of multinational enterprises. Topics include the international monetary system, institutional factors in multinational business finance, financial decision-making in multinational firms and international capital markets.

FIN 660 Security Analysis

Analysis of stock market investing applicable to all investment assets. Includes techniques of security analysis and security valuation based on financial statements of the organization.

Prerequisite: *FIN 655*

FIN 665 Money and Capital Markets

Introduction to U.S. and international financial systems. Provides an overview of the role of the Federal Reserve System and international regulations in the financial markets and how these markets change with various environmental factors. Major topics include: the factors affecting interest rates including inflation, term to maturity and risk; surveys of the role of money and capital markets in providing liquidity, short-term credit, long-term investment capital and assets to hedge adverse movements in prices and interest rates, futures markets, options opportunities and international arbitrage opportunities.

FIN 670 Mergers and Acquisitions

Analyzes mergers and acquisitions, both as a growth strategy and as a means of increasing the market value of the firm. Skills are developed in scanning the environment for potentially attractive targets, and thereafter, to determine the terms of the merger; accounting treatment of mergers, played by tax and antitrust laws.

Prerequisite: *FIN 665*

FIN 680 Financial Modeling

Three major components: (1) Study of the general and financial models, including model variables and objectives, modeling dependencies, and specifying the form of various relationships. (2) Dependency of financial modeling on computing, specifically, with financial models developed in the context of a decision support system,

Course Descriptions

i.e., a computerized system that supports financial managers in their analysis and modeling. (3) Student projects and cases of financial models.

Prerequisite: FIN 670

FIN 685 International Finance Theory

Analytical techniques are relied on to translate rules of thumb used by international financial executives into specific decision criteria. This course provides the conceptual framework and analytical techniques within which the key financial decisions of the multinational firm can be analyzed. The traditional areas of corporate finance are examined from the perspective of a multinational corporation.

Prerequisite: FIN 656

FRN 258 French I

Introduces basic oral and written expression. Focuses on essential vocabulary for oral communication at elementary conversational level. Includes brief survey of French culture and commercial/cultural mores, standards and etiquette.

FRN 259 French II

Further development of oral and written business skills. Emphasis on practical, business, and travel-related contexts.

Prerequisite: FRN 258

GER 262 German I

Introduces basic oral and written expression. Practical vocabulary for use in professional contexts is emphasized. Includes a brief survey of German culture and commercial/cultural mores, standards and etiquette.

GER 263 - German II

Further development of oral and written business skills. Emphasis on practical, business and travel-related contexts.

Prerequisite: GER 262

GOV 250 Economic Geography

An introduction to distribution of primary industries, resources and infrastructure in relation to income, markets and production considerations.

GOV 280 Contemporary Political and Economic Systems

An introduction to the political and economic structures of various countries. Emphasis on understanding the differences between North American, Asian and European free enterprise systems, and various socialist, social democratic and authoritarian regimes.

HCM 618 Health Care Systems and Quality Management

This course focuses on the organization and structure of the broad range of health care

delivery systems including those serving special populations. The course is also designed to cover the processes needed and required to ensure quality services. Emphasis is on understanding delivery and service collaboration, governance, health care management systems, organizational/staff design and redesign, quality measurement indicators and issues related to quality management. Students focus on such topics as delivery/service arrangements, accreditation/regulatory requirements, strategic management systems, outcome measures, cost benefit/effectiveness analyses and quality assessment.

HCM 628 Human Resources Management in Health Care

Being able to understand the health care strategies and match the human resource needs to those strategies is optimizing the management of resources. Job functions, laws, technologies, team interactions and corporation direction/strategies all have a direct impact on how the human resources are managed. This course provides the management processes needed for the corporate, department/division and individual levels.

HCM 644 Economics of Health Care

Economics of production and distribution of health care services, with special emphasis on the impact of regulation, competition, the changing structure of the industry and the role of economic incentives.

HCM 648 Health Care Policy

Designed to provide the dynamics of policy relating to the functional relationships between all internal levels of administration, communities and health care systems, as well as the external governmental laws and regulations.

Prerequisite: HCM 644

HCM 660 Health Care Planning and Program Development

A strategic and operational integrative focus on the planning and program development processes at the industry, corporate, department and individual levels. Included are the societal concerns, technological developments, political regulations, economic drivers and the competition.

HCM 670 Strategic Marketing in Health Care

Analysis of complex health care marketing issues involving strategic policy decisions and operational strategies. Concentration on the process of competitive strategic marketing problems and issues as related to the health care service aspects.

HCM 676 International Health Care, Delivery Systems

An analytical comparison of the alternative methods of international health care delivery and financing systems. Comparisons are made of health systems such as those in Canada, U.K. National Health Service and Sweden.

HIS 278 Historical Perspectives of the World Economies

Traces the history of the world economies showing how conflict, trade and colonial interests have influenced modern history. Focuses on the competition for world markets and the struggle for economic empires.

HSM 305 Health Care Leadership

Focuses on essential leadership principles and skills needed to effectively influence and manage in today's dynamic health care environment. Course topics include professional behaviors and ethics, management styles, building healing environments, risk taking, managing change, integrating clinical and business skills, life/work dynamics, setting priorities, critical and ethical problem solving and decision making and client centered communication. Emphasis on understanding and assuming the role and responsibilities of health systems management

HSM 315 Organizational Dynamics and Delivery Systems in Health Care

Focuses on the unique management demands and issues facing today's health care organizations. Emphasis is on health care trends, workplace forecasting, work force requirements and emerging health populations and their problems across the health care continuum delivery needs and public and environmental health issues and impacts. Also included are delivery structures and processes such as integrated delivery systems, managed care, case management, provider partnerships and networks, caring models and client-centered care.

Prerequisite: MGT 340

HSM 325 Health Care Communication

Focuses on communication across and within systems. Emphasis is on organizational communication including organizational learning and development and proposal writing. Focus is also on interpersonal relationships, communications styles, dealing with difficult situations and people, conflict management, negotiations and public/customer relations.

HSM 410 Health Care Law, Regulation and Policy

Emphasizes the legal and regulatory issues in and concerns of health care institutions, clients and the work force. Federal, state and

Course Descriptions

local laws affecting health care organizations and workers are emphasized along with accreditation, certification and licensing. Patient rights and responsibilities, informed consent and protection of human subjects are also covered. Contemporary and emerging health policy is also explored covering the political environment and its dynamics. Also included are client stakeholder issues such as advocacy, consumerism and public choice.

Prerequisite: *MGT 350*

HSM 420 Health Care Economics and Finance

Students are exposed to health care economic market issues and the dynamics of competition, supply and demand. For profit and not-for-profit institutional structures are included along with public and private sector economic and finance issues. Also covered are financial decision making, capitation, rationing, risk pools and sharing, uncompensated care, contracting, pricing and cost controls.

Prerequisite: *ECO 301*

HSM 430 Resource Planning and Budgeting in Health Care

This course is designed to explore the critical planning components of health systems management. Strategic planning and alignment, organizational transformation, systems integration, workforce design and redesign, technology and equipment/resource assessment and analysis, process improvement and the essentials of budgetary management, reporting and tracking are covered.

Prerequisite: *HSM 420*

HSM 440 Human Resource and Performance Management in Health Care

Students become familiar and comfortable with their roles as health systems managers. Topics include: labor/management issues, collective bargaining, managing licensed and unlicensed workers, dealing with diversity, staffing, delegation, developing and managing work teams and such performance management skills as selection, coaching, performance appraisals, discipline and termination.

Prerequisites: *BEH 301 & MGT 335*

HSM 450 Health Care System Assessment and Evaluation

Emphasizes the importance of evaluation and continuous quality improvement in health care organizations. Focus is on product line development and evaluation, value/cost assessment, using feasibility analyses, patient and system outcome measures, impact assessment, quality monitoring, CQI and program evaluation.

Prerequisite: *HSM 410*

HSM 465 Dimensions of Complementary Healing

This course focuses on three of the major practice areas within the complementary healing field: Oriental Medicine and Acupuncture, Ayurvedic Medicine, and integration of complementary modalities into Western medicine. Emphasis is on fundamental principles and practices in each of these areas. Students will have the opportunity to better understand Eastern and Western medicines' approach to healing and will actively engage in observing and experiencing the healing modalities unique to each.

HSM 475 Contemporary Issues in Health Systems Management

An overview of current and future domestic and international issues in health, healthcare delivery, and management. Students attend several Issue Seminars and complete a short field experience focusing on an area of interest in Health Systems Management.

HUM 127 (HIS 127) Religions of the World

Comparative study of major religions of the world and their impact on the economies in which they are prevalent. Reviews tenets of Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism and Taoism.

HUM 201 World Culture and the Arts

Explores the complex role of culture and the arts in enriching the human experience. Examines universal human themes and values in art and the power and influence of the arts by analyzing art forms from great world literature to contemporary popular culture (including cinema).

INB 400 International Management

Major topics are environmental constraints on doing business abroad, effects of overseas business investments on domestic and foreign economies, foreign markets analysis and operational strategy of a firm and management problems of international operations.

INB 411 Economic and Business Environment: Europe/Russia

Topics include the changing nature of business activity in the European Economic Union and the current Eastern European countries and greater Russia. The effect of historical, political and cultural factors on commerce and economic trade, the volume of trade among the nations and the government policies, legal barriers and monetary restrictions affecting such trade.

INB 412 Economic and Business Environment: Middle East/Africa

A review of the volume, direction, and composition of trade between the United

States and Middle Eastern/African countries. Topics include the historic, political, social, economic and cultural factors promoting trade among member countries; the government policies, legal barriers, promotional efforts and market potential.

INB 413 Economic and Business Environment: Latin America

A review of the volume, direction, and composition of trade between the United States, Latin America and the Caribbean. Topics include the historic, political, social, economic and cultural factors promoting trade among member countries and the government policies, legal barriers, promotional efforts and market potential.

INB 414 Economic and Business Environment: Pacific Rim

Topics include the cultural and economic differences existing in the many nations situated on the Pacific Rim and the impact on trade. Commercial activities in such diverse countries as Australia, Malaysia, People's Republic of China and Thailand. The social, political and legal constraints affecting business activities and ventures.

INB 420 Import/Export Management

Emphasis is on the organization of export and import operations in support of marketing and distribution; included are freight forwarding, shipping procedures selecting transportation modes, documentation, the interface with treasury functions in international banking transactions and collections and review of governmental regulations over imports and exports.

Prerequisite: *INB 400*

INB 460 International Economics

Analysis of issues in international trade and finance and interrelationships among domestic and international economic forces and institutions, international monetary systems, problems, and issues.

Prerequisite: *ECO 301*

INB 601 International Business Environment

The global business environment of today's world creates a need for full understanding of the economic, political, social and technological issues of many nations. The logistical system of the multi-national firm must adjust to meet the strategic goals. Alternative structures of overall corporate policies and strategies as related to the global operation.

INB 641 Managing in the Global Cross-Cultural Environment

An exploration of cultural and religious environments which exist on a global basis. Emphasis on an understanding of the need

Course Descriptions

for developing methodologies for managing in specific cross-cultural situation. An in-depth study of situations existing in the global economy and business world.

Prerequisite: INB 601

INB 643 International Business Policy and Strategy

The strategic features of developing international business organizations. The strategies and policies of major industrial firms; international business for small and medium size companies; long term planning and research for exploitation of opportunities for global business. Development of strategic plans for organizing, financing, and managing in international operations.

Prerequisite: INB 601

INB 650 Structure of the Global Economy

Survey of world populations, income, resources and patterns of economic development with emphasis on newly developed nations and emerging nations. Study of the changing nature of agricultural and industrial production, direction of world trade and techniques for financing global trade, lending practices and world debt.

Prerequisite: INB 601

INB 670 Legal Environment of International Business

Legal questions of international business environment are explored. Study is made of the interrelationships among laws of different countries as they affect individuals and business organizations attempting to operate internationally. The courses provide the future executive with an awareness of how legal problems and their solutions can influence the direction of international business. The role of attorney is also investigated in this framework.

INS 320 Cultural and Social Environment: Pacific Rim

The course uses comparative and historical methods to focus on how the religious, philosophical, historical and cultural aspects of the Pacific Rim civilizations impact modern problems, processes and outcomes. Emphasis on the impact of colonialism and modern state building on the cultures and societies of this area, with a strong focus on comparing Asian, Latin American, Pacific Islander and North American development trends.

INS 321 Cultural and Social Environment: Europe and Russia

The course uses comparative and historical methods to focus on how the religious, philosophical, historical and cultural aspects of European civilizations impact modern problems, processes and outcomes.

Emphasis on the development of conflicting world views over time such as feudalism in both its Catholic and Orthodox forms, Marxism and western democratic capitalism.

INS 323 Cultural and Social Environment: Latin America

The course uses comparative and historical methods to focus on how the religious, philosophical, historical and cultural aspects of Latin American civilizations impact modern problems, processes and outcomes. Emphasis on the impact of tribalism, pre-Columbian civilizations, colonialism and modern state building on the cultures and societies of this area.

INS 324 Cultural and Social Environment: Middle East and Africa

The course uses comparative and historical methods to focus on how the religious, philosophical, historical and cultural aspects of Middle Eastern and African civilizations impact modern problems, processes and outcomes. Emphasis on the impact of tribalism, traditional civilizations, colonialism and modern state building on the cultures and societies of these areas.

INS 326 Cultural and Social Environment: Australia and New Zealand

This course addresses pre-colonial and modern worldview of Australians and New Zealanders and the effect of historical background on present day character of their societies. Course emphasis is on relations with Asian, North American, and European societies.

IS 302 Visual Basic Programming

This course addresses structured programming theory, techniques, object environments, and business-oriented language. Microsoft's Visual Basic is used as a programming environment for application of the concepts presented.

Prerequisite: IS 310

IS 303 C Programming

A general purpose programming language that features modern control flow and data structures, economy of expression and a rich set of operators. C is becoming the most important and popular programming language because of its portability features and generality. The course focuses on structured problem solving and C-style programming.

Prerequisite: IS 302 & IS 310

IS 304 Advanced C Programming

this course is a continuation of IS 303 and focuses on the structured problem solving, advanced data equalization, *C-style* programming and software reusability

Prerequisite: IS 303 & IS 310

IS 305 Object-Oriented Programming

Introduces object-oriented programming concepts using the C/C++ programming language. Object-oriented programming is based upon non-traditional concepts including object, type, implementation hiding, parameterization, inheritance, encapsulation, and abstract data type. This course stresses the inclusion of reusable program code to decrease the software development cycle.

Prerequisite: IS 303 & IS 310

IS 306 COBOL Programming

The predominantly used programming language for large business applications, this language is oriented toward business data processing that is characterized by relatively simple algorithms coupled with high volume input-output. The course focuses on business problem solving and emphasizes the four divisions of a COBOL program.

Prerequisite: IS 310

IS 307 JAVA Programming

JAVA has rapidly become the language of choice for platform independent implementations. This course provides a general introduction to programming and object oriented programming in particular. Topics include object oriented programming concepts, terminology, and notation. The syntax and semantics of the JAVA language are addressed.

Prerequisite: 302

IS 310 (IS 410)

Management Information Systems
Information systems is becoming a necessity in all facets of society. The information systems course includes an overview of the computer area, integrating computers into the business environment and computer operational activities and applications.

IS 315 Enterprise Data Analysis

All computer software programs are based on the data needed by the business functional areas. IS professionals need to have a methodology of what data to collect so that there can be a software program developed and written which provides the information to the decision-makers. The major techniques covered are: system analysis, systems design, systems programming, systems implementation and system audit. **Prerequisite:** IS 310

IS 318 Hardware and Systems Architecture

The major components of computers - hardware (mainframes, minis, servers, and personal computers), operating systems (MVS, VM, VMS, UNIX, Windows, OS/2, and DOS), application software and utilities are covered in this course.

Prerequisite: IS 310

Course Descriptions

IS 319 Communications, Networks, Telecommunications

Businesses must communicate electronically to continue to be competitive. This course covers the major process of internal and external data communications, utilizing networks within the organization for data communications and the major integration of telecommunications as needed by the organization's data requirements.

Prerequisite: IS 310

IS 350 Commerce on the Web

A hands-on course in which students work in groups exploring the ways businesses and communities interact on the Web. Groups propose a design for a local commerce Web and prototype it.

Prerequisite: IS 310

IS 421 Database Management

Data base management is one of the major applications systems that assists organizations in managing the data. The course provides an overview of the concepts involved in the four structure models: 1) simple, 2) hierarchical, 3) network and 4) relational.

Prerequisites: IS 310 & IS 315

IS 423 Software Engineering and Applications

Software is the heartbeat of many businesses. One of the major concerns is to be able to manage the process. The software engineering course involves: software product life cycle, software engineering concepts, process models and metrics, requirements-specifications-design-implementation-validation of systems using modern programming languages, reuse of software work products, large scale systems, and the human factors of software engineering

Prerequisite: IS 310

IS 435 Client/Server Computing

Advances in hardware, software and communications have opened the door to a New World of distributed computing. This combination of technologies has led to the phenomenon known as Client/Server computing. The intent of this class is to provide a strong foundation of knowledge of the critical component areas of Client/Server. The technical aspects, management and institutional concerns will be discussed.

Prerequisite: IS 310

IS 480 IS Management

Management functions of planning-organizing-leading-controlling are utilized in the management course. This course provides the overview of managing the following IS areas: data/information, hardware, software,

communications/networks, human resources, financial/budgets, organizational, planning and security. Recommended to be taken as last class in IS major.

IS 490 Management of Technology Proposals

Many projects are developed in idea form and then sent out to the business world for a response. Knowing how to prepare, respond and manage project proposals encompasses many skills, such as: developing the project team; understanding how to interpret what is asked for in the proposals; identifying the criteria that require a response; developing the qualitative responses that meets each of the criteria; developing the cost estimating/budgets and return-on-investment justifications; and creating a high quality presentation format. Additional assignments relative to the graduate project are required.

IS 610 Strategic Information Systems Planning

Organizations throughout the world must plan for the strategic utilization of their limited resources. The corporate strategic planning process is the foundation used in this course for the development of an information system's strategic plan.

IS 612 Integrated Information Systems

Enterprises are becoming more dependent on the Information Systems function as they face global competition. This course discusses the management of the function of Information Systems and the increasing role that IS performs in helping meet the enterprise's strategies. The class focuses on the need to manage information, the strategies needed to integrate the many diverse and complex applications and databases that exist in many companies. This course requires a familiarity with software, systems engineering, hardware and communications concepts. It will expand upon that knowledge through learning the "why" and "how" of conducting an Information System Study and creating an Information System Plan (ISP).

IS 620 Information Resources Management

Data, information and knowledge must be managed at all levels of the organization. This course involves the techniques and methodology of managing the process of data, information and knowledge to meet the corporate strategies.

IS 625 Economics of Information Systems

Information systems/technology is a major contributor to the business strategies. This course develops the processes needed to show the value of information systems to

the business through improved performance at the functional line of business. In addition, the course describes the computational tools for analyzing and quantifying benefits and costs for information strategies.

IS 640 Global Information Systems

Designed for the information/business professional involved in developing corporate strategies through information, technology and systems. Emphasis on how to manage the process of data, information, knowledge and technology which contributes to the bottom-line global business strategies.

IS 642 Network Structures and Mathematical Algorithms

Collection of problems and algorithms that use a variety of data types which arises in many applications. Mathematical tools used in algorithm analysis become an integral part of the course. Data structures are used to illustrate the many implementations of abstract data types and their interactions.

IS 643 Telecommunication/Satellite Systems Engineering

Communications has been a major factor in the expansion of business on a global basis. The information systems professionals must have the critical skills needed for satellite communications as well as terrestrial communications. Major knowledge topics are: satellite systems, orbital positioning, transponders and allied space systems, link-power-budget space transmissions, mathematics of space interference, transponder channels satellite access, Iridium Satellite Project analysis and other current/futuristic global satellite operations.

IS 644 Global Communications Networks

Data and information are communicated internally and externally throughout all organizations. This course analyzes various networks used for carrying the data and information internally and externally, using domestic and foreign carriers, satellites, etc.

IS 645 Electronic Commerce and Internet

The global data highway offers dramatic new business opportunities as well as new ways to run existing businesses. This new technology will help them achieve a competitive advantage for transforming relationships with customers, suppliers, and business partners to empower global business and to rebuild their organizations. Students address these topics through on-line research, analysis and Internet related applications.

IS 650 Software Engineering Methodology

IS software development requires strict engineering and re-engineering process and

Course Descriptions

structure in completing programming projects. Major software development topics in this course are: project life cycle, modeling tools, managing the models, analysis process models, programming and testing and maintaining.

IS 652 Software Requirements, Prototyping, and Design

Software, the core of the information systems environment, must be managed for competitive advantage. The thrust of this course is to provide prospective management with software engineering techniques, methods, tools and procedures.

Prerequisite: IS 650

IS 654 Database Management & File Organization

Software is critical to any organization's success. This course involves the analysis of organizational needs, data and storage structures, file design, indexed sequential-clustered-inverted files, DBMS design and hierarchical and relational databases. Special emphasis is placed on the relational database as related to the client server environment.

IS 660 Security Systems Engineering

The digital transmission of data requires all components of an information system to be engineered for high level security. Major emphasis will be on engineering the security tools that can be integrated into the systems software, applications software and communications software to meet the various levels of confidentiality required by business data. Also, emphasis will be on engineering the hardware/technology to meet the physical data security requirements.

IS 699 Seminar on Issues & Trends in IS

The Information Age and all the changes are permeating through all of society. Future management professionals must understand how these major changes become trends in the business environment. The IS issues and trends are analyzed based upon the current and projected business environment to determine what trends are evolving.

Prerequisite: All Information Systems major courses

LBA 485 Contemporary Issues in Human Experience

This "capstone" course is designed to help students review, integrate and apply key concepts, knowledge and insights of their education. Students will do a "case study" utilizing prior learning, and will analyze important contemporary issues from various liberal arts perspectives. This multi-perspective analysis of crucial issues is designed to help students appreciate the role of liberal arts in understanding and enriching the human experience.

Prerequisites: completion of 24 credits of major requirements.

LIT 205 World Literature

This course covers prose and poetry by major world authors. Readings are chosen to enhance appreciation of literature and to prompt students to explore universal themes and values as well as the creative literary techniques that appear in great works.

MAT 005 Math Refresher

This two hour refresher course provides and opportunity for students to refresh basic skills in mathematics. The course focuses on how to work with numbers, especially in real world applications. Specifics to be covered included integers, fractions, laws of operations, percentages, and interest.

MAT 108 Applied Mathematics of Business

Review fundamentals of mathematics, including decimals, signed numbers, fractions and percentages. Covers the mathematics of accounting, retailing and finance.

MAT 110 Basic Math/Algebra I

Covers the basic concepts of algebra, including variable expressions, operations on polynomials, graphing linear equations, inequalities, factoring, exponents, radicals and quadratic equations. Special focus on the application of algebraic principles to business and industry.

Prerequisite: MAT 108 or equivalent

MAT 111 Algebra II/Pre-Calculus

For students in computer science program, and/or who are preparing for the MS/Information Systems Engineering program, and for those who have had MAT 110. Topics include a review of the fundamentals of algebra functions, conic sections, systems of equations, matrices, exponential and logarithmic functions, sequences, sinus, trigonometric equations and identities, complex numbers. Attention given to application of the concepts to business and industry.

Prerequisite: MAT 110 or equivalent

MAT 116 Calculus for Business

An introduction to the theories and methodologies of differential and integral calculus with special application to business and industry. Topics include derivatives and their uses, exponential and logarithmic functions and their applications, differential equations and intervals.

Prerequisite: MAT 111 or equivalent

MGT 335 Human Resources Management

Competitiveness is enhanced by having the right people doing the right things within the organization. Companies must position themselves with the most qualified people and appropriately designed, productivity-based policies and procedures to accomplish

their strategies. Among the key HRM topics emphasized are: HRM functions planning/recruiting/selecting/training/appraising), company policies/procedures implementation, federal/state regulations compliance, rights and responsibilities of employers and employees, and trends of the next decade.

MGT 337 (MGT 437) Supervision and Leadership

A critical need of the daily operations of the fully functioning organization is the positive supervision and leadership provided by the management team. This is becoming increasingly important as businesses seek to coordinate their efforts so as to attain their strategies. Major topics covered are: the supervisor's role, management/supervisory styles, supervisory functions and activities, problem solving, human relations, discipline techniques and operational control.

MGT 340 (MGT 440) Organization Theory and Behavior

Integrates organization behavior, management/ leadership principles, management/ leadership philosophy and management/leadership theory as used in public and private organizations. Topics included are: evolving management thought, functions, and practices, management approaches, general management systems theory, contingency management and process analysis. Teaching methodology of this course blends coverage of the field's knowledge and ideas with student involvement via self-assessment, experiences, group exercises and dynamic, realistic cases.

MGT 350 (MGT 450) Political, Legal, and Ethical Issues in Business

This course covers the structure, activities, and concerns of business relative to government policies and regulation interrelated with societal issues. Other areas involve the economic and legal environment of the business enterprise, social and political influences, ethics, business responsibility, employment and labor issues and consumer problems.

MGT 355 (MGT 455) Interpersonal and Group Behavior

Organizations must develop team-building methods to fully develop the human resource capabilities of their work force. This is completed through analysis of case studies, leadership theories, discovering and developing leadership styles, motivational theories and creating the techniques on how to establish groups within the corporate environment.

Prerequisite: MGT 340

Course Descriptions

MGT 370 (MGT 470) Operations Management

This course explores the management of the operational elements of the business, including production, materials acquisition, marketing and distribution systems. Quantitative techniques and analytic tools are used in isolating critical issues that require executive action. Provides a quantitative basis for the decision-making process in such areas as: examination of processes, products, services, equipment and facilities and the relationship of the human resource system to the operational system.

Prerequisite: RES 311

MGT 425 Small Business Management

A large percentage of the work world revolves around the small business environment. As the business world continues to change, there is a greater need for increased knowledge of how the small business is managed. Topics include: ownership, management styles, cash flow/working capital, bank borrowing, venture capital, product selection, accounting/inventory management and managerial policies and procedures.

MGT 445 Corporate Training and Development

Corporations realize that to be competitive they must have an educated work force. Many billions of dollars are spent annually on all levels of training and education. Major topics are: understanding the need for training within the organization; analysis, design, and development of programs that respond to the corporate strategies; development of a training department within the corporate structure; monitoring, controlling, evaluating training; and planning for the future training needs.

MGT 460 Labor/Management Relations

The balance of labor and management relations within the organization creates the ability of the organization to successfully meet the strategies. Major topics are: growth/trends in labor market, collective bargaining, arbitration, impact of the labor relations on the organization's strategies, analysis of federal labor laws, NLRB negotiations, labor agreements and the human relations involved in labor/management relations.

MGT 465 Organization Development

This course is designed to introduce undergraduates to the role and practices of internal and external OD change agents. An overview of the diagnostic and intervention techniques used in the organization development process, as well as the functions and methodologies of the change agent are provided. Class activities are highly experiential and interactive, and students

explore a variety of OD topics including action research, moving and restraining forces for change, diagnostic models, survey/feedback techniques and behaviorally-based planned change interventions at the individual, group and system level.

Prerequisite: MGT 340

MGT 490 (MGT 590) Total Quality Management

This course is developed for the business executive and/or manager needing to understand the principles of Total Quality Management (TQM), the roles of management and the work force in managing quality and the strategies needed to successfully implement a TQM program. Emphasis will be placed on the criteria established by the U.S. Baldrige Award.

MGT 492 (MGT 499) Seminar on Strategic Management Issues

A review of current issues and topics of concern to the business community as reflected in written reports, articles, analysis of management and strategic actions and events. Course methodology includes library research, literature reviews, analytical and comparative research reports for each class session and discussion of the latest trends in strategic management.

Prerequisite: All other undergraduate Management major courses.

MGT 625 Strategic Management

This course presents the structure for developing and implementing a strategic planning process within an organization. Major topic areas that are the focus of the lecture and discussions are: mission and vision statement development and analysis, external environment analysis, company profile, SWOT analysis and decision-making on strategic direction and achieving congruence of corporate objectives, strategies and implementation. Case analysis is used as a method to simulate the strategic planning environment.

MGT 634 Entrepreneurship and Innovation

A study of the legal, financial, marketing, human resource, organizational and production aspects of starting, implementing and successfully managing your own venture. Other topics include: patents, trademarks, copyrights, licensing strategies, tax implications and venture resources. A major outcome for this course is a comprehensive business plan.

MGT 636 Managing Organizational Change

This course views change as an adaptive process that can affect organizational structure, design and technology, as well as

group and interpersonal processes. Devotes attention to the roles and responsibilities of both internal and external change agents such as: developing consulting skills in needs assessment, diagnosis and problem identification and process facilitation; developing intervention strategies at the individual, team and system level; assessing the impact of various changes on the organization; and exploring conflict management strategies to manage effectively the disequilibrium which may result from implementation of organization change.

MGT 640 Corporate Ethics

Corporations are being scrutinized by the various publics relative to their ethical responsibility to society. Major topics covered are: government regulations; protection of workers; employee/employer rights and obligations; discrimination and employment practices; moral issues; and other theories of economic justice.

MGT 665 Corporate Power, Politics and Negotiation

Organizations are a working environment of people who have varying goals of what they expect from the workplace. These goals differ at all levels of the organization. Accomplishing the goals requires getting other people to do certain things. This course analyzes the various forms of power, compares and determines the necessary levels of politics and negotiations needed to implement the power. Course uses case studies.

MGT 675 Management of Innovation

This course examines techniques for the management of various forms of innovation within the organization. Special emphasis is placed on generating, managing and adopting new products/services, new technologies and new organizational structures within the context and integration of the organizational objectives and strategies. Innovative management techniques are discussed through cases, research and actual company examples.

MGT 699 Seminar on Global Issues in Management

This course explores the formulation of strategy and policy with emphasis on integrating the decisions of the various functional areas, as well as issues of strategic planning as applied to the total organization. Special contemporary topics and cases will be utilized that will emphasize integrative analysis and planning. The topics are to be researched and reports are due each class session.

Prerequisite: All graduate Management major courses.

Course Descriptions

MKT 308 (MKT 408) Marketing Management

Marketing's role in the socioeconomic environment. Major topics include overview of marketing, target market segmentation, product planning, pricing techniques, distribution channels and promotional strategies.

MKT 311 Sales Management

Professional sales force management is important to the total marketing program within any organization. Corporations need to understand how to integrate the sales force into the total marketing effort and with the products being sold. This course involves the examination of various types of selling situations, development of skills in organizing the sales program and planning, recruiting and motivating the sales force.

MKT 312 Marketing Services

Service industries are the fastest growing segment of the business population and are becoming more important in the total marketing environment. In addition, service quality provides a key competitive advantage in all businesses. Major topics include the planning and execution of quality conscious management and marketing programs for service industries (commercial, public and non-profit) and professional services, as well as service aspects of the manufacturing sector.

MKT 317 Retail Marketing Management

A comprehensive study of the role marketing management contributes to corporate strategies in the retail industry. Major topics include the current environment of retailing, inventory decisions, customer decisions, customer service, location decisions, visual display and merchandising.

MKT 322 Advertising and Sales Promotion

Advertising and sales promotion are two of the major methods used to get the corporate product information to the prospective customer. This course covers the general role and importance of advertising and sales promotion in obtaining corporate objectives. Topics include formulation of advertising strategy, message appeals, media selection, campaign evaluation, personal selling and sales promotion.

MKT 327 Marketing Channels

Marketing channel decisions are among the most critical decisions facing management. This course is designed to provide the student with the skills necessary to choose the most effective marketing channels. Topics covered include the nature of wholesalers, retailers, distributors, agents and brokers, as well as the design, management,

evaluation and modification of marketing channels.

MKT 412 Marketing Research and Intelligence

Corporate marketing needs to have the right information to successfully implement its strategies. Businesses must monitor the environment, get feedback from its customers and understand the competitive forces within the industry. Topics include basic methods and techniques for research, tools used to define, gather and interpret information for marketing decision-making, computerized data-base used for marketing research, methodologies involved in doing applied market studies and techniques on converting the market data to strategic and operational value.

Recommended Prerequisite: *MKT 308*

MKT 417 Consumer Behavior

Examines the social, cultural, and psychological factors influencing the behavior of consumers. Topics include study of the consumer decision-making processes and their marketing implications. The role of culture, personality, lifestyle and attitudes in consumer decisions will be analyzed as will the demographic population shifts for the next decade.

Recommended Prerequisite: *Mkt 308*

MKT 420 Public Relations

Public relations can contribute strongly to market performance. Marketing managers are finding that public relations is particularly effective in building brand awareness and brand knowledge. Topics to be covered will include techniques of publicity, event management, media relations and opinion surveys.

Recommended Prerequisite: *MKT 308*

MKT 452 International Marketing

Analyzes the decision-making process in marketing products globally. Focuses on the design of global marketing strategies within the constraints of a particular cultural, economic and political setting.

Prerequisite: *MKT 308*

MKT 460 Marketing on the Internet

This course presents the structure for developing and implementing strategic marketing plans for products or services offered via the Internet, specifically World Wide Web. This course focuses on: (1) unique aspects of online marketing, including communication, segmentation, and promotion; (2) psychology of consumer behavior as it applies to online shoppers. The course will present similarities and differences with traditional service and marketing plans.

MKT 470 (MKT 499) Strategic Issues in Marketing

Strategic in-depth analysis will be made of the major issues in marketing that have an impact upon the organization. All issues will be studied from the perspective of integration within the corporate strategies. Discussion of the major strategic issues will involve interaction with the corporation environment interactively as well as through case studies.

Prerequisite: *Completion of Marketing major courses.*

MKT 610 International Marketing

Domestic marketing is now concerned about how to integrate strategies with the international marketing functions. This course covers the concepts and practices of marketing in the global environment. The modifications and adaptations required to meet the challenges and different problems will be a major focus of this course.

MKT 630 Promotion Management

Promotions are a major contributor to the success of many organizations. Problems of managing promotional operations in the firm, including advertising, sales promotion, merchandising, personal selling and public relations are approached from a managerial point of view.

MKT 635 Marketing Channels

Examination of the marketing channels and vertical marketing systems from a managerial viewpoint. Topics covered will include an understanding of the channel's task environment, manufacturing, wholesaling, retailing and physical distribution institutions.

MKT 640 Buyer Behavior

The study of the influence of buyer behavior on marketing strategy. Examines buyer concepts as they apply to the buying situation. Focuses on the use of consumer behavior knowledge, types of consumer research and marketing issues.

MKT 646 Strategic Concepts in Marketing

Analysis of complex marketing problems that involve corporate policy decisions and operational strategies. An in-depth concentration of the concepts, issues and development factors involved in building a marketing strategic plan, corporate strategies, environmental factors, strategic decision-making process, marketing program strategies, implementation and control processes.

MKT 650 Industrial and Government Marketing

Marketing techniques as they apply to the industrial and government sectors. The course will include an analysis of the criteria

Course Descriptions

used in the development and implementation of strategies in these markets.

MKT 654 Marketing Intelligence

Corporate marketing needs to have the right information in order to formulate successful strategies. Topics in this course include: the basic methods and techniques of information-gathering, strategic thinking behind an information project, methods for finding out competitive and market information and interpreting information which will lead to successful decision-making. The course will focus on consumer, industrial and international markets.

MKT 656 Marketing and Public Policy

Marketing policies are often influenced by the public. Managers are required to know how to understand the effects of these principal areas of public policy on their marketplace: advertising, product safety, health issues, information systems and business responsibilities. These topics will be presented through case study and discussion.

MKT 699 Seminar on Issues in Marketing

In this advanced seminar course, students will discuss and analyze contemporary marketing strategies by focusing on business applications. The major goal of this course is to integrate all marketing concepts and demonstrate their practical application in industry. The seminar format emphasizes group discussion and critical thinking.

Prerequisite: All graduate Marketing major courses.

MPA 610 Strategic Planning and Implementation in Public Administration

An overview of the public administrative and management process, procedures, structures and systems in the local, regional and federal levels. Current and futuristic practices, roles, responsibilities and ethics of the public administrator/manager.

MPA 630 Managing Public Policy

Examines the relevant theoretical, conceptual and practical understanding in developing insights and skills needed to plan, determine policy, organize, manage and implement public policy programs and operations.

MPA 642 Public Finance: Government Accounting and Control

Examines the use of finance and accounting services the management of public organizations. Provides an insight into accounting principles and procedures for the public administration/management services professional.

MPA 646 Procurement and Contract Administration

Designed to develop the techniques and interoffice processes and procedures for the

procurement of goods and services in the public sector. A practical approach is used to present the rules, regulations and accompanying laws which are critical to the contracts developed, negotiated and administered/ implemented at all levels of the government process.

MPA 650 Human Behavior and Resource Administration

A realistic approach to the organizational theories and behavior within the public sector. An analysis of the major factors (economic, political, social) and their implications to human resource management.

MPA 667 Public Finances Politics of the Budgetary Process

Survey of the political aspects of the public budgeting process. Explores and simulates the process by which budgets are made, their purpose in the management process and the grounding issues in public finance.

MPA 670 The Public Administrator and the Law

An integrative analysis of the public administrator's job functions relative to the legal and moral forces guiding the decision-making processes within the public sector.

PHI 101 Introduction to Philosophy

Introduces philosophical thinking and reasoning. The basic questions of life are examined: knowledge, values, ethics, society and the nature of reality. Exploring the meaning of life and helping the student develop a unique philosophy of life statement are integral parts of this course.

PRT 499 Portfolio

This capstone course is designed to ensure achievement of WIU competencies. The course includes written and oral assessment of all required competencies, student selection of exemplar exhibits to be included in a portfolio, and an oral presentation using technology to showcase skills in the major area of study.

Prerequisite: 30 credits of major course work completed.

RES 311 (MGT 411) Quantitative Methods for Decision Making

Survey of quantitative techniques utilized in the management decision-making process. Topics include normal distributions, random variables, statistical inference, regression, correlation, analysis of variance, analysis of co-variance, survey design, forecasting, as well as use of computer software for statistical modeling. **Prerequisite:** MAT 110

RES 600 Graduate Research Methods

This introductory graduate course

incorporates the use of research methodology into business decisions. Students evaluate a variety of research designs and methods and use them to critically solve problems. Students use primary and secondary research to design analytical and comparative approaches for application to work environments. These approaches will be used during the entire Masters course of study and in the preparation of the Applied Thesis. This course is a prerequisite for all Master level courses and is to be taken as the first or second course in the master's Managerial Core.

RES 601 Applied Thesis Fundamentals (1 credit)

This course provides students with an opportunity to understand the RES 785 Applied Thesis process and develop their thesis proposal. Students determine their topic of study and, along with a Thesis Advisor, create a detailed outline and timeline for the final research paper and formal presentation.

RES 785 Applied Thesis Seminar

This seminar is the final course in the Masters program. Focus is on the integration of knowledge and concepts from students' masters degree coursework into an in-depth applied thesis. In addition to a written thesis students will deliver research findings and conclusions in a formal presentation.

RUS 266 Russian I

Introduces basic written and oral expression. Focuses on essential vocabulary for oral communication at elementary conversation level. Includes brief survey of Spanish culture and commercial/culture mores, standards and etiquette.

RUS 267 Russian II

Further development of oral and written skills. Concentrates on conversational and professional terminology from the business and travel-related contexts.

Prerequisite: RUS 266

SCI 244 Geology

Explores two billion years of earth history. Covers rocks and minerals, weathering and erosion, stratigraphic principles, the geologic time scale, geologic structures, plate tectonics, mountain building, volcanism, landforms, economic geology. Focuses on unique geologic environments and includes field trips to selected sites. (Lab fee may be required.)

SCI 264 General Physics

This course provides an overview of Newtonian and modern physics. It covers the principles of mechanics, heat, sound, electricity, light and atomic physics

Course Descriptions

conceptually with emphasis on comprehension rather than computation.

SCI 270 Environmental Science

Provides a general overview of scientific knowledge. Examines the current and future issues of the global environment from the scientific, social, business and individual perspectives.

SOC 101 Introduction to Sociology

This course surveys the principles of collective human behavior, social change and the origins, functions and dynamics of social institutions. Students explore cultures, subcultures, families, primary groups and other social units as well as contemporary issues in social change.

SOC 122 (BEH 122) Cultures of the Southwest

Surveys Hispanic, Native American and other cultures of the American Southwest. Explores historical development, social structures, religious beliefs, art forms and impacts of these cultures on contemporary society.

SOC 123 (BEH 123) Cultural Diversity and Social Change

Diversity and change in individuals, institutions and society are pervasive aspects of democracy and the American way of life. This course surveys social, cultural, political and demographic trends and changes, and the effects of these changes on contemporary values, attitudes and lifestyles. Diversity and pluralism are explored as

forces for enrichment of the American cultural experience.

SPN 254 Spanish I

Introduces basic written and oral expression. Focuses on essential vocabulary for oral communication at elementary conversation level. Includes brief survey of Spanish culture and commercial/culture mores, standards and etiquette.

SPN 255 Spanish II

Further development of oral and written skills. Concentrates on conversational and professional terminology from the business and travel-related contexts.

Prerequisite: *SPN 254*

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