



Western  
International  
University™

Where success is highly individualized.

**2008-2009 Catalog**

## Welcome to Western International University

Western International University is a private university with some 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, at our local campuses or through our unique *WIU Interactive Online* format, allowing students to continue to work and raise their families while completing their degree programs. Our two-month sessions, held throughout the year, permit students to design their programs to support their personal, family and business needs. 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.



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. They recognize that, throughout the world, an accredited American degree is a valuable commodity. Services are provided to support these students while they improve their English language skills 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 most 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?

WIU 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 Western International University.

Michael J. Seiden  
President



Effective September 1, 2008 – August 31, 2009

Western International University reserves the right to make modifications to the information in this catalog as necessitated by changes in curriculum, academic policies and procedures, and costs. This information is subject to change without prior notification although the University will make reasonable attempts to notify students promptly should this occur.

The WIU Catalog takes precedence in the event of a discrepancy between the information contained in the Catalog and other printed materials.

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

[www.wintu.edu](http://www.wintu.edu)

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## Western International University

### Phoenix

#### Main Campus

9215 N. Black Canyon Highway  
Phoenix, AZ USA 85021  
Phone: 602.943.2311  
Fax: 602.371.8637

#### Chandler Campus

55 N. Arizona Place, Suite 101  
Chandler, AZ USA 85225  
Phone: 602.943.2311  
Fax: 480.726.3068

#### Fort Huachuca Campus

Buffalo Soldier Training and  
Education Center/Rascon  
Building #52104, ATZS HRH-E  
Fort Huachuca, AZ USA 85613  
Mailing: PO Box 12426  
Fort Huachuca, AZ USA 85670  
Phone: 520.459.5040  
Fax: 520.459.7571

#### Peoria Campus

14100 N. 83rd Avenue  
Suite 100  
Peoria, AZ USA 85381  
Phone: 602.943.2311  
Fax: 623.486.9030

#### Scottsdale Campus

8860 E. Chaparral, Suite 120  
Scottsdale, AZ USA 85250  
Phone 602.943.2311  
Fax: 480.850.1338

#### China Campus

Beijing Shuanglong  
Shuanglong Nanli 120#  
Chaoyang, Beijing China  
Phone: 10.8731.3311

#### India Main Campus

Modi Apollo International Institute  
24-A Lajpat Nagar IV, Ring Road  
New Delhi, India 110024  
Phone: 0091.11.26441203/4

Toll free within United States 1.866.WIUIINFO

# Western International University

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

WIU's main campus, in northwest Phoenix, is conveniently located adjacent to the Black Canyon Highway. Additional Phoenix Metro campuses are located in Chandler, Peoria, and Scottsdale. The Southern Arizona campus is located on the Fort Huachuca Army Post in Sierra Vista. Campus classrooms are designed to encourage students and faculty interaction and discussion. Computer facilities for hands-on instruction are readily available to students, as are various audio visual aids. Learning Resource Centers at each University campus provide access to online research resources. In addition to campus programs, Western International University provides on-site coursework at numerous corporate and governmental teaching sites including Salt River Project and Maricopa County. WIU also offers coursework in

classrooms at affiliate campuses in Delhi, India and Beijing, China as well as virtual classrooms through WIU *Interactive Online*.

Further information regarding Western International University is available on the University's website, [www.wintu.edu](http://www.wintu.edu).

## International Campuses

In keeping with its tradition, Western International University enhances its ability to provide its programs to a broad, global community of students through international campuses created through operational agreements with established local partners. Students throughout Asia, the Middle East and Europe either now have, or soon will have, access to the same high quality, regionally-accredited WIU academic degree programs that students have enjoyed in the United States since 1978. In keeping with local requirements and cultural adaptations, each international campus has its own version of the WIU catalog. For further information about international campuses, please contact the WIU Department of International Programs at 602-943-2311.

## Mission Statement

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

### Purposes

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

Western International University is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

30 N. LaSalle Street, Suite 2400  
Chicago, Illinois 60602-2504  
312-263-0456

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



## Affiliations & Memberships

WIU holds membership in, or is affiliated with, the following:

- Association to Advance Collegiate Schools of Business (AACSB)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Council on Education (ACE)
- America-Mideast Educational and Training Services, Inc. (AMIDEAST)
- Arizona Association of Collegiate Registrars and Admissions Officers (AzACRAO)
- Arizona Association of Student Financial Aid Administration (AASFAA)
- Arizona Veterans Program Association (AVPA)
- Council for Adult and Experiential Learning (CAEL)
- EDUCAUSE
- Independent Colleges and Universities of Arizona (ICUA)
- National Academic Advising Association (NACADA)
- National Association of Foreign Student Advisors (NAFSA)
- National Association of Independent Colleges and Universities (NAICU)
- National Association of College and University Business Officers (NACUBO)
- National Association of Veterans' Program Administrators (NAVPA)
- Pacific Association of Collegiate Registrars and Admissions Officers (PACRAO)
- Professional and Organizational Development Network (POD)
- Servicemembers Opportunity Colleges (SOC)
- University Continuing Education Association (UCEA)
- Western Association of Student Financial Aid Administration (WASFAA)



# Programs by Campus Location

Degrees/Majors		Main Campus	Chandler Campus	Peoria Campus	Scottsdale Campus	Ft. Huachuca Campus	Interactive Online
AA	Business	•	•	•	•		•
BA	Behavioral Science	•	•	•	•	•	•
BA	Criminal Behavior	•					•
BA	Human Resource Management	•	•		•	•	•
BA	Legal Studies	•			•		•
BS	Accounting	•		•	•		•
BS	Business	•	•	•	•	•	•
Minors: Accounting		•		•	•		•
Criminal Behavior		•			•		•
E-Business		•	•		•		•
Finance		•			•		•
Health Administration		•					•
Human Resource Management		•	•		•		•
Informatics		•	•		•		•
International Business		•			•	•	•
Legal Studies		•			•		•
Management		•	•	•	•		•
Marketing		•	•		•		•
Public Administration		•					•
Small Business Development		•	•		•		•
Supply Chain Management							•
BS	Business Administration	•	•				•
BS	Informatics	•	•		•	•	•
BS	International Business	•			•		•
BS	Management	•	•	•	•		•
MA	Innovative Leadership	•	•			•	•
MBA	Master of Business Administration	•	•	•	•	•	•
MBA	Finance	•		•	•		•
MBA	International Business	•			•		•
MBA	Information Technology	•	•			•	•
MBA	Management	•	•	•	•	•	•
MBA	Marketing	•					•
MBA	Organization Development	•					•
MBA	Master of Public Administration						•
MS	Information Systems Engineering	•	•			•	•
Accountancy Certificate		•		•	•		•

Western International University (WIU) welcomes applications from all students possessing a high school diploma or equivalent, who are qualified to achieve the University's educational goals, without regard to gender, race, creed, age, disability, national origin, or religious belief.

Since coursework at WIU begins monthly, applications and registrations are accepted on an ongoing basis. Early submission is encouraged to allow sufficient time to process application materials. International students should begin the process well in advance of intended start date. A minimum of three months is recommended. Students must complete all application requirements before being considered for admission. All students applying for admission must submit a complete and accurate application package including all required academic and professional credentials. Credentials from previously attended institutions will not be considered or reviewed beyond 90 days of the admission date. Applications to the University are considered current for 12 months from the date of submission. Admission requirements must be met within 12 months of this date. Should this not occur, students will be notified in writing and must reapply for the application process to continue. Special consideration is given to applicants who are active service members or reservists called to active duty.

Because admission requirements for students who pursued Associate degrees at WIU Associate Degree Programs (formerly Axia College of WIU) differ from those for students entering the University's Bachelor programs, admission to WIU Associate Degree Programs does not exempt students from complying with the WIU admission process. The University will waive application fees for these students as well as for all students who have previously attended Apollo Group institutions.

As a service to students, the WIU Admissions Office accepts the responsibility of obtaining transcripts from previously attended institutions in the United States. Should another institution refuse to release a student's records, the student will be notified and must assume responsibility for obtaining documentation required for admission.

The Admissions Office processes all applications, evaluates transcripts, and makes decisions regarding acceptance and application of allowable transfer credits to the program of study. For admission and transfer credit purposes, the University recognizes only coursework from and credits earned at regionally or nationally accredited colleges and universities. Students are granted Admitted Status after all documents have been received, the admission file has been evaluated, and all admission requirements have been met.

Applicants whose academic records present special situations are referred to the Admissions Committee for review.

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

## Degree-Seeking Students

University applicants pursuing Associate, Bachelor, or Master degrees at WIU are considered degree-seeking students.

Students having completed a WIU application and granted provisional status are considered eligible for enrollment. International students on WIU-issued student visas must be admitted as degree-seeking. Students applying for financial aid must be accepted for enrollment as degree-or certificate-seeking students prior to financial aid being processed.

Admission Statuses for degree programs are explained in the Admission and International Admission sections of this catalog.

## Bachelor Degree Admission

### *Eligibility*

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

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

# Admission

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

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

## ***Standards***

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

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

## ***Procedures***

Candidates for Admission must:

- Submit a completed and signed WIU Application for Admission listing secondary and all post-secondary institutions attended. Applicants under the age of 18 must have the signature of a parent or legal guardian.
- Pay non-refundable application fee.
- Sign request form(s) for official transcripts from all previously attended regionally accredited colleges and universities. Students relying on foreign transcripts for admission must provide official academic records from all institutions attended outside the U.S. Students whose records are on administrative hold at another institution must resolve the issues and provide the required documents to WIU.

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.

## **Master Degree Admission**

### ***Eligibility***

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

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

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

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

### ***Standards***

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

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

### ***Procedures***

Candidates for Admission must:

- Submit a completed and signed WIU Application for Admission listing secondary and postsecondary institutions attended.
- Pay non-refundable application fee.

- Sign request form(s) for official transcripts verifying Bachelor degree from a regionally or nationally accredited college or university. Students relying on foreign education for admission must provide official academic records from all institutions attended outside the U.S.

## Provisional (PVA) Admission Status

Provisional (PVA) Status is granted to degree-seeking applicants who declare they possess qualifications that meet University requirements. Under this status, degree-seeking students are eligible to immediately enroll in and attend a maximum of three courses after submission of a completed Application for Admission packet and payment of the application fee.

All students attending courses under Provisional (PVA) Status must achieve the University's required academic standards by the end of the third course to be granted Admitted Status. Undergraduate students must achieve a cumulative grade point average of 2.0 or above. Graduate students must achieve a cumulative grade point average of 3.0 or above. Academic Notice will be assigned to those students whose cumulative grade point average falls below University standards during this period.

Students are allowed 12 months to complete all admission requirements. To support academic success, it is recommended that courses are taken one at a time until admission status is determined.

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

### *Provisional (PV) Status*

Students whose previous credentials do not meet University standards will be assigned Provisional (PV) Status and achieve Admitted Status only upon successful completion of three courses. Coursework must be completed within 12 months of initial enrollment.

Students, whose credentials do not meet Western International University's requirements and who do not

achieve University academic standards by completion of their third course, will be denied further enrollment and academically disqualified from the University.

## Registered Status

At WIU-affiliated sites in countries outside of the United States, Registered Status is granted to applicants who have presented qualifications meeting the University's published admission criteria.

Degree-seeking students may attend a maximum of four courses under this status by completing an application and paying the application fee.

Under extenuating circumstances, students may request permission from the Admissions Manager to enroll in additional courses prior to the admission decision being made. The University makes no guarantee of a favorable admission decision to students enrolled in coursework under Registered Status.

## Denial of Admission

Applicants will be denied admission to the University if, after all documentation has been provided, it is determined that the University's published admission requirements have not been met. Provisionally admitted students who do not meet the required GPA at the end of their third graded course will be denied Admitted Status and academically disqualified. Conditionally admitted students, who fail to meet final admission requirements, will be denied admission. Students submitting false, incomplete or misleading information will be denied admission and academically dismissed.

Denied students are not eligible to register for further coursework. Students enrolled in a course(s) at the time of the denial decision have the option of completing the course(s) or immediately withdrawing without penalty. All future course registrations will be cancelled.

## Nondegree-Seeking Students

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

# Admission

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## *General Nondegree-Seeking Status*

Students under a general Nondegree-Seeking Status may take a maximum of 15 credit hours at WIU. Nondegree-seeking students are not eligible to receive most types of financial aid or veterans' benefits. This classification is not available for international students on WIU-issued student visas.

Although official documentation of previous coursework is not required for admission under this status, applicants must submit an unofficial transcript or academic history verifying course prerequisite requirements have been met. If applicable, demonstration of English proficiency is required.

## *Professional Studies*

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

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

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

## **Notification of Admission Status**

Students are notified of admission decisions and, if applicable, official acceptance of transfer credit by mail within four weeks of receipt of all application materials including official transcripts.

Upon notice of a favorable decision, students must review transfer credits, remaining degree requirements and develop a course of study with their Academic Advisor.

NOTE: Students who inadvertently omit a previously attended institution from their application are given 90 days from date of admission to provide an official transcript for consideration. After that time, the admission process is considered final.

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

## **Admission Appeals**

An applicant, whose admission to the University is denied, may file a written appeal of the decision with the Student Appeals Committee. Students are not allowed to register for courses during the appeal process.

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

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

## **Readmission**

Students who interrupt their enrollment for more than 12 consecutive months must apply for readmission by completing a new WIU Application for Admission. Official transcripts from all colleges or universities attended since the last enrollment at WIU will be required. (Refer to Re-Entry to the University section of this catalog for further information).

# International Student Admission

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

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. After receipt of the I-20, students should plan on a minimum of six weeks before beginning coursework in Phoenix.

## Eligibility

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

- Appropriate visa status allowing University enrollment.
- All Bachelor degree applicants must have completed the equivalent of a U.S. high school degree (12th grade-secondary school) at a recognized institution.
- All Master degree applicants must hold the equivalent of a U.S. Bachelor degree (16th year) from a recognized institution. Students holding a first degree (minimum three years in length) may be considered for the WIU Foundational Bridge.

## Standards

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

- All applicants from countries where English is not the official language must demonstrate English language proficiency.
- All Bachelor degree applicants entering with the equivalent of 12 or more graded semester academic credits of college level 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 GPA of 2.5 on a 4.0 scale (C+ level) for all high school (secondary) work completed.
- All Master degree applicants must have achieved the equivalent of a cumulative grade point average (GPA) of 2.75 on a 4.0 scale for all undergraduate coursework completed.

## Procedures

Candidates for Admission who reside in countries other than the U.S. must:

- **Submit a signed WIU International Student Application for Admission form.**

All parts of the form must be accurately completed. 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 and tuition fees for one course for students who do not prove English proficiency or the first two courses for students who demonstrate English proficiency in U.S. 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 U.S.**

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, U.S. Consular official, or U.S. Information Agency (USIA) office. All documents must be in English or accompanied by a certified English translation. Graduation date, degree earned (if applicable), courses, grades, and years of attendance should be

# International Student Admission

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

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

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

A fee of \$400 USD may be assessed for those who choose not to transfer to WIU Main Campus (after all formalities are completed and the fees paid to the U.S. campus) or for those students who do not complete four classes at WIU. The guidelines will be:

1. If the student is denied a visa, a full refund will be given upon receipt of documentation that USCIS has denied the visa.
2. If the student decides not to go to U.S. for any reason other than denial of visa, a \$400 USD cancellation fee will be assessed against the tuition deposit, paid by the student to WIU- U.S.
3. If the student begins taking classes at WIU – U.S. but does not complete four courses, a \$400 USD fee will be assessed.

## F-1 Students only

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

Evidence of current and readily available financial support, verifying that the student has sufficient funds and living expenses available for a minimum of one year of study, is required by U.S. Immigration policy. The Financial Guarantee 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 U.S. currency.

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

## Conditional Status

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

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

## F-1 Student Procedures

1. Upon notification, all students residing outside the U.S. must remit a tuition deposit for one degree course for students who do not prove English proficiency or two degree courses for students who demonstrate English proficiency. This deposit is refundable only upon proof of visa denial.
2. Upon receipt of a student's tuition course deposit indicating his/her intention to attend WIU and all other necessary documents, the admission letter and I-20 Form will be sent. Students residing in the U.S. are expected to sign the I-20 Form at the campus.
3. Students residing outside the U.S. are required to present Form I-20 and evidence of financial

support to the American Consulate to obtain student visa status. Please refer to your local U.S. Embassy or U.S. Consulate website to obtain information on additional documents required for the visa interview.

4. Upon arrival at WIU, students must contact the International Program Officer and present:

The signed I-20 Form, passport with visa stamp, and I-94 card as well as attend the International Student Orientation.

5. WIU offers monthly Orientations for international students. These Orientations take place a week prior to class starts and are mandatory for all F-1 visa students. Attendance is optional for non F-1 visa students.

International students who fail to successfully complete their assigned Orientation will not be allowed to begin classes and will be reported as out-of-attendance through Student and Exchange Visitor Information System (SEVIS) to the Department of Homeland Security.

Prior to enrolling in degree courses, all students will receive and review the WIU International Student Orientation Manual.

## International Transfer Students

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

- Copy of a current F-1 student visa.
- Copy of all three pages of the I-20 Form issued by the previously attended school.
- Copy of the front and back of the I-94 card.
- Completed Transfer-In Form for Non- Immigrant Applicants. This form is available from the WIU International Operations Department.

Applicants on immigration status other than F-1 should contact the WIU International Operations Department for guidance.

## English Language Proficiency

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

- **Graduation from an English-speaking high school**

Graduation from a a regionally accredited or state licensed secondary school whose language of instruction is English. A minimum of two years of coursework must be in residency and a cumulative GPA of 2.0 on a 4.0 scale (C level) earned.

- **College or university attendance at a certified English-speaking institution**

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

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

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

- **Completion of Combined English Language Skills Assessment (CELSA)**

WIU will accept CELSA scores from tests taken no more than two years prior to application with a score of 65+ (Bachelor programs) and 70+ (Master programs).



# International Student Admission

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

WIU will accept TOEFL scores from tests taken no more than two years prior to application. A minimum score of 500 (paper-based) or 173 (computer-based) is required for admission to Bachelor degree programs. A minimum score of 550 (paper-based) or 213 (computer-based) is required for admission to Master degree programs. The Test of Written English (TWE) with a passing score of five should be included. If the TWE is not included or the student has a low TWE score, an ESL test of writing must be taken upon arrival at WIU. 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 6151  
Princeton, New Jersey USA 08541-6151  
or  
Contact TOEFL at their website:  
[www.toefl.org](http://www.toefl.org)

- **Completion of International English Language Testing System (IELTS)**

WIU will accept scores from tests taken no more than two years prior to application. A minimum band score of 6.0 (Bachelor programs) and 6.5 (Master programs) is required for admission to the University. For further information, students may contact IELTS at their website, [www.ielts.org](http://www.ielts.org).

- **Completion of Berlitz General Test of English Communication (GTEC)**

WIU will accept scores from tests taken no more than two years prior to application. A minimum total score of 750 and minimum score of 175 per section (Reading, Writing, Listening and Speaking) is required for direct admission into the University.

A student who scores a minimum of 150 out of 250 per section and a total minimum score of 700 would be issued a visa to attend WIU - U.S. with restricted admission.

The Berlitz exam can be completed in the student's home country. Berlitz test results are generally available two weeks from test completion date.

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

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

WIU reserves the right to require an internal assessment or recognized examination to confirm English proficiency at any time during a student's attendance at the University.

## WIU English as a Second Language Program (ESL)

Western International University (WIU) partners with neighboring Glendale Community College (GCC) to provide international students with a comprehensive ESL curriculum offering multiple skill levels in each language area.

Once enrolled at WIU, students will complete an individual placement assessment to identify required courses based on his/her present proficiency. Each student will be able to tailor his/her ESL program to meet specific needs for development of English pronunciation, listening, speaking, reading, vocabulary development, spelling, grammar, and writing.

WIU ESL students will also have the added advantage of utilizing all of GCC's state-of-the-art facilities, including the ESL computer lab, tutoring center, library, and student union.

- Each ESL course is typically 13 months long with one start date available during the Fall and the Spring semester.
- However, during times of the year when entry into GCC courses is not possible, students can enroll in the following WIU courses as long as the requisite Berlitz scores are achieved:

Minimum score of 175 in any single section:  
SSC 105 AND SSC 101

Minimum score of 175 in any two sections:  
SSC 105 OR SSC 101

Minimum score of 175 in at least three sections:  
SSC 105, SSC 101, ACC 305 or select undergrad courses in IT or MAT, with approval of International Operations/ CAA departments

- Students enrolled in one of GCC's Level IV classes, may co-enroll in a WIU course listed above regardless of scores on the Berlitz test. The Level IV GCC courses are as follows:

ESL040 Grammar

ESL041 Listening and Speaking

ESL042 Writing with Oral Practice

RDG040 Reading

- Upon successful completion of GCC's ESL 077, students will "graduate" from ESL and be allowed to enroll in WIU courses under the same guidelines as any fully-admitted WIU student.

Enrollment in the ESL program is available to all international students, U.S. 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 before an I-20 is issued.

- Students who do not demonstrate English proficiency must submit a tuition deposit for one degree class. This deposit is refundable only upon proof of visa denial. If the student decides not to attend WIU for any reason other than denial of visa or does not complete at least four degree courses at WIU, a \$400 cancellation fee applies.

Students who transfer to WIU from another institution in the United States are not required to submit a tuition deposit.

Detailed information on the WIU approved English as a Second Language (ESL) program can be obtained by contacting the International Operations Department.

## International Operations Department

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

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 staff of the IOD.

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

For more information about studying at WIU – U.S., please refer to the International Student Handbook link which can be found at the following:

[www.wintu.edu/International/index.htm](http://www.wintu.edu/International/index.htm)

## Foundational Bridge to Graduate Studies

The WIU Bridge Program is designed to assist those students who wish to enter a Master-level program at the University and possess first cycle degrees involving three years of study beyond their secondary (12th year) education.

The Bridge is comprised of 33 upper level credits selected to prepare students for success in graduate studies. Students bridging into Master programs are considered graduate students.

Graduate admission and academic requirements apply to students participating in the WIU Bridge Program.

# International Student Admission

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Upper level coursework completed beyond the first cycle degree may be considered to fulfill Bridge requirements in accordance to standard transfer credit policies.

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

Completion of the Bridge Program does not constitute completion of a WIU Bachelor degree. Therefore, no diploma is issued.

## International Student Responsibilities

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

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

NOTE: International students attending the University on F-1 visas may enroll in a maximum of one *Interactive* Online courses per every six month period beginning from the start date from your I-20 and only when concurrently enrolled in an on-ground course.

- Notifying University personnel of any changes in any of the following:

Name

Non-Immigrant or Immigrant status

Country of Citizenship

Full-time or part-time enrollment

I-94 card number

Foreign address

Education level

Funding source

Academic major

Start date of program

End date of program

Next semester enrollment date

Local address

Local phone number

E-mail address

- Students who request transfer prior to completing four courses at the University will be charged an administrative fee (\$400).
- Notifying the International Program Officer (IPO) of any extended leave of absence before the leave of absence needs to take place. The IPO must endorse student's I-20 prior to any travel outside the U.S.
- Maintaining major medical insurance in accordance with the University's insurance requirements.
- Completing RES 785 at a Phoenix ground campus. RES 785 online is not available in an online format to I-20 students residing in the U.S.

## International Student Insurance Requirements

Due to the high cost of medical care in the U.S., major medical insurance coverage is mandatory for all students attending the University from other countries. Coverage must be obtained immediately upon arrival at the University and must be submitted to the IPO within two months from the I-20 start date. At minimum, a six-month policy must be obtained from the WIU preferred provider. The International Program Officer (IPO) will assist students in obtaining this insurance upon arrival. Coverage must be maintained throughout course of study at WIU. Coverage must include:

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

This requirement must be maintained and is monitored by the University throughout students' attendance at WIU.

- All students must use the WIU preferred provider unless they provide documentation that:
- They are a medical insurance plan dependent with someone who is employed by an American firm that provides coverage or
- Student's home country provides insurance that can be used in the U.S. and meets WIU's insurance requirements.

## Optional Practical Training (OPT)

For undergraduate students, Optional Practical Training (OPT) can be applied for as early as 90 days before the expected completion of the entire degree program.

For graduate students, OPT must be applied for 90 days after beginning RES 785.

# Academic Advising

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

Students are expected to schedule a counseling session with their Academic Advisor upon receipt of their letter of admission to the University. This will usually occur prior to the end of students' third courses. During this meeting, transfer credit implications and credit alternatives, such as Assessment of Prior Learning and national testing programs, will be explained. A plan of study, designed to support the student's successful completion of their academic goals, will also be

developed. This schedule will incorporate prerequisite requirements and the appropriate sequencing of courses.

Students are further expected to work with their Academic Advisor regarding any issues that may affect their academic performance, to develop course schedules and to utilize the Advisor's expertise. Registration for Independent Studies, Capstone and Applied Thesis courses are managed by Academic Advisors.

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

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

## Student Associations

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### Delta Mu Delta

Western International University hosts a chapter of Delta Mu Delta, a national honor society in Business Administration. Potential members must have distinguished themselves scholastically and demonstrate good character and leadership potential. Undergraduate members must have completed 60 credits and have a minimum cumulative GPA of 3.5. Graduate members must have completed 18 credits with a minimum GPA of 3.75. Candidates satisfying these requirements are invited to join the society.

### Golden Key

Golden Key is an honor society that recognizes academic excellence and scholastic achievement in college students from all academic disciplines.

Its mission is to help members realize their potential. Undergraduate members must have completed 60 credits and have a minimum cumulative GPA of 3.5. Graduate members must have completed 18 credits with a minimum GPA of 3.6. Candidates satisfying these requirements are invited to join the society.

### International Student Association (ISA)

The International Student Association works closely with faculty and staff to coordinate student activities and provide opportunities for students' personal and professional growth. ISA serves as a support to students adjusting to life in the U.S. and at WIU as well as offering students the opportunity to explore other cultures. ISA's primary responsibility is to act as a liaison between the international student body, administration and faculty. All international students are strongly encouraged to participate in and utilize the services of the organization.

### Upsilon Pi Epsilon

Upsilon Pi Epsilon (UPE) is an international honor society for students and alumni in the computing and information disciplines. UPE's mission is to recognize academic excellence at the undergraduate and graduate levels. For consideration of membership, Bachelor degree candidates must have completed 60 credits with a minimum cumulative GPA of 3.4. Master degree candidates must have completed 20 credits with a minimum cumulative GPA of 3.6. UPE is the only international honor society for computing and information disciplines and is endorsed by the Association of Computing Machinery (ACM) and the IEEE Computer Society (IEEE-CS).

## MyWIU

This student and faculty site provides a virtual University community. To provide maximum access to the University, each student and faculty member is given a MyWIU account. MyWIU provides:

- Access to support services
- Relevant University announcements
- Entry to WIU *Interactive* Online courses
- Personal demographic information on file with the University
- Current course grade(s) and the ability to print them
- Course and grade history and overall grade point average
- Ability to search for courses by session, subject, location, and preferred day
- A private University-related email address
- Online course registration
- Additionally, most students have access to Degree Audit, which displays progress toward degree completion

Students are encouraged to utilize MyWIU for routine transactions, and also maintain contact with their Academic Advisor to assure degree progress.

## International Program Department

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

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 staff of the IPD.

Throughout the student's stay at WIU, the staff of the

IPD will consult with and advise the student to maintain compliance with USCIS regulations and assist in making this educational experience a positive one.

## Job Placement Disclaimer

By integrating academic theory with practical application, University programs are designed to provide a quality education that extends and broadens career options for students. However, the University cannot guarantee job placement, advancement, or continued employment.

## 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. Instruction and assistance in the use of LRC resources is available at each campus LRC.

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

Guidelines for use of University computers can be found under Student Rights and Responsibilities.

## Online Library

WIU's Online Library provides electronic access via the Internet to databases throughout the world. Special access rights have been obtained from many database sources to ensure that WIU students have the most up-to-date information available to support their course requirements.

The University Online Library uses current information technology to provide relevant and timely information to its students. An array of subscription databases is available to all students and faculty at any time and from virtually any location where an Internet connection is available. Full text articles, documents, reference sources, directories, and financial data are available to support student research and learning. In

# Student Support Services

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In addition to the database subscriptions, the University Library maintains selected links to other worthwhile sites on the Web, facilitates user education, offers document retrieval and provides research guidance.

## WIU Writing Center

Available to registered students, the WIU Writing Center provides sample proofreading assistance for course writing assignments. All help is provided via email. To use the Writing Center, students may email

papers in a Word attachment to [wiulrc@apollogrp.edu](mailto:wiulrc@apollogrp.edu). Writing Center staff will review up to 25% of the document, if that can be achieved in one hour or less. A maximum of one paper per student per course will be allowed. (Thesis or Capstone submissions are not accepted.) All documents will be returned within three business days. For any questions about the WIU Writing Center, students may call 602-943-2311, extension 1038.

# University Holidays

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## WIU administrative offices close in honor of the following holidays:

Labor Day	Monday	September 1, 2008
Thanksgiving	Thurs/Fri	November 27/28, 2008
Christmas	Wed/Thurs	December 24/25, 2008
New Year's Day	Thursday	January 1, 2009
Martin Luther King, Jr. Day	Monday	January 19, 2009
Presidents' Day	Monday	February 16, 2009
Good Friday (afternoon)	Friday	April 10, 2009
Memorial Day	Monday	May 25, 2009
Independence Day	Friday	July 3, 2009

## Course Registration

WIU classes begin the first week of every month and most meet nine times over the course of two months. To assure space in a course, students are encouraged to register at least two weeks prior to the start of the session. Students may register through MyWIU, by contacting the Office of Student Records by phone, mail, email or in person, or ask Academic Advisors to assist in choosing the appropriate class and schedule the course(s). Complete registration includes fulfilling all financial obligations for the course. No student will be guaranteed enrollment in a course until registration has been completed.

Students who fail to register by published deadlines and/or attend courses without registering will be administratively registered after the second class meeting and assessed appropriate tuition, and may also be prevented from continuing in the course if the class is at maximum capacity.

To attend the first live session of WIU *Interactive Online* courses, students must register no later than 48 hours prior to the start of the class. Students must register by the 20th of the preceding month to attend courses located at sites requiring security clearances.

WIU encourages class participation and interaction as vital to learning and retention of learning. Students are not allowed to register for courses that have simultaneous class meetings.

## Textbooks and Course Materials

Students are expected to purchase course materials prior to the beginning of class. Students who purchase textbooks and course materials from the University Bookstore are assured of obtaining the correct versions or editions for their WIU courses.

The Western International University Bookstore is located at the Main Campus in Phoenix. In addition to visiting the Bookstore in person, students may order textbooks via the internet [www.wiubookstore.com](http://www.wiubookstore.com) or by phone at 602-943-7131 or 1-888-893-9953.

Because publishers update textbook editions often, students are encouraged to register for paired courses

that may use the same text (ENG 101/ENG 102, ACC 301/ACC 302 for example) sequentially to avoid additional book costs. Students must be aware that it is illegal to copy textbooks as well as a violation of the Student Code of Conduct.

## Student Contact Information

It is the responsibility of each student to maintain current personal and contact information on file with the University. Students may use MyWIU to change phone/address information, or a Change of Information form may be completed with Academic Advisors, Financial Counselors, or the Office of Student Records. All official University documentation will be issued in the student's name as indicated on the WIU Application for Admission. Any request for change of name must be accompanied by legal documentation (marriage license, passport, divorce decree, court order) and submitted to the Office of Student Records.

## Drop/Add Policy

The Office of Student Records must be notified of the student's intent to drop a course or the student may be 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. Non-attendance does not constitute an official withdrawal. To avoid a withdrawal (W) being recorded on their permanent record, students must notify the Office of Student Records prior to the third class meeting of their intent to drop. For students utilizing Financial Aid, schedule changes affect Financial Aid eligibility. These students should contact their Financial Counselor if dropping or adding any coursework.

Students who choose to add courses in the second week are expected to be prepared to participate in the second class meeting.

## Schedule Adjustments

The University reserves the right to cancel any course. Cancellations are posted on MyWIU. Students enrolled in a course that has been cancelled will be contacted in



# University Policies

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a timely manner. Academic Advisors will assist students 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

Since WIU offers non-traditional course schedules, governmental compliance requires tracking of student attendance. Student adherence with the WIU attendance policy 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 the first and/or second class meeting.
2. Students may not miss more than two meetings of an eight meeting course or three meetings in a nine meeting course. Students with excessive absences will be administratively withdrawn and receive a grade of W.

NOTE: A maximum of 3 absences are allowed in RES 785.

Attendance requirements for courses not structured in the University's predominate nine meeting format are specified in course syllabi and/or course contracts.

It is important for students to understand the difference between attendance and participation. Absences from a course will impact a student's grade due to lack of participation. Even if missing a class meeting, students are responsible for obtaining missed classroom information and submitting all assignments.

Attendance guidelines outlined in this section present the minimum administrative requirement for a student to be eligible to receive an earned grade in a course. Instructors may refuse to confirm attendance for a student who remains for only a portion of a class meeting. WIU *Interactive Online* students are responsible for documenting attendance in

conformance with directions outlined in each course syllabus. Students are encouraged to retain copies of all sent items related to attendance compliance until the course is complete and grades are issued.

Weekend intensive course attendance requirements are enforced in four-hour increments (i.e. Friday evening session is the first class meeting, Saturday morning is the second class meeting, etc.)

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

### *Independent Study Attendance*

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

## Withdrawal from the University

All students who find it necessary to interrupt their attendance at the University, permanently withdraw from the program, or take a leave of absence for any reason must contact their Academic Advisors and Financial Counselors. For those students receiving financial aid, a change in enrollment status may result in a loss of financial aid eligibility or cancellation of funds.

## Re-entry to the University

Students who allow a time lapse of 12 months between the completion of one WIU course and the beginning of the next course are placed on inactive status. To regain active status, students must submit a new Application for Admission. University Re-entry Advisors assist students with this process as well as scheduling appropriate coursework following re-enrollment.

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

- A minimum of 36 credits that are applicable to the student's program have been earned at WIU.
- All degree-required coursework (within six credits) has been completed.
- The combination of previously completed WIU coursework and courses remaining ensures that the student will accomplish a minimum of 54 upper division (300-400 level) credits.
- The student will be able to complete the program within eight years from its original start date.

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

Master degree candidates re-enter under current catalog degree requirements unless both of the following criteria have been met:

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

Students out of attendance for more than two years will be required to repeat RES 603 (Applied Thesis Development).

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

## Residency Requirements

To be awarded a WIU degree, students must earn a minimum number of credits through completion of University coursework.

- A minimum of 18 credits must be earned through WIU resident courses for issuance of an Associate degree.
- A minimum of 36 upper division (300-400 level) credits must be earned through WIU resident courses for issuance of a WIU Bachelor degree. Students must earn a minimum of 54 upper division credits and a maximum of 72 lower division credits to meet Bachelor degree requirements.

- A minimum of 34 credits must be earned through WIU resident courses for issuance of a Master degree.

Please see Professional Studies section for residency requirements of certificate programs.

## Transfer of Credit

Transfer credits from regionally and nationally accredited post secondary institutions, as recognized by the Council for Higher Education Accreditation (CHEA), are generally accepted for courses that are recommended by their issuing institutions for transfer into undergraduate and graduate programs.

Only coursework documented on official transcripts will be evaluated. Official transcripts are those documents sent directly to the University by the issuing institution or hand delivered in original, sealed envelopes. All transcripts received and evaluated by University Services are considered property of the University and will not be released. Additionally, University policy does not allow reproduction of these documents for student use.

Non-classroom credit earned through personal, professional and military experience, institutional examinations and assessments, and national tests for credits are also considered for transfer into undergraduate degree requirements when documented according to University guidelines.

### *Admission Evaluation of Credit*

As a courtesy, a preliminary estimate of credits may be made at the time of application to the University to assist students in selection of initial courses. This estimate is provided only as a tool and is not considered final or official determination of transfer credits. Official admission transfer credit evaluations are completed by the WIU Admissions Department within four weeks of receipt of all application materials and official documentation of credits. Students are notified by letter of admission status and accepted transfer credits.

Any questions regarding evaluations should be addressed by students with their Academic Advisor within 90 days of the date of admission notification.

# University Policies

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The Admission process is deemed final at that time and will not be re-opened. Students are responsible for informing their Advisor of courses they believe have not been accurately assessed and may be asked to provide additional information to support reconsideration. If no reevaluation request is initiated within the 90 day time frame, the evaluation is considered final, and no further review will be considered.

The University engages in transfer credit articulation agreements with various institutions. These agreements are designed to support the academic mission of University programs and supersede standard transfer credit practices. When applicable, the admission evaluation will be based on guidelines outlined in these agreements unless otherwise requested. Any request for reevaluation under standard policies must be made through an Academic Advisor within the 60 day time frame noted above.

## ***Ongoing Credit Evaluation***

Students may request evaluation of transfer credit earned at other institutions after admission to WIU throughout their attendance at the University. Students are responsible for providing official documentation of credits for evaluation by the Office of Student Records. Application of credit to degree requirements is not retroactive nor will the University accept duplicative coursework. Transfer credit will not be applied to courses already completed at WIU.

NOTE: Credit evaluations are performed for students on active status. Students who have not attended a WIU course within the past 12 months must follow University re-entry procedures prior to any consideration of transfer credit.

## ***Eligible Credits***

Transfer credits are accepted if officially documented from an approved institution, applicable to WIU course requirements in the student's chosen program, and have been completed with an acceptable grade. For undergraduate courses, a minimum grade of C is required for transfer consideration. A grade of B is required for transfer of graduate courses. Grades earned at other institutions are considered for admission decisions, but are not factored into the WIU cumulative GPA.

## ***Transfer Limitations***

- At the undergraduate level, lower division (100-200 level) credits may be accepted up to a maximum of 72 semester credit hours. A maximum of 18 upper division (300-400 level) credits may be accepted. Courses are evaluated as upper or lower division credits based on the levels assigned by the issuing institution.
- Semester hours are transferred with the credit value assigned by the issuing institution. Quarter hours are transferred as two-thirds of a semester credit. A transfer course must bear a minimum weight of 2.5 semester credits to fulfill a specific WIU course requirement.
- A maximum of six credits may be applied to major requirements at the undergraduate level.
- A maximum of six credits may be transferred into graduate programs.
- Graduate coursework may not be applied to undergraduate requirements.
- Non-classroom credits will be accepted only when transcribed by specific course titles, assigned number of credits, and earned grade.
- A maximum of nine vocational or activity credits will be accepted into degree requirements unless specified under a University articulation agreement.
- Only information technology coursework completed within a maximum of five years of transfer credit evaluation will be considered for transfer. Students who have been continually employed in the technology field may petition for special consideration.
- Transfer credit will not be applied to the following WIU courses:
  - SSC 105 Student Success Course
  - CAP 485 Integrated Capstone
  - RES 500 Graduate Research and Writing Methods
  - RES 500A Graduate Writing Methods
  - RES 603 Applied Research Development
  - RES 785 Applied Thesis Research Seminar

## ***Non-eligible Credit***

Transfer credit will not be awarded for non-credit courses, workshops, activities, or seminars offered by post secondary institutions as part of continuing education or professional development programs. Credit identified by the issuing institution as not applicable to a baccalaureate degree, remedial, or otherwise considered precollege level is not transferable.

## ***Military Training***

Military training is considered for transfer credit for the courses approved by the American Council on Education (ACE) or Program on Noncollegiate Sponsored Instruction (PONSI) and evaluated according to ACE or PONSI recommendations. Students relying on transfer credits for military service must provide transcripts from the Army/ACE Registry Transcripts System (AARTS) or Sailor/Marine American Council on Education Registry Transcript (SMART) for review.

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

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

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

## ***Credit by Examination***

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

- DANTES (SST) - Subject Standardized Tests (formerly USIF)

- CEEB/AP - College Entrance Examination Board Advanced Placement Examinations
- CLEP - College Level Examination Program Excelsior College Examinations - (Previously known as ACT/PEP and RCE/PEP)

## ***Assessment of Prior Learning (APL)***

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

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

Meeting with an Academic Advisor is mandatory for submission of a portfolio. A maximum of 60 credits may be earned through any combination of APL and credit by examination toward a Bachelor degree. A maximum of 24 credits may be applied toward an Associate degree. These credits do not apply to residency requirements.

## ***University Articulation Agreements***

Western International University offers Associate degree graduates from selected institutions unique transfer opportunities. With a prequalifying Associate degree, students may fulfill all general education curriculum requirements (60 credits) and enter with junior standing into the Common Body of Knowledge courses, with 66 total credits remaining to complete in a WIU Bachelor of Science program.

Central Arizona College

Cochise College

Everest College

Maricopa County Community College District

Our Arizona Public Community College Statewide Agreement allows holders of a prequalifying degree (earned since 1990) to automatically fulfill all 60 credits in the General Education Curriculum.

# University Policies

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Arizona Western College

Coconino County Community College

Dine College (formerly Navajo Community College)

Eastern Arizona College

Mohave Community College

Northland Pioneer College

Pima County Community College District

Tohono O'odham Community College

Yavapai College

In addition, with a prequalifying Associate degree, students may fulfill 51-57 general education curriculum requirements, with 69-75 total credits remaining to complete a WIU Bachelor of Arts program. Additional transfer credit may be available depending on prior completion of required lower division courses.

Students wishing to participate must submit an official Associate Degree transcript and sign a Student Acknowledgement form.

## Dual Majors

Undergraduate students, in all programs except the Bachelor of Science in Business, may simultaneously complete two majors, provided both majors lead to the same degree (i.e. Bachelor of Science). A minimum of 24 credits must be completed in residence at WIU for the second major. A maximum of nine credits (institutional and transfer) may be shared between both majors.

Students enrolled in Master of Business Administration with a specialty programs may simultaneously complete two majors that lead to the MBA (e.g. management and finance). A combination of management and organizational development is not possible nor does this option apply to the general MBA degree. A minimum of 15 credits must be completed in residence for the second major. A minimum of one thesis, encompassing both areas of study, is required. Students may also opt to complete two separate theses. A separate thesis advisor per major is required.

All requirements for each major must be satisfied. No single major course may apply to both majors, with the exception of RES 785. The request for a second major must be indicated prior to enrollment in RES 603. Program requirements of the second major will be based on those in effect at the time of the request. Prior transfer and institutional credits will be evaluated for applicability to the new major. Only one capstone/thesis course is required. Only one diploma will be issued.

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

## Second/Dual Degrees

Students may not be awarded more than one of the same degree from WIU nor may they simultaneously pursue programs at different academic levels (Associate, Bachelor, Master). To earn both a Bachelor of Arts and a Bachelor of Science degree, a minimum of 36 additional credits must be completed for the second degree. Graduate students, except Information Technology majors, may earn one of each degree type: Master of Business Administration, Master of Public Administration, or Master of Science. Second degrees may be pursued simultaneously or sequentially.

To petition for a second degree without reapplication for University admission, students must meet with their Academic Advisor prior to completion of the first degree. Students electing a second degree after graduation must complete a new WIU Application for Admission.

Completion of the second degree will be based on degree requirements in effect at the time of request. Prior transfer and institutional credits will be evaluated for applicability to the new degree. A maximum of nine credits (institutional and transfer) may be shared between both degree major requirements. All requirements must be met for the second degree including any capstone course or thesis. An official notice of acceptance will be issued by the Admissions Office.

## Minors

Students enrolled in the Bachelor of Science in Business program may elect to declare a minor by concentrating 15 upper division credits in one discipline. A maximum of two minors may be selected. Students may make the declaration at any time prior to completion of 117 credits toward degree completion. However, they are encouraged to declare early in their programs and consult with their Academic Advisor to assure selection and availability of correct courses. Program requirements will be those in effect at the time of the declaration or, by petition, those in effect under the student's original catalog.

The specific courses required for Accounting, Criminal Behavior, E-Business, Finance, Health Services Administration, Human Resource Management, International Business, Informatics, Legal Studies, Management, Marketing, Public Administration, Small Business Development, and Supply Chain Management minors can be found in the Academic Program Requirements section of the catalog.

## Choice of Catalog

Students whose attendance at the University has not been interrupted will graduate under the curriculum and course requirements in effect at the time of enrollment. However specific course prerequisites may change, and those in effect at the time the course is taken will apply.

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

WIU catalogs are published annually. Students may choose to graduate under their program requirements or change to any current catalog issued while they are in attendance.

## Change of Major/Minor/Catalog

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

NOTE: Students utilizing Title IV funds (financial aid) must consult their Financial Counselor prior to changing major or catalog. Program changes may impact funding.

## Transcripts

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

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

# Graduation

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

## Commencement Ceremony

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

Honors are recognized at the ceremony for those undergraduate students who have met the academic requirements and completed their degrees a minimum of 60 days prior to the date of the ceremony. No exceptions can be made to this policy.

## Graduation Clearance Procedure

Students may verify graduation clearance by contacting the Office of Student Records or an Academic Advisor when within 9 credits or 90 days prior to expected completion date. Upon receipt of the request, the Office of Student Records updates the student's program evaluation. Students may then meet with an Academic Advisor to review remaining requirements and make arrangements for capstone courses.

## Diploma Request Procedure

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

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

Issuance of the diploma is delayed two weeks to allow funds to clear if the student writes a check for the diploma fee or to clear any debts to the University. Students who have met all degree requirements and financial obligations may request from the Registrar a letter verifying degree completion prior to receiving their diplomas.

## Honors

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

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

WIU does not issue honors designations at the Associate or Master levels.

## Graduation Deadlines

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

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

The timeline for students in active status who chose to change their program, major, or catalog choice will remain in effect from the first course taken that remains applicable to their degree. Students who re-enter the University after an absence of one year or more will be advised of their graduation deadline upon readmission.

NOTE: Students who began their programs of study prior to the 1998/1999 catalog year and who have remained under "active status" will be given 12 months from the "date of discovery" to complete their existing program requirements.

## Independent Study

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

The following limitations are applied to Independent Study:

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

- Independent Study courses may not be requested more than 60 days prior to the anticipated start date, but must be requested no later than the 1st of the month preceding the session requested.
- The University will assign the most appropriate faculty for the Independent Study. Students may indicate a faculty preference, but should not base request decisions on an anticipated instructor.
- Independent Studies are delivered via WIU *Interactive Online*. An independent study fee will be charged in addition to tuition. This fee must be paid prior to beginning the course.

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

## WIU Writing Style

Western International University has adopted the American Psychological Association (APA) style for resource documentation of papers. *The Little, Brown Compact Handbook with Exercises* by Jane Aaron (Longman Press) is a resource of the approved style and is available in the University bookstore. It is the student's responsibility to learn to document papers in the established format.

## Late Assignment Policy

Acceptance of late assignments is at the discretion of the instructor. No coursework is accepted after the end of the course.



# Academic Policies & Procedures

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## Grading Procedures

Students' official grades are posted by the Office of Student Records upon completion of each course. Grade reports indicate the course taken, the credits received and grade assigned.

Faculty members are required to forward final grades to the University for processing within seven calendar days of completion of the course. Official grades are available for viewing through MyWIU immediately upon posting.

WIU uses the following 4.0 grading system to evaluate student performance:

<b>Letter Grade</b>	<b>Points</b>
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	.000
I	Incomplete
P	Pass
NP	No Pass
<b>Non-Grade Symbols</b>	
R	Repeat
X	Audit
W	Withdrawal
WV	Waiver

## Grading Scale

93 – 100	A
90 – 92	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
67 – 69	D+
63 – 66	D
60 – 62	D-
< 60	F

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

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

- I = INCOMPLETE (see section below).
- NP = NO PASS. Quality and quantity of work in and out of class do not meet required competencies.
- P = PASS. Quality and quantity of work in and out of class meet required competencies.

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

- R = REPEAT. Posted with the first grade earned in a course that is later retaken.
- W = WITHDRAWAL. Students who attend at least one class and miss at least four class sessions will receive a W. W grades do not factor into the GPA.
- WV= WAIVER. Course academic content alternatively fulfilled. WV does not provide credit.
- X = AUDIT. Student attends and participates in a course with no credit or grade awarded.

## Pass/No Pass Option

All WIU students are allowed the use of a Pass/No Pass option for a maximum of three courses during their program of study. This option allows students to complete courses without impacting their cumulative grade point average. To achieve a Pass, a student must earn the equivalent of a C (73 - 76%) in the course. Any lower grade will result in a No Pass, which will necessitate retake of the course, if it is required for degree completion. In either case, neither Pass nor No Pass will be factored into a student's overall grade average. The course will be recorded on the student transcript with the appropriate P or NP grade.

The following guidelines apply:

- The choice to take a course under this option must be communicated to the Office of Student Records prior to the first class meeting.
- Undergraduate students may use P/NP for General Education courses only.

- Graduate students may use P/NP for undergraduate prerequisite courses only.
- Students under academic sanction may not register for courses using P/NP option.

## Incompletes

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

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

Incomplete grades will revert to an F at the end of the incomplete period if the coursework is not completed.

In the event that the student still wants credit for the course, the student must register for the course again and pay full tuition.

Note: Incompletes are not awarded for Independent Study courses, SSC 105, RES 603, or RES 785.

## Course Repeat Policy

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

# Academic Policies & Procedures

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

Students may not take the same course more than three times. Students who fail a required course three times will be academically dismissed from the University.

## Course Audit Option

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

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

## Academic Course Load

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

The recommended maximum course load is two courses at one time for students in good academic standing. Students may not enroll in more than two courses simultaneously without prior permission. This maximum includes courses taken in overlapping sessions. Students should contact their Academic Advisor to request an exception. Approval is based on previous academic success.

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

## Program Sequence

University curriculum is expressly designed to support student progress toward degree completion by building on competencies from course to course. At the undergraduate level, knowledge acquired in lower division courses is utilized in the upper division courses. Specific skills and learning are expanded and deepened as students progress from Common Body of Knowledge to Core and, finally, to Major Coursework. Students are strongly encouraged to progress through degree requirements in the recommended sequence to assure they are best prepared for courses and to maximize success in achieving their degrees.

In some cases, the University has identified that knowledge from a specific course or courses is necessary prior to enrollment in a later course. These courses have been connected through a prerequisite requirement system at both the undergraduate and graduate level. Registration for designated courses is not allowed unless the prerequisite requirement has been met. Additionally, students who do not achieve an acceptable grade (C at the undergraduate level, B at the graduate level) in a prerequisite course must be aware that they may not be adequately prepared for the subsequent course. Courses requiring prerequisites are identified in the Course Description section of this catalog.

## Academic Standards

Grade point average (GPA) is determined by number of credits earned times grade points earned divided by total number of credits attempted. Undergraduate students must maintain a minimum GPA of 2.0 and achieve at least a C in the capstone course. Graduate students must maintain a minimum GPA of 3.0 and achieve at least a B grade in the Applied Thesis.

Students must be in good academic standing for conferral of degrees or certificates. WIU academic standards apply across all programs, degrees, and majors of the University. Academic sanctions remain in effect for students who move between Axia College and WIU programs. Assignment of academic sanctions is not subject to review through the University appeal process.

## Academic Notice

Students whose grade point average does not meet University standards (2.0 undergraduate, 3.0 graduate) prior to the final admission decision will be placed on Academic Notice. This academic status allows only the number of courses remaining under Provisional Status to address the deficiency. Students who achieve an acceptable grade average upon completion of the third course will be granted Admitted Status. Students who have not met University standards by this time will be denied Admitted Status and academically disqualified.

## Academic Probation

Academic Probation will occur when a student's grade point average falls below acceptable levels (2.0 undergraduate, 3.0 graduate). The student is notified in writing by the Office of Student Records 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 programs and may be required to repeat courses with unacceptable grades. Students on Academic Probation may not change program, major, or catalog while under this sanction. Students are advised to meet with Academic Advisors and enroll in one course at a time. Veterans' benefits and Financial Aid students may continue to receive funds while on Academic Probation.

## Academic Suspension

Academic Suspension will result if a student fails to clear Academic Probation Status during the three course probationary period. A suspended student is not eligible for readmission for a period of one year. At that time, the student may petition for readmission by presenting evidence that academic conditions have been met to the Chief Academic Officer. Upon CAO approval, students who are allowed to return must earn

an acceptable cumulative GPA within three courses. Students must work closely with an Academic Advisor during this three-course return period. Students who succeed in raising their GPA will be moved to regular academic status. Students who fail to achieve the required GPA will be academically dismissed from the University. Students readmitted within a reasonable time frame following the year of suspension may return under previous catalog requirements. Academically suspended Financial Aid students will be considered Financial Aid Disqualified and will not receive further funding.

Separation from the University may be imposed for violations of either University academic integrity standards or Student Code of Conduct. Academic Suspension status will be assigned in these cases, but may be of lengths of time other than one year.

## Academic Disqualification

Provisionally admitted students, who are then denied admission, are academically disqualified from the University. Disqualified students must cease enrollment at the University for a minimum of 12 months. At that time, further appeals for readmission will be considered. Appeals for readmission should be addressed to the WIU Admissions Manager.

## 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 or Disqualification. Academic Dismissal may also occur due to academic dishonesty and/or plagiarism, violation of the Student Code of Conduct, or three failures of a required course. Students who are academically dismissed from WIU are not eligible for readmission at any future time. There is no appeal to this classification.

# Student Rights & Responsibilities

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## Nondiscrimination Policy

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

## Student's Right to Privacy

Western International University maintains compliance with the Family Education Rights and Privacy Act (FERPA). This Act affords students certain rights with respect to their educational records. The law requires that:

1. Students are afforded the right to access official records directly related to the student. Students who wish to see their records must make an appointment through the University's Office of Student Records or local campus. Students may not remove any materials but are entitled, at their expense, to one copy of material contained in their file, unless a disclaimer appears on the document indicating that the student is not to be given a copy, or if the student waived the rights to the document. University policy prohibits reproduction of transcripts or similar documents issued by other schools. Information will be provided for viewing within 21 days.
2. Students have the right to a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under law does not include any right to challenge the appropriateness of a grade as determined by a faculty member.
3. Student's written consent must be received prior to releasing personally identifiable student data from the records to other than a specified list of exceptions.
4. The University is authorized to release public directory information concerning students.

Directory information includes the student's date of admission, current enrollment status, photographs, major field of study, dates of attendance, residency status, degrees and awards received, and most recent previous educational institution attended by the student. Directory information is subject to release at any time unless the Registrar has received a prior written request from the student specifying information not be released. A request for non-release must be submitted to the Registrar in writing and should include name, student identification number, address, specific records that are to be withheld and/or to whom the privacy hold applies, signature, and date. The hold will apply throughout the student's enrollment unless the University is otherwise notified.

5. The University is authorized to provide access to student records to University officials and employees who have legitimate educational interests to such access. These are persons who have responsibilities in the University's academic, administrative, service, or research functions.
6. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. These may be sent to:

Family Compliance Office  
U.S. Department of Education  
400 Independence Avenue SW  
Washington, D.C. 20202-4605

Educational records will also be released pursuant to a judicial order or lawfully issued subpoena, but only after the student is given reasonable notification of the University's intent to comply before release of records. Inquiries regarding FERPA and requests for non-release may be addressed to:

WIU Registrar  
9215 North Black Canyon Highway  
Phoenix, AZ 85021  
Phone: 602.943.2311  
Fax: 602.371.8637

## Solomon Act

Western International University complies with the Solomon Act which provides certain student information to military recruiters. This information includes: name, address, phone number, place of birth, level of education, major, degree(s) received, and most recent educational institution attended.

## Disability Services

Western International University recognizes and accepts its responsibilities under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1974. The University prohibits discrimination of the basis of disability and provides reasonable accommodations to qualified students in all University programs and activities.

Students have the responsibility to both self-disclose and request accommodations through WIU Disability Services. Students must contact the Disability Services Advisor to begin this process. Communicating with faculty or staff members regarding special needs does not, in itself, initiate the University process for accommodation.

Verification through documentation from a health care provider is required prior to determination and fulfillment of accommodations. Students must allow sufficient time between self-disclosure and accommodation and should schedule courses accordingly. Accommodations are not retroactive.

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

Students who have questions or concerns regarding the University's compliance with these procedures may contact the Executive Director of University Services. Formal complaints are handled through the University Grievance Process.

## Harassment Policy

It is the policy of Western International University that the educational environment at all campuses is free of

all forms of improper or unlawful harassment including sexual harassment or sexually offensive conduct. Faculty, staff or student conduct which violate this policy includes, but is not limited to:

- Unwelcome or unwanted sexual advances
- Requests for sexual favors
- Any overt or subtle suggestion that a grade or other academic achievement is dependent upon granting sexual favors or submitting to sexual requests.
- Unwelcome physical contact including patting, pinching, hugging, kissing, fondling, etc.
- Offensive conduct, verbal or written including sexually explicit jokes, comments, innuendo, or other tasteless action that would offend a reasonably sensitive person.
- Display of sexually offensive pictures, posters, illustrations or objects.
- Slurs, jokes or ridicule based on race, ethnic or national origin, religion, gender or disability.

Conduct deemed to be in violation of this policy is prohibited and will not be tolerated by the University. Retaliation, in any form, against a person raising such a concern also will not be tolerated by the University.

Any student or applicant concerned with the University's compliance with this policy may direct questions or concerns to the Executive Director of University Services or may elect to utilize the University's grievance processes as outlined in the Student Grievance section of the catalog.

## Student Code of Conduct

Students are expected to conduct themselves ethically, honestly, and with integrity as responsible members of the University's academic community. This requires the demonstration of mutual respect and civility in academic and professional discourse.

By virtue of membership in the University's academic community, students accept an obligation to abide by the Student Code of Conduct. WIU students are

# Student Rights & Responsibilities

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expected to uphold the image and reputation of the University. Behavior, either on or off campus, that is determined to impair, interfere, or obstruct the opportunities of others to learn or that disrupts the mission, processes, or orderly functions of the University will be deemed misconduct and shall be subject to appropriate disciplinary action.

Misconduct, for which students are subject to disciplinary action under the Student Code of Conduct includes, but is not limited to, the following academic and non-academic violations:

- Verbal, written, or physical abuse of any person or conduct that threatens the health or violates the personal safety of any member of the faculty, staff, or member of the student body.
- Obstruction or disruption of teaching or other components of the academic process, administration or University activity.
- Harassment, sexual or otherwise, or intimidation of any kind that has the effect of creating a hostile or offensive environment for a member of the University community.
- 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, falsification or unauthorized use of documents, University records, or instruments of identification or presenting false information during a University investigation.
- Failure to comply with published University policies or reasonable directives of University officials while performing their duties.
- Failure to conform to University guidelines regarding use of University computer or communication systems, authorized use of University equipment, intellectual property or information systems.
- Unlawful manufacture, distribution, dispensation, possession, or use of alcohol and/or controlled

substances on the University premises or during University activities; participation in any University activity while under the direct or residual influence of any controlled substance, alcohol, misused or overused legal drugs.

- Possession, use, sale or distribution 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 (not applicable to law enforcement officers required to carry firearms at all times).
- Unauthorized use of the University's name or logo that is the property of the University.
- Violation of local, state or federal statutes or University regulations.
- Hazing (any action which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of admission or initiation into or affiliation with a University-sanctioned organization.)

## ***Academic Violations***

- Plagiarism - representing the words or ideas of another as one's own or unlawful use or acquisition of copyrighted works.
- Cheating - intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
- Facilitating Academic Dishonesty by intentionally or knowingly helping or attempting to help another student violate academic integrity.

## **Academic Conduct**

### ***Academic Integrity***

Academic Integrity is expected of all students. All WIU students are responsible for reading and upholding the Student Code of Conduct, which serves to designate the rules governing academic work so that a healthy community of learning is achieved. A healthy academic community is one in which an individual student's academic competency is measured and evaluated fairly and honestly and one in which no student is

# Student Rights & Responsibilities

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disadvantaged by someone else's dishonesty. All academic work submitted must be properly cited in the body of work and represent the student's original effort and product. Where outside sources are used as references, all work submitted by the student must identify the original source and make clear the extent to which the sources have been used. The following acts of dishonesty help define those behaviors which violate academic integrity: plagiarism, cheating on an examination, forging an instructor's signature, copying themes or tests from other students, stealing an exam that has not yet been administered, deliberately allowing another student to submit your work as his/her own, submitting identical work in more than one course, altering college records, enlisting another person to write a paper for any class, or conduct detrimental to the student or other members of the class. A student found aiding another in the activities is also subject to sanction. Students charged with a violation of academic integrity are subject to progressive disciplinary action under the Academic Conduct Review Process.

## ***Academic Conduct Review Process***

Students are responsible for their academic conduct. Faculty members are responsible for monitoring academic work to ensure academic integrity.

Faculty members will report all incidents of academic dishonesty in writing to the Chief Academic Office on a Report of Academic Misconduct Form. The Chief Academic Office will document the offense in the student's academic record and notify the student in writing. Disciplinary actions for academic misconduct are progressive. Please refer to the following Progressive Disciplinary Chart. The faculty member must assign the student an F for the assignment or entire course within the usual seven-day grade reporting time. Students are responsible for knowing and following acceptable academic standards as presented in this catalog. Neither ignorance of University policy nor unintentional acts of misconduct are accepted as an excuse for academic dishonesty.

In all cases, the student has the opportunity to accept sanctions or file an appeal through the Academic Conduct Appeals Process.

Upon receiving notification of an Academic Code of Conduct violation, the student is expected to respond, in writing, within 10 days. If the student fails to respond, the University will assume student admission to the dishonesty charge.

## ***Academic Conduct Appeals Process***

Upon receiving notification of the Academic Code of Conduct violation, a student who chooses to dispute the charge must respond in writing to the Chief Academic Office within 10 days. This response along with the information provided by the faculty member will be reviewed by the WIU Academic Council Academic Conduct Committee. This committee is responsible for reviewing all referred cases, determining if a violation has occurred and reporting the findings to the Chief Academic Officer. Students will receive written notification of the findings from the Office of the CAO.

Students found not to be in violation of the standards of academic honesty will be graded in accordance with the standards set forth in the course syllabus. If academic misconduct is found to have occurred, the student is subject to progressive disciplinary sanctions up to, and including, dismissal.

## ***Progressive Disciplinary Sanctions***

The Chief Academic Officer is responsible for administering the academic disciplinary process and sanctions. Students found in violation of the academic integrity standards are subject to the following progressive disciplinary sanctions:

### **First time Offense:**

**Sanction:** Academic Warning

**Discipline:** Penalty may range from an F on the assignment up to an F for the course. Warning noted in student's academic record.

### **Second time Offense:**

**Sanction:** Academic Suspension or Dismissal

**Discipline:** Student receives an F for the course and may be placed on Academic Suspension or Dismissal.



# Student Rights & Responsibilities

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## **Third time Offense:**

**Sanction:** Academic Dismissal

**Discipline:** F for course and Academic Dismissal.

Decisions of the University Academic Council Academic Conduct Committee and Chief Academic Officer's ruling are final and noted in the student record. No further appeals will be considered by University administration. Any recommendation of dismissal from the University will be reviewed with the President prior to student notification.

## **Overall Student Conduct**

WIU is committed to creating and maintaining a positive environment that supports all members of the University community including students, faculty, and administrative staff. All constituents are obliged to conduct themselves with integrity and respect in all University interactions. Violations of the Student Code of Conduct, considered non academic in nature, are subject to investigation and possible sanctions through the Student Conduct Review process.

### ***Student Conduct Review***

Alleged violations of the Student Code of Conduct should be forwarded, in writing, to the Executive Director of University Services. Reported misconduct may result in actions ranging from verbal advisement to disciplinary measures up to, and including, dismissal from the University. Students have the option to accept the imposed sanction or dispute the allegation through the Student Conduct Review process.

Depending on the severity of the charges, a prompt investigation will be initiated. The student will be notified in writing via certified letter and given 10 days to submit a written response to the Executive Director of University Services. While the investigation is under way, if warranted, a student may be removed from classes or restricted from further registrations until final determination is made. Upon receipt of the student's response, a Conduct Review Committee, comprised of a University administrator, a faculty member and a WIU student will be convened to review the findings and make recommendations regarding sanctions.

Student failure to respond to the allegations will not deter the review process and will be considered an additional violation of the Student Code of Conduct.

The decisions of the committee will be communicated to the student in writing. If a violation is found, the disciplinary sanctions will be based on the seriousness of the situation. Any recommendation of dismissal from the University will be reviewed by the President prior to student notification.

A student who is found to be in violation of the Student Code of Conduct, may appeal the findings, in writing, to the Apollo Office of Dispute Resolution within 10 days of receiving the Student Conduct Review decision.

## **Student Grievances**

The University has a responsibility to protect the rights of students and ensure compliance with its nondiscrimination policy by providing an appeal process for those who wish to file grievances against the University including claims of discrimination.

### ***Academic Student Grievance (Grade Related)***

Prior to submitting a grade appeal, students must attempt to contact the faculty member involved. The faculty member is obliged to review grade calculations for accuracy and respond to student inquiries in writing within ten days of the request with a summary of the grade calculation. Every reasonable attempt should be made by both parties to resolve the issue at this level. The instructor's decision is final. If the instructor does not respond to the student within ten days, the student may contact his/her Academic Advisor to initiate a formal appeal, which will be taken under consideration by the Student Appeals Committee (SAC). All grade appeals must be initiated within six weeks of the course end date.

Grade disputes that are based on alleged discrimination (as defined in this Catalog under the heading Nondiscrimination Policy and Harassment Policy) are reviewed as non grade related grievances. Students who are alleging discrimination, harassment or a violation of University policy by WIU faculty or administration must submit their grievance in writing to the Executive

# Student Rights & Responsibilities

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Director of University Services within six weeks of the incident. A University Grievance Committee will be convened to investigate and review the charges. The Committee will be comprised of University stakeholders, to include an administrator, who will chair the committee, a faculty member and a student representative. All grievances will be reviewed and responded to expeditiously.

## ***Administrative Grievance***

Other grievances or requests for exception to University policy must be submitted in writing to the Student Appeals Committee (SAC), which will determine the appropriate course of action or render a decision. It is incumbent upon the student to submit all relevant information and supporting materials with the initial appeal. The Committee will not accept further documentation after the appeal has been heard. All appeals must be initiated within published time frames. Grade or attendance appeals must include dates, course, instructor name, and materials/information relevant to the situation. Transfer credit appeals must include course materials for courses in question. Academic Advisors or Financial Counselors can provide students further information regarding submission to SAC.

The WIU Student Appeals Committee meets bimonthly and responds in writing within two weeks of reviewing an appeal.

Students may submit a written appeal of decisions arrived at through the above outlined processes to the Apollo Office of Dispute Management. The submission must include all relevant documents or statements of support.

Office of Dispute Management  
4615 East Elwood Street  
Mail Stop AA-G105  
Phoenix, AZ 85040

In all cases of administrative and academic student appeals, if the issue cannot be resolved after exhausting the University's procedures, students may file a complaint with:

Arizona State Board for Private

Postsecondary Education  
1400 W. Washington, Room 260  
Phoenix, AZ 85007  
Phone: 602.542.5709  
[www.azppse.state.az.us](http://www.azppse.state.az.us)

Students must contact the State Board for further details.

## **Student Computer Requirements**

All students enrolling at WIU are required to have regular access to a computer with Microsoft Office (at least 3 or 4 times a week) to complete required written coursework and to access announcements, emails, and grades. Because most communication between the University and students, and the faculty and students is done via email, including posting of grades, it is critical that students are both computer literate and have convenient and reliable computer access throughout their tenure at WIU.

It is strongly recommended that all students enrolling in WIU *Interactive* Online classes have computer access at home. If this is not possible, students must have access from their place of employment. Employer permission to use company resources for WIU coursework is required, and access to the delivery platform must be made well in advance of course start dates to ensure that company firewalls will not prohibit access to the platform and to the internet. WIU Learning Resource Center computers are available for online courses only in emergencies.

## **Computer and Communication Guidelines**

Computer and communication resources are the property of the University. Use of these resources is a privilege and is provided to University users as a service.

These resources are provided for the delivery of curriculum and related materials, conducting online courses, performing educational research, accessing University services, and communication between and among faculty, students, and staff.

All activity on University systems, including personal

# Student Rights & Responsibilities

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activity and information, may be monitored. Anyone accessing these resources expressly consents to such monitoring and is advised that unauthorized or inappropriate use will be investigated and addressed by University officials. Students and faculty utilizing these resources without authorization, or in excess of their authorization, will be subject to sanctions. Any perceived criminal activity will be reported to law enforcement authorities.

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

- Nothing may be downloaded from the Internet or saved to the PCs. Materials may be downloaded or saved to portable media.
- The set up of the PC may not be altered in any way, without the express permission of the WIU IT Department.
- No more than one copy of a document may be printed on University provided printers except when students are required to pay for printing.
- Users may occupy only one computer at a time.
- No inappropriate (pornographic or other) websites may be visited.
- During high usage times, use of the computers is limited to 30 minutes.
- No food or drink is allowed in the LRCs or Computer Labs.
- Staff members must be notified of any computer problems immediately. Users should not attempt to correct problems themselves.
- All computer users must adhere to the Student

Code of Conduct.

- Students are responsible to report observed violations.

## Laptop Requirement

On campus Information Technology (BSI, BSB - IT minor, MBA/IT, MSISE) students must be prepared to bring a laptop to class while taking core and major coursework.

Minimum laptop requirements are as follows:

- Microsoft XP with 1 GB RAM, or
- Microsoft Vista with 2 GB RAM, and
- 40 GB Storage, and
- Wi-Fi Capability
- Microsoft Office

## On Campus Rules

The following rules are enforced at all WIU Campuses:

- Smoking is prohibited in all University buildings and allowed only in outside areas as posted.
- Literature to be distributed to students or posted on bulletin boards requires the approval of the Campus Manager.
- Children may not be left unattended and are generally prohibited from classrooms and Learning Resource Centers.
- Cell phones must be turned off during class time.
- Students are expected to dress appropriately on campus. Footwear is required at all times.

# Tuition & Fees

Type of Fee	Phoenix Amount	Ft. Huachuca Amount	When Due
<b>Application Fees:</b>			
Resident	\$85	\$85	Tuition payment is due prior to the first class meeting or in accordance with a student's stated payment plan.  See the following pages for details.
International	\$100	\$100	
<b>Curriculum Tuition Per Credit</b>			
Undergraduate - Resident (includes U.S. Mexico, and Canada)	\$365	\$315 \$210 Active Duty Military*	
Undergraduate-International	\$380	\$365	
Undergraduate - <i>Interactive</i> Online	\$475 \$250 Active Duty Military*	\$475 \$250 Active Duty Military*	
Graduate-Resident (includes U.S., Mexico, and Canada)*	\$450	\$345 \$245 Active Duty Military*	
Graduate-International	\$450	\$450	
Graduate - <i>Interactive</i> Online	\$495 \$250 Active Duty Military*	\$495 \$250 Active Duty Military*	
<b>Assessment of Prior Learning</b>			
Evaluation Submission (one-time)	\$110	\$110	Paid with first submission
Training Credit Awarded (per Credit)	\$75	\$75	Paid upon notification
Portfolio Credit Awarded (per credit)	\$100	\$100	Paid upon notification
Rush Fee	\$25	\$25	Paid upon request
Resubmission	\$25	\$25	Paid upon request
<b>Miscellaneous Charges:</b>			
Change of Major/Minor/Catalog			
First Request	No Charge	No Charge	
Subsequent Requests	\$50	\$50	Paid upon request
Independent Study	One Credit Tuition	One Credit Tuition	Paid with request
Transcript	\$7	\$7	Paid upon request
Overnight / International Rush Transcript	\$50	\$50	Paid upon request
Diploma	\$75	\$75	Paid with Application for Diploma
Overnight / International Rush Diploma	\$75	\$75	Paid upon request
Additional Diploma Copy (limit one)	\$30	\$30	Paid upon request
Student ID card replacement	\$10	\$10	Paid upon request
Declined Credit Card	\$30	\$30	Paid upon notification
Returned Check	\$25	\$25	Paid upon notification

\*Active Duty Military includes active duty military personnel (all branches), active duty reservists and active duty National Guard personnel.

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

# Financial Policies & Procedures

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## Payment Plan Policies

Western International University offers students a variety of payment plans to manage their education investment. Available payment plans allow students flexibility in meeting their individual needs.

It is the student's responsibility to select a primary payment plan. Each payment plan requires the completion of specific forms and adherence to payment guidelines. The primary payment plan will be selected with the completion of the Student Finance Agreement. Failure to select a payment plan, or maintain the requirements of a payment plan, will default the account to a Cash Payment Plan. There will be a fee for declined credit cards and checks returned for any reason.

Students may update their primary payment plan provided they are in compliance with their current payment plan. The student will need to complete a new Student Finance Agreement and any other required paperwork.

Students are ultimately responsible for all services rendered by Western International University, regardless of payment plan. Students with outstanding balances will not be able to receive grades, transcripts, diplomas, or register for courses. Failure to comply with this financial agreement may result in administrative withdrawal, no course credit, assessment of late fees, referral to collections and an unfavorable credit reference. Western International University may assess reasonable collection and attorney's fees incurred to collect any delinquent balance.

The payment plans available to students include; the Cash Payment Plan, the Tuition Reimbursement Plan, the Third Party Billing Plan, and the Financial Aid Plan.

## Cash Payment Plan

Cash Payment Plan students are required to pay all tuition and fees prior to the first night of class. Students who have not paid tuition prior to the first class meeting may not be allowed to attend the course. Payment may be made using cash, check or credit or debit card. Credit cards accepted include American Express, Discover Card, MasterCard and Visa.

There will be a \$25.00 returned check fee charged to the student's account for a check returned for any reason.

## Tuition Reimbursement Plan

The Tuition Reimbursement Plan is available to students whose employers have an approved written reimbursement policy. Tuition will be deferred for 60 days from the course start date.

Students must submit a credit card and authorization to charge automatically to secure the deferment. Debit cards may not be used under the Tuition Reimbursement Plan. The student's credit card will be charged 60 calendar days after the course start date. Tuition is deferred for a maximum of two courses per session.

There will be a \$30 declined credit card fee charged to the student's account for each declined credit card transaction.

## Third Party Billing Plan

The Third Party Billing Plan is available to students who request Western International University to bill approved employers, the military or another agency directly for the cost of tuition. The University has several approved employers; each has its own specific requirements. Students may contact the Finance Office for further information.

Approved company tuition vouchers or letters of credit must be received by the Finance Department five (5) days prior to the first class meeting of each course, if applicable. The student's account may be placed on Financial hold should the appropriate documentation not be received prior to the course start date. Any portion of tuition or fees not paid for under the Employer billing agreement must be paid by the student prior to the first class meeting of each course.

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

## Financial Aid Plan

Students may be eligible for the Federal Pell, ACG, SMART, and SEOG Grant Programs and/or the Federal Family Educational Loan Programs (Stafford subsidized, unsubsidized and Plus Loans and the Perkins Loan program). All students seeking federal

financial aid benefits must be admitted to a financial aid eligible degree or certificate program.

In order to be eligible for tuition deferment under the Financial Aid Plan at least 50% of a student's annual tuition must be funded through federal financial aid benefits, and the student must meet the following conditions. The student must have 1) completed a financial aid orientation, 2) completed an Entrance Interview, 3) submitted a completed Financial Aid Packet (including all required paperwork and related documentation), 4) completed the Admissions Application, and 5) paid all applicable fees. Students who do not qualify for enough financial aid to cover the full cost of tuition required to complete the academic year are responsible for the portion not covered prior to the first night of the course.

In order to continue tuition deferment beyond the first course, the student must provide the University all documents required to complete the certification of federal financial aid funds. Failure to submit these documents, or to qualify for federal financial aid, will default the student to the Cash Payment Plan and any outstanding balances incurred will be due immediately.

Students must reapply for funding every 24 credits per Title IV regulations on this plan. To prevent interruption to their educational program, students must begin the reapplication process at least 60 days before the end of their academic year. Failure to reapply in a timely manner may result in the student defaulting to the Cash Payment Plan.

Please note that continuous class attendance with no attendance breaks greater than 29 days is required by government regulation to retain disbursed federal financial aid funds.

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

## Veterans Educational Assistance

Formal application for admission to the University should be completed before applying for Veterans Educational Assistance. Each WIU program, course,

and location requires separate Arizona Department of Veterans' Services approval for the training of veterans. Students should contact their local campus for information on current approved programs.

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

VA benefit eligibility and assistance rates vary depending on each individual's military history and the educational program being pursued. Only the Department of Veterans' Affairs can determine a VA applicant's eligibility. To contact a Department of Veterans' Affairs representative, students may call toll free 1-888-442-4551.

To avoid overpayments, VA educational benefit recipients should promptly report any changes in enrollment or dependency status to the VA Administrator at the University and the Department of Veterans' Affairs. The University is required to notify the Department of Veterans' Affairs within 30 days of a change in student status during previously certified periods of enrollment.

Changes include withdrawal, reduction in training time, and unsatisfactory academic progress or conduct. Upon receipt of the notice, the Department of Veterans' Affairs is required to take prompt and aggressive action to recover benefit overpayments.

## Veteran and Active Duty Spouse Discount

Veterans and spouses of Active Duty Military will be offered a \$75 per credit hour tuition discount towards both WIU on-campus courses and WIU *Interactive Online* courses.

## DANTES Reimbursement

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

# Financial Policies & Procedures

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## Refund Policy

All fees, including application, assessment, student services, graduation, independent study, and lab fees are nonrefundable.

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

1. Withdrawal from a course after only one attendance and prior to the third class meeting of a 3 or 4 credit course. Refund 100% of tuition paid.
2. Withdrawal from a course after two attendances and prior to the fourth class meeting of a 3 or 4 credit course. Refund of 75% of tuition paid.
3. There is no refund available for 1-credit courses that the student attended.
4. Students who begin a program under Provisional Status pending the completion of their admission file and who are subsequently denied admission are eligible for a refund of the full tuition amount for any course in which they are currently enrolled. Tuition will not be refunded to the student for any completed courses.
5. Tuition paid for a course from which the student withdraws during the refund period will remain on account to apply to the next course taken. All requests for refunds must be submitted in writing to the Finance Office. The University requires 30 days for processing.

## Additional Refund Policies for Students Receiving Financial Aid

Financial Aid students who drop a course will have any related financial aid funds held on account and applied toward future tuition. Students who have not reentered the program after 29 days, or as of the agreed upon return date, will have any credit balance returned to the lender. When a student permanently withdraws from the University, any refund will be issued within 60 days.

A refund calculation will be completed for students who withdraw based on Title IV regulations. Students will be notified of the results of this refund calculation and have 14 business days to respond to the University.

If no response is received, any funds remaining on the student's account will be returned to the lender.

In some cases the amount required to be returned to the lender will result in an outstanding balance on the student's account with the University. The student will default to the Cash Payment Plan and the balance becomes the student's responsibility. For more details regarding the refund policy for students receiving financial aid, students should contact their Financial Counselor.

## Financial Appeals and Dispute Process

The University has a responsibility to protect the rights of students and ensure compliance with its nondiscrimination financial policy by providing processes for those wanting to appeal certain financial charges or to file a finance-related dispute against the University. All finance-related appeals and /or disputes must be submitted in writing to the University.

## Financial Appeals

All student appeals related to finance charges, or requests for finance-related policy exceptions must be submitted within six (6) weeks from the disputed charge date and include all relevant documents or statements of support. Appeals may be submitted through the student's Financial Counselor or mailed to the University's Student Appeals Committee at the following address:

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

The Finance Department or the Student Appeals Committee will review the student's submissions as well as any other relevant information and render a written decision within two weeks from receipt of the appeal.

## Financial Disputes

All finance-related disputes must be submitted in writing and include all relevant documents or statements of support. Disputes may be submitted to the University's Student Appeals Committee at the following address:

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

Student may submit a finance dispute, or appeal finance decisions of the Student Appeals Committee, by writing to the Apollo Office of Dispute Management at the following address:

Office of Dispute Management  
4615 East Elwood Street  
Mail Stop AA-G105  
Phoenix, Arizona 85040

The submission must include all relevant documentation and statements of support.

In all cases of financial dispute, if issues cannot be resolved through the University's procedures, students may file a complaint with:

Arizona State Board for  
Private Postsecondary Education  
1400 West Washington, Room 260  
Phoenix, Arizona 85007  
Phone: (602) 542-5709  
[www.azppse.state.az.us](http://www.azppse.state.az.us)

## Financial Aid

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Western International University (WIU) participates in five Title IV Financial Aid programs designed to give students who need or desire assistance several alternatives in financing their education. Information and/or application forms may be obtained from the Finance Office at each campus. Students may apply for financial aid if they are enrolled in an eligible degree or certificate program.

Students may borrow to the federal limits of their financial aid eligibility once every academic year (a minimum of 24 passing credits and not less than 30 weeks of instruction time). At WIU, students are required to successfully complete at least 24 credits. This type of funding method is called borrower-based. Therefore, students may be eligible to apply for two, three or four loans and/or two, three or four grants during their program. Normal processing time is 30 to 60 days. Students must complete the credits approved under the first loan of their academic year before receiving disbursement of a new loan.

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

All students receiving financial aid must comply with

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

### Federal Pell Grant Program

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

### Academic Competitiveness Grant

The Academic Competitiveness Grant is a grant available for first year students who graduated from high school after January 1, 2006; and for second year students who graduated from high school after January 1, 2005. The Academic Competitiveness Grant (ACG) award is in addition to the student's Pell Grant award.

This Grant will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are eligible for a Federal Pell Grant and who have successfully completed a rigorous high school program,



# Financial Aid

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as determined by the state or local education agency and recognized by the U.S. Department of Education. Second year students must maintain a cumulative grade point average (GPA) of at least 3.0.

## The National SMART Grant

The National Science and Mathematics Access to Retain Talent Grant (SMART Grant) is available during the third and fourth years of undergraduate study to full-time students who are eligible for the Federal Pell Grant and who are majoring in physical, life, or computer sciences, mathematics, technology, or engineering or in a foreign language determined critical to national security. The student must have maintained a minimum grade point average (GPA) of 3.0 in coursework required for the major. The National SMART Grant is in addition to the student's Pell grant award and may provide up to \$4,000 for each of the third and fourth years of undergraduate study.

## Federal Stafford Student Loans (Subsidized and Unsubsidized)

Federal Stafford Loans (formerly GSL loan program) are low-interest loans. Loans are made by lenders such as banks or credit unions. These loans are not credit-based. These loans are insured by the appropriate national or state guarantee agency and reinsured by the federal government. Loans must be repaid once students graduate or withdraw from the University.

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

The Subsidized Federal Stafford Loan is made to borrowers who demonstrate financial need according to the federal methodology. The Unsubsidized Federal Stafford Loan may not be available to dependent students. Both graduate and independent undergraduates may apply for this loan.

Students cannot borrow more than their cost of education at WIU less any other financial aid received.

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

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

The WIU Financial Aid Office will provide loan applicants with a list of lenders who participate in the federal loan programs. Students that are using financial aid as their primary payment option must select a lender.

Western International University has a list of preferred lenders that meet or exceed minimum operational standards as well as offering generous borrower benefits. However, WIU will process loan applications through any lender who participates in the Title IV Federal Loan programs. A list of the University's preferred lenders is located at:

[www.wintu.edu/currentstudents/Financing/links.htm](http://www.wintu.edu/currentstudents/Financing/links.htm)

## Financial PLUS Loans

The Federal PLUS Loan is available to parents of dependent and graduate students. This loan is a low-interest, non-need based federal loan made by a private lender that is credit based. The lender determines credit worthiness. Normally, repayment begins 60 days from the date the loan is fully disbursed by the lender. However, in some cases, the lender may approve a deferment. Students should contact their lender to receive more information. The loan may be paid back to the lender over the course of 10 years.

## Campus Based AID

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

## FSEOG

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

## Perkins Loans

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

## Alternative Loans

Students who do not want to apply for federal funds or are not eligible to receive federal funds may consider an alternative loan. These loans are available through a variety of lenders and are based on credit worthiness. Interest rates and repayment options vary by lender. Additional information concerning other sources of funding may be obtained from the WIU Financial Aid Office.

## Loan/Grant Disbursement

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

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

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

## Statement of Educational Purpose

Financial Aid is to be used solely for student's educational expenses related to their attendance at Western International University.

Referrals to the Office of the Inspector General

Western International University is required by law to make referrals to the Office of Inspector General of any cases of suspected fraud and abuse involving Title IV programs.

## Satisfactory Academic Progress

Students receiving Title IV financial aid funds must maintain the minimum grade point average for their degree program. For information regarding the minimum grade point requirements for each degree, refer to the Academic Policies and Procedures in this Catalog.

# Financial Aid

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Students must also make satisfactory progress toward completing their degree programs within the maximum time frame allowed according to Federal regulations. The maximum time frame allowed is based on the required number of credits for graduation from the degree program, less any transfer or assessed credits, times 150%.

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

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

At the time of certification and each disbursement, the Financial Counselor requests a SAP audit to be performed by the Student Services Department. The students are evaluated on the number of credits required for graduation in their degree program to determine the maximum time frame. The minimum number of credits required for graduation is 60 credits for the Associate degree, 126 credit hours for the Bachelor degree and 39 credit hours for the graduate

degree. For more information see the section in the Catalog on Academic Program Requirements.

The Student Services Department notifies students in writing if they have been placed on Academic Probation. If the SAP audit results in Financial Aid Disqualification, WIU Financial Aid Office will notify the student in writing. Students may continue to take courses at WIU subject to University policies as indicated in the Academic Policies and Procedures section in the Catalog. However, students will not be eligible for financial aid at that time. Listed below are the numbers 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 probationary status, the Financial Aid Office will notify the student.

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

### *Associate Student*

<b>Increment</b>	<b>Completed</b>	<b>Attempted</b>
1	16 completed	24 credits
2	32 completed	48 credits
3	48 completed	72 credits
4	60 completed	90 credits

In the 4th increment, students only need 12 credits to graduate. Therefore, the student must complete 12 out of 18 credits attempted in order to not exceed the maximum time frame.

### *Bachelor Student*

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

In the 8th increment, students only need 14 credits to graduate. Therefore, students must complete 13 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. Therefore, students must complete 2 out of 3 credits attempted in order to not exceed the maximum time frame.

## Leave of Absence

On occasion, students may find it necessary to take a Leave of Absence (LOA). The LOA serves several purposes. While in a current academic year, it serves to maintain eligibility within the financial aid process. It also serves to delay students' grace/repayment periods for federal student loans. An LOA should be requested any time the student will not be in attendance for a period of time greater than 29 calendar days. For students requesting an LOA, the following applies:

1. The LOA must be requested in writing, using the LOA Request Form. This form is available at the WIU Financial Aid Office.

2. Under most circumstances only one LOA can be granted in any rolling 12-month period.
3. Under most circumstances the LOA should not exceed one two-month term.
4. The LOA Request Form should be received in WIU's Financial Aid Office before the student's last date of attendance.
5. If an unforeseen circumstance prevents the student from providing this request, the University may approve the leave if the request and documentation is received within fifteen days of the last date of class attendance. The student is not eligible to receive financial aid disbursements while on an approved leave of absence. In addition, failure to return at the conclusion of the leave may result in the cancellation of any future scheduled federal financial aid.

All students requesting LOAs will be notified of their status (approved or denied) by the WIU Financial Aid Office. An LOA may also affect the amount of funding that the student may receive. The WIU Financial Aid Office will re-evaluate the funding based on the number of months in the loan period and the amount of credits that will be completed during the loan period. Students will be notified of any changes.

# Student Right-To-Know

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## Campus Safety

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

## Campus Statistics

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

Crime statistics may be found on the WIU website: [www.wintu.edu/safety/](http://www.wintu.edu/safety/). Paper copies are available upon request at the WIU Finance Office.

## Sexual Assault Prevention Programs and Sexual Harassment

Sexual Assault Prevention programs and literature are available from the local law enforcement agency. If a student is sexually assaulted, it is recommended that the local law enforcement agency be notified immediately (dial 911). Students who believe they have been sexually harassed by faculty, administrative personnel, or other students, are urged to report these incidents to the Executive Director of University Services.

An immediate investigation of all complaints will be undertaken. Anyone found, after appropriate investigation, to have inappropriately harassed a student or employee, will be subject to sanctions. Student sanctions may include written warnings and/or dismissal. Faculty members and employees are subject to written warnings and/or terminations.

## Student Completion Rate

In accordance with the Higher Education Act of 1965, each educational institution must publish its student completion rate for first-time undergraduate students. The completion rate for first-time freshmen who started between 9/1/00 and 8/31/01 was 33%.

# Drug & Alcohol Prevention Program

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

## Standards of Conduct

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

## Associated Health Risks

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

### Marijuana

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

### Cocaine

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

## Sanctions the School will Impose

Any student found consuming or selling alcohol or drugs on school property will be subject to discipline on a case-by case basis. Disciplinary action will be based on the seriousness of the situation. Some cases may result in dismissal from school. In all cases, the school abides by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol by minors. All illegal drugs are governed by the program. A current listing of federal penalties and sanctions can be found at [www.usdoj.gov/dea/agency/penalties.htm](http://www.usdoj.gov/dea/agency/penalties.htm).

## 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
- **National Council on Alcoholism and Drug Dependence**  
1-800-NCA-CALL
- **Drug Free Workplace Helpline**  
1-800-843-4971
- **National Drug and Treatment Referral**  
1-800-662-HELP

# University Teaching and Learning Model

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

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

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

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

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

It is the University's belief that any student who might benefit from enrollment in its programs is welcome. However, academic standards remain rigorous and require that students come to WIU prepared for university-level work or seek the preparation they need

either before they begin their coursework or during their initial enrollment period. Learning is a social, and often a sequential, experience. Therefore, it is critical that students enroll with the commitment to attend and actively participate in all classes. It is important to take classes in the recommended order as detailed in the following program descriptions. All course prerequisites must be met prior to enrolling in courses which require them.

## Assessment of Student Learning

It is important to WIU that students leave the University with all the skills and knowledge needed to be successful in the real world and that they graduate with confidence to take the next steps in their continuing education and careers. As a result, WIU has developed a process for assessing students' learning throughout the course of their degree attainment. The process is designed to provide ongoing feedback to students and faculty, as well as supplemental support and resources as needed, while minimizing additional work.

At the undergraduate level, assessment will begin with the Student Success Course. Students will have the opportunity to assess their writing, grammar and math skills, and enhance any skills that are weak through focused activities. These same skills will be assessed again during the capstone course, CAP 485, demonstrating the level of improvement achieved during degree completion. The capstone course will also be the point at which all of the Undergraduate and Degree-specific Learning Outcomes are assessed. The major project required in this course is specifically designed to enable students to demonstrate their mastery of these outcomes, so additional testing or assignments will not be necessary. In between the Student Success and Capstone courses, student work will be sampled in pre-determined courses to check progress on mastery of the learning outcomes and provide feedback to the faculty for course improvement.

At the graduate level, the beginning course in all degrees (currently RES 500) has been modified to include the opportunity for students to assess their

# University Teaching and Learning Model

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writing and research skills, and to brush up on those skills if needed. At the end of their program, the Applied Thesis process will enable students to demonstrate their mastery of the Graduate Learning Outcomes. Similar to the undergraduate process, samples of student work will be reviewed throughout the course of their degree and changes made to address any areas of concern.

The Undergraduate, Degree, and Graduate Learning Outcomes can be seen on MyWIU.

## WIU Learning Outcomes


To prepare students for successful employment and advancement in the business world, WIU's degree programs are developed with advice from business experts. These experts assist WIU curriculum developers in identifying what it is they want their employees to know and do. Those requirements are then integrated into the curriculum and identified as Learning Outcomes for each course and each degree program. Additionally, the basic skills and knowledge needed in all walks of life and common to all programs, such as communication, critical thinking, multicultural and international understanding, teamwork, technology literacy, are also addressed in the WIU curriculum and identified as Undergraduate Learning Outcomes. Student learning of these goals or outcomes are evaluated in each course and reflected in students' grades. Student mastery of the Undergraduate, Graduate, and Degree Learning Outcomes are also assessed in the capstone courses, CAP 485 Integrated Capstone, at the undergraduate level, and RES 785 Applied Thesis, at the graduate level. Course Learning Outcomes are provided in course syllabi and Undergraduate, Graduate, and Degree Learning Outcomes are available on MyWIU.

## Introductory Courses

The Western International University undergraduate introductory course is SSC 105, Student Success Course. RES 500, Graduate Research and Writing

Methods, is the introductory course for all graduate programs. These courses provide an overview of Western International University and the services available to the adult learner. Course materials and activities support Undergraduate, Graduate, and Degree Learning Outcomes in communication, mathematics, technology use, critical thinking, and research. These courses prepare students to successfully continue programs of study by presenting the services and tools available to students as well as offering opportunities to sharpen college-level skills.

## WIU Writing Intensive Courses

The WIU Writing Intensive courses support the University's commitment to develop student mastery of written communication. The purpose of writing intensive courses is to give students in all academic disciplines the opportunity to continuously demonstrate writing skills by submitting a substantial writing assignment in each required course designated as a Writing Intensive Course. Writing assignments submitted in these courses are reviewed to measure progression in writing skills throughout students' academic programs. These courses are designated with a  in the University Catalog and are found at intervals throughout all undergraduate degree programs.

## WIU Policy for Graded Group Projects

The individualized learning model is paramount at Western International University. Students are graded on their individual work product, and academic success is achieved through individual initiative. However, an important part of success in the business world is the ability to participate in or lead groups of individuals focused on specific projects. Courses may include small group projects relevant to course content. However, group work is designed in such a way that the contributions of its individual members may be recognized and graded. Class time for group projects will be offered so students will not be required to meet outside the classroom to complete the project.



# WIU Honors College

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High performing students enrolled in Bachelor of Science (excluding BSI) or Bachelor of Arts degrees, who meet and maintain the following requirements may earn the distinction of graduating from the Honors College.

## Eligibility & Administrative Requirements

- Students must earn a minimum of 45 credits (includes transfer credits) to be eligible for admission to the Honors College. A minimum of 18 of those credits must be earned at WIU.
- Entry to the Honors College requires a 3.8 GPA, based on WIU courses. Once admitted, students are required to maintain the 3.8 GPA.
- Students must receive recommendations from two WIU faculty members for admission to the Honors College.
- Students must be in good financial and academic standing upon submission of application, and demonstrate good student citizenship (few withdrawals).

- Honors College students are expected to participate in at least one professional, academic, or community activity.
- Students who reenter the University after more than one year of absence must reapply for admission to the Honors College.
- Students found guilty of plagiarism or other violations of the Student Code of Conduct as determined by formal WIU procedure will be dismissed from the Honors College with no right to appeal.
- Total number of credits required for graduation from the Honors College remains at 126, with a minimum of 15 credits earned in Honors courses. To graduate from the Honors College, students must take Foundation of the WIU Honors Experience, HON 300, the Honors version of the Capstone course, plus a minimum of 3 other Honors courses.

## Honors Courses

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**Prerequisite** New required Honors course—HON 300: Foundation of the WIU Honors Experience—will be a prerequisite to starting any subsequent Honors course. HON 300 will count as a lower/upper division elective/selective and be offered at least twice per year online and at Main Campus. Applies to any elective or selective.

**Three Honors-version courses to be taken at any time throughout the primary degree program.** Students will need to successfully complete a total of three of the following required Honors College-version courses as they are developed and introduced over time:

<b>CBK (Any major)</b>	<b>Business Core (BS excluding BSI)</b>	<b>LA Core (BA major)</b>
ECO 301H	ACC 301H	BEH 304H
INB 300H	ACC 302H	BEH 311H
MGT 340H	FIN 317H	BEH 331H
RES 311H	MGT 370H	HRM 335H
MGT 352H	MKT 308H	MGT 337H

**CAP 485H** will replace the standard capstone course.

*Honors courses are taught Online and at the Main Campus only.*

Western International University *Interactive Online* learning offers a unique opportunity for students who wish to pursue their degrees but because of travel, time constraints or simply preference, do not want to attend classes in an on-campus setting. Unlike most computer or web-based programs, WIU *Interactive Online* offers students the best of classroom interactivity while retaining the high level of flexibility that enables working adults to achieve educational goals.

Unlike other online opportunities, WIU *Interactive Online* is not merely text and e-mail-based. The curriculum has been carefully designed to meet the needs of all types of learners by utilizing a variety of delivery methods. WIU *Interactive Online* combines live and recorded audio- and visual-based courses with web-based support. An easily accessed virtual classroom is created that provides visual presentations, group discussion, lectures, Internet exploration, and informal chat with other students and faculty.

University curriculum has been adapted to the WIU *Interactive Online* format. Information regarding this program may be obtained from the University Enrollment or Academic Advisement Departments. Additional information can be found at:

[www.wintu.edu/InteractiveOnline/InteractiveStudents.htm](http://www.wintu.edu/InteractiveOnline/InteractiveStudents.htm)

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

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

## WIU *Interactive*® Online Quick Look

- **Live Sessions**

Real-time interaction with faculty and students

Audio- and visual-based presentations

- **Recorded Sessions**

Flexibility of Any-time and Any-place

Audio- and visual-based lectures

Alternate Assignment

- **Virtual Classroom**

Web-based interaction between faculty and peers

View progress, download files, submit assignments, and more

## Computer Requirements

### *Windows*

#### Hardware requirements

- Intel Pentium II 450MHz or faster processor or equivalent (1GHz recommended when screen sharing)
- 128MB of RAM (512MB recommended)

#### Microsoft Windows Vista Home Basic, Home Premium, Ultimate, Business, or Enterprise (32-bit edition)

- Microsoft Internet Explorer 7 or later
- Mozilla Firefox 2

#### Microsoft Windows XP Professional or Home Edition Service Pack 2

- Microsoft Internet Explorer 6, 7
- Mozilla Firefox 1.x, 2.x
- Mozilla 1.x or later
- Netscape 7.x

#### Microsoft Windows 2000 with Service Pack 4

- Microsoft Internet Explorer 5.x
- Mozilla Firefox 1.x, 2.x
- Mozilla 1.x
- Netscape 8

## *Mac*

### Mac OS hardware requirements

- PowerPC G3 500MHz or faster or Intel Core Duo 1.83GHz or faster processor (1GHz recommended when screen sharing)
- 128MB of RAM (512MB recommended)

### Mac OS X v10.4, 10.5 (Intel)

- Firefox 1.5.0.3, 2.x
- Safari 2.x

### Mac OS X v10.4 (PowerPC)

- Safari 1.x, 2.x
- Firefox 1.x
- Mozilla 1.x
- Netscape 7.x or later

## *Additional requirements (Windows and Mac):*

- Adobe Flash Player 9 or later
- Acrobat Connect meeting add-in
- Bandwidth: High-speed DSL/cable connection recommended
- Headset with microphone
- Monitor with minimum 800 x 600 resolution
- MS Office – including Word, Excel, and PowerPoint
- Virus protection software with current updates

# Academic Program Requirements

## General Education Requirements

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

### Total General Education Requirements - 60 Credits

### General Education Core Requirements - 42 Credits

(All courses are 3 credits)

#### Student Success - 3 Credits

SSC 105 Student Success Course

SSC 101 English Success Course

(available only to students required to take SSC 101 following SSC 105)

#### Language & Culture - 18 Credits

ENG 101 English Composition I

ENG 102 English Composition II\*

CRT 201 Critical Thinking

#### Select one of the following courses:

COM 210 Written Communications\*

COM 259 Oral Communication

#### Select two of the following Language/

#### International Studies courses:

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

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

#### Humanities - 6 Credits

#### Select two of the following courses:

HUM 127 Religions of the World

HUM 201 World Culture and the Arts

LIT 205 World Literature

PHI 101 Introduction to Philosophy

#### Social & Behavioral Sciences - 6 Credits

ETH 123 Cultural Diversity

#### Select one of the following courses:

BEH 221 Introduction to Behavioral Science  
(required for all BA students)

ECO 276 Money and Banking

GOV 250 Economic Geography

GOV 260 Government Systems of the World

HIS 268 World History

SOC 101 Introduction to Sociology

SOC 122 Cultures of the Southwest

#### Mathematics - 6 Credits

#### Select one of the following two courses:

MAT 105 Basic Mathematics – not available to students who have completed an equivalent level of mathematics

MAT 109 Business Mathematics\*  
(required for all BA HRM students)

#### Required:

MAT 110 Algebra I\*

#### Science - 3 Credits

#### Select one of the following courses:

IT 110 Fundamentals of Computers

SCI 244 Geology

SCI 264 General Physics

SCI 270 Environmental Science

#### General Education Selective Requirements - 18 Credits

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

# Academic Program Requirements

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## Common Body of Knowledge (CBK)

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

### Common Body of Knowledge (CBK) Requirements - 18 credits

Courses providing competencies common across all degree programs at WIU:

ECO 301	Economic Theory
INB 300	International Business
IT 300 or IT 380	Management Information Systems Information Technology Management (Informatics Majors)
MGT 340	Organization Theory and Behavior
MGT 352	Political, Legal and Ethical Issues in Business
RES 311	Quantitative Methods for Decision Making*

## Associate of Arts in Business Degree

General Education Core and Common Body of Knowledge courses provide students with a solid background of general knowledge in addition to a broad-based business foundation, designed to prepare students to successfully progress into Core and Major course work. Bachelor degree seeking students may recognize fulfillment of Associate requirements by requesting an AAB diploma. This request must be made prior to the completion of 75 credits.

### Total number of credits required - 60

#### *AAB Degree Requirements:*

- General Education Core Requirements - 42 credits
- Common Body of Knowledge Requirements - 18 credits

#### *Additional Requirements:*

- A minimum of 18 credits must be earned in residence at WIU.
- Students must maintain a minimum cumulative grade point average of 2.0 (C) or higher for all course-work at WIU.

## Bachelor Degree Programs

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

126 credits are required to receive a Bachelor degree from WIU. Credits are broken into five categories, each of which has a specific set of credit requirements. Because the courses in each category build upon those in the category before (i.e. Common Body of Knowledge courses build on General Education, and Core courses build on Common Body of Knowledge), it is strongly recommended that they be taken in the order listed to achieve the greatest degree of understanding and success throughout the degree program. The degree core and major requirements provide foundational and degree-specific knowledge and skills to prepare students for meaningful employment. (B.S. International Business degree requirements are categorized differently.)

All new and reentry undergraduate students must complete SSC 105, Student Success Course as their first course. SSC 105 must be successfully completed prior to further enrollment in University courses. Students may not be enrolled in concurrent or overlapping courses during SSC 105, with the exception of Internal Transfer Students who have a minimum of 60 credits and have met WIU residency. Students may be required to complete SSC 101, English Success Course, to further assure their success in University coursework. New students who transfer in a posted Associate Degree are waived from taking SSC 105. It is considered that students with posted Associate Degrees have demonstrated introductory undergraduate skills. Likewise, WIU students who have completed 18 credits in residency and met WIU General Education requirements in English, Math, and computer technology; or who have completed 36 upper division credits in residency and have 60+ credits overall, are also waived from taking SSC 105. It is considered that these students have demonstrated introductory

# Academic Program Requirements

undergraduate skills. Students who waive SSC 105 must replace three lower division credits toward their degree requirements.

## **Total numbers of credits required - 126**

### ***Bachelor Degree Requirements:***

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

### ***Additional Requirements:***

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

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

### ***Integrated Capstone Course***

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

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

*The University reserves the right to make course substitutions.*

## **Core Requirements**

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

### **College of Business and Technology**

The College of Business and Technology provides education to equip students for assuming leadership positions in a variety of organizations. Majors that are housed in the College of Business and Technology are:

- Accounting (ACC)
- Business (BUS)
- Business Administration (BA)
- Informatics (IT)
- International Business (INB)
- Management (MGT)

### ***Business Core - 15 credits***

Core requirements for ACC, BUS, BA, INB, and MGT are as follows:

ACC 301	Financial Accounting
ACC 302	Managerial Accounting*
FIN 317	Financial Management*
MGT 370	Operations Management*
MKT 308	Marketing Management

### ***Technology Core - 15 credits***

Core requirements for Informatics are as follows:

IT 316	Analysis and Design of Information Systems*
IT 317	Fundamentals of Programming in a Web Context*
IT 318	Information Systems Architecture*
IT 319	Computer Networking*
IT 440	Project Planning and Execution*

# Academic Program Requirements

## Business Mission Statement

Western International University is committed to providing its domestic and international students with a business education that balances theory and application and is constantly reviewed for relevance and enhanced to meet the needs of today's ever-changing, global marketplace.

Western International University develops within its business students the entrepreneurial mindset, relevant skills, leadership abilities, and multi-cultural understanding needed for individual achievement and corporate success.

Through faculty who combine advanced academic qualifications with years of ongoing professional experience, as well as development of innovative studies and practices, Western International University is able to provide its business students with a blend of theoretical and experiential learning that can be applied immediately and post-graduation.

## College of Liberal Arts

The College of Liberal Arts provides a broad education for professionals through specialized programs. Majors that are housed within the College of Liberal Arts are:

- Behavioral Science (BEH)
- Criminal Behavior (CRB)
- Human Resource Management (HRM)
- Legal Studies (LGS)

### ***Liberal Arts Core - 15 Credits***

Core requirements for BEH, CRB, HRM, and LGS are as follows:

BEH 304	Ethics and Values in a Free Society
BEH 311	Social Psychology
BEH 331	Human Relationships and Interpersonal Communication
HRM 335	Human Resource Management
MGT 337	Supervision and Leadership

## Bachelor of Arts in Behavioral Science

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

### ***General Education Requirements - 60 Credits***

BEH 221	Introduction to Behavioral Science <i>(required for all BA students)</i>
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### ***Common Body of Knowledge and Liberal Arts Core - 33 Credits***

#### ***Major Requirements - 33 Credits***

BEH 312	Personality Theories
BEH 317	Biological Basis of Behavior
BEH 318	Addictions
RES 321	Behavioral Research Design, Tests and Measurement*
BEH 407	Motivation and Achievement
BEH 411	Lifespan Development
BEH 414	Humanistic Psychology
COM 423	Group Dynamics: Teambuilding, Negotiation and Conflict Management
BEH 430	Theories of Counseling*
BEH 440	Abnormal Psychology*
CAP 485	Integrated Capstone*

### ***Credits Required for Degree: 126***

# Academic Program Requirements

## Bachelor of Arts in Criminal Behavior

The Bachelor of Arts in Criminal Behavior is designed to prepare students for success in a variety of professional settings ranging from law enforcement to social work. The program combines courses that focus on criminology, criminal investigation, juvenile justice, and addictions. By combining courses in criminal justice with courses in behavioral science, graduates will be prepared to focus on crime prevention techniques as well as the administration of justice and rehabilitation.

### **General Education Requirements - 60 Credits**

BEH 221 Introduction to Behavioral Science  
(required for all BA students)

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

#### **Major Requirements - 33 Credits**

BEH 317 Biological Basis of Behavior  
BEH 318 Addictions  
BEH 411 Lifespan Development  
BEH 430 Theories of Counseling\*  
BEH 440 Abnormal Psychology\*  
CRB 300 Foundations of Criminal Behavior  
CRB 320 Criminology  
CRB 340 Juvenile Justice Procedure  
CRB 360 Communication in the Criminal Justice System  
CRB 370 Criminal Investigation  
CAP 485 Integrated Capstone\*

## Bachelor of Arts in Human Resource Management

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

### **General Education Requirements - 42 Credits**

BEH 221 Introduction to Behavioral Science  
(required for all BA students)

### **Additional Degree Requirements - 6 Credits**

COM 259 Oral Communication  
MAT 109 Business Math\*

### **Selectives - 12 Credits**

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

#### **Major Requirements - 33 Credits**

BEH 407 Motivation and Achievement  
HRM 460 Labor/Management Relations\*  
MGT 445 Corporate Training and Development\*  
COM 423 Group Dynamics: Teambuilding, Negotiation and Conflict Resolution  
HRM 430 Employment Law\*  
HRM 410 Staffing and Employment Practices\*  
HRM 420 Health and Safety in the Workplace\*  
MGT 370 Operations Management\*  
2 upper division electives  
CAP 485 Integrated Capstone\*

### **Credits Required for Degree: 126**



# Academic Program Requirements

## Bachelor of Arts in Legal Studies

The Bachelor of Arts in Legal Studies degree program takes an interdisciplinary approach in building a basic foundation for students to understand the role of law, justice and governance and the impact it has on society. Students acquire knowledge on a variety of judicial, political, and economic systems as well as laws and policies that can be applied in multiple areas of government and business. Within the framework of a liberal arts education, the program also offers an international and historical perspective on legal issues which can provide a solid base for advanced study in the field of law.

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

BEH 221 Introduction to Behavioral Science  
(required for all BA students)

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

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

LGS 300 Legal Research and Writing\*  
GOV 380 World Political and Economic Systems  
LGS 310 Justice System in America  
LGS 320 Alternative Dispute Resolution  
LGS 330 Ethics and the Administration of Justice  
LGS 370 Criminal Procedure  
LGS 400 Comparative Law\*  
LGS 410 American Constitutional Law and History\*  
LGS 420 Criminal Law\*  
LGS 430 Civil Procedure\*  
CAP 485 Integrated Capstone\*

**Credits required for Degree 126**

## Bachelor of Science in Accounting

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

### **General Education Requirements - 60 Credits**

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

#### **Major Requirements - 33 Credits**

ACC 304 Intermediate Accounting I\*  
ACC 306 Intermediate Accounting II\*  
ACC 311 Cost Management\*  
ACC 317 Auditing\*  
ACC 319 Federal Income Taxation\*  
ACC 450 Corporate Taxation\*  
ACC 405 Accounting Information Systems  
ACC 406 Governmental Fund Accounting\*  
ACC 460 Advanced Accounting\*  
ACC 412 Accounting Theory and Contemporary Issues  
CAP 485 Integrated Capstone\*

**Credits Required for Degree: 126**

# Academic Program Requirements

## Bachelor of Science in Business

The Bachelor of Science in Business program is designed for students who want to acquire a solid foundation in general business, but have not yet decided in which area of business to specialize, or for those who wish to individualize their program. Students have the option to combine general business studies with a distinctive and rigorous minor in a selected business discipline. Minor courses provide excellent preparation for further graduate study. Students may choose 300- and 400-level courses (prerequisites must be met) in any discipline or combination of disciplines to fulfill 30 credits of major requirements.

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

### **General Education Requirements - 60 Credits**

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

### **Major Requirements - 33 Credits**

- 10 upper division electives from: ACC, CRB, FIN, HSA, HRM, INB, IT, LGS, MGT, MKT, SCM, or E-Business. No more than 3 total from BEH / INS **or**
- Students may also elect to declare one or two minors as part of this program by concentrating 5 of the major courses in one discipline. [Note: Minors carry specific requirements.]

CAP 485 Integrated Capstone\*

**Credits Required for Degree: 126**

## Accounting Minor Requirements

### **Select five from the following courses**

ACC 304	Intermediate Accounting I*
ACC 306	Intermediate Accounting II*
ACC 311	Cost Management*
ACC 317	Auditing*
ACC 319	Federal Income Taxation*
ACC 450	Corporate Taxation*
ACC 405	Accounting Information Systems
ACC 406	Governmental Fund Accounting*
ACC 412	Accounting Theory and Contemporary Issues
ACC 460	Advanced Accounting*

**Credits required for minor: 15**

## Criminal Behavior Minor Requirements

CRB 300	Foundations of Criminal Behavior
CRB 320	Criminology
CRB 340	Juvenile Justice Procedure
CRB 360	Communication in the Criminal Justice System
CRB 370	Criminal Investigation

**Credits required for minor: 15**

## E-Business Minor Requirements

IT 330	Emerging Technologies*
MGT 428	Doing Business in a Connected World
MKT 422	Promoting a Business in a Connected World ( <i>formerly MKT 460</i> )
MKT 465	Developing Products for a Digital World
MGT 467	Designing an Online Business

**Credits required for minor: 15**

# Academic Program Requirements

## Finance Minor Requirements

FIN 325	Portfolio Management*
FIN 332	Professional Financial Planning
FIN 344	Foundations of Financial Markets and Institutions*
FIN 455	International Finance*
FIN 480	Introductory Financial Modeling*

*Credits required for minor: 15*

## Health Services Administration Minor Requirements

HSA 300	Health Services Administrator
HSA 330	Legal and Ethical Issues in Health Services Administration
HSA 340	Public Policy Development in Health Services Administration
HSA 350	Technology in Health Services Administration
HSA 360	Healthcare Finance

*Credits required for minor: 15*

## Human Resource Management Minor Requirements

HRM 335	Human Resource Management
HRM 410	Staffing and Employment Practices*
HRM 420	Health and Safety in the Workplace*
HRM 430	Employment Law*
HRM 460	Labor/Management Relations*

*Credits required for minor: 15*

## Informatics Minor Requirements

IT 316	Analysis and Design of Information Systems*
IT 317	Fundamentals of Programming in a Web Context*
IT 330	Emerging Technologies*
IT 440	Project Planning and Execution*
IT 445	IT Security and Information Assurance*

*Credits required for minor: 15*

## International Business Minor Requirements

GOV 380	World Political and Economic Systems
HIS 378	History of the World Economies*
INB 420	Import/Export Management*
FIN 455	International Finance*
MKT 452	International Marketing*

*Credits required for minor: 15*

## Legal Studies Minor Requirements

LGS 300	Legal Research and Writing*
LGS 310	Justice System in America
LGS 320	Alternative Dispute Resolution*
LGS 400	Comparative Law*
LGS 430	Civil Procedure*

## Management Minor Requirements

COM 423	Group Dynamics: Teambuilding, Negotiation and Conflict Resolution
HRM 335	Human Resource Management

*Select three from the following seven courses*

HRM 460	Labor/Management Relations*
MGT 428	Doing Business in a Connected World
MGT 445	Corporate Training and Development*
MGT 461	Project Management
MGT 463	Management of Small Business
MGT 466	Organizational Change*
MGT 467	Designing an Online Business

*Credits required for minor: 15*

## Marketing Minor Requirements

MKT 415	Buyer Behavior Issues and Analysis
MKT 422	Promoting Business in a Connected World
MKT 434	Consumer Communications and Sales Management
MKT 465	Developing Products for a Digital World
MKT 470	Strategic Issues in Marketing

*Credits required for minor: 15*

# Academic Program Requirements

## Public Administration Minor Requirements

PAM 300	Public Administration
PAM 350	Human Resource Management in the Public Sector*
PAM 430	Social Psychology of Public Sector Organizations
PAM 450	Government Finance: Budgeting and the Political Process*
PAM 480	Procurement and Privatization in the Public Sector

*Credits required for minor: 15*

## Small Business Development Minor Requirements

MGT 463	Management of Small Business
MKT 465	Developing Products for a Digital World
MGT 467	Designing an Online Business
MGT 428	Doing Business in a Connected World
MGT 461	Project Management

*Credits required for minor: 15*

## Supply Chain Management Minor Requirements

SCM 410	Strategic Supply Chain Management
SCM 420	Lean Enterprise Management
SCM 430	Global Sourcing and Procurement*
SCM 440	Integrated Logistics Management*
SCM 450	Integrated Supply Chain Management*

*Credits required for minor: 15*

## Bachelor of Science in Business Administration

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, Informatics, Finance, Management, Marketing and International Business.

*General Education Requirements - 60 Credits*

*Common Body of Knowledge and Business Core - 33 Credits*

*Major Requirements - 33 Credits*

ACC 412	Accounting Theory and Contemporary Issues
FIN 344	Foundations of Financial Markets and Institutions*
IT 316	Analysis and Design of Information Systems*
HRM 335	Human Resource Management
MGT 428	Doing Business in a Connected World
MGT 466	Organizational Change*
MKT 434	Consumer Communications and Sales Management
	3 upper division electives
CAP 485	Integrated Capstone*

*Credits Required for Degree: 126*

# Academic Program Requirements

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## Bachelor of Science in Informatics

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

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

#### **Common Body of Knowledge and Technology Core - 33 credits**

IT 380 replaces IT 300 in CBK for BSI students

### **Major Requirements – 33 credits**

#### **Select one of the following courses:**

IT 408	Advanced XML/HTML Programming*
IT 455	Implementing E-Commerce Strategies*
IT 481	Enterprise Service Oriented Architecture*

#### **Take the following courses:**

IT 307	JAVA Programming*
IT 407	Advanced JAVA Programming*
IT 330	Emerging Technologies*
IT 421	Database Management*
IT 423	Software Engineering Methodologies*
IT 445	IT Security and Information Assurance*
IT 450	Evaluation, Selection and Implementation of Application Software*
IT 460	Quality Assurance and Configuration Management*
IT 400	Advanced .Net*
CAP 485	Integrated Capstone*

### **Credits required for Degree: 126**

# Academic Program Requirements

## Bachelor of Science in International Business

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

### *General Education Requirements - 60 Credits*

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

#### *Language Requirement - 6 Credits*

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

- SPN 254 Spanish I
- SPN 255 Spanish II\*

#### *Major Requirements - 27 Credits*

- HIS 378 History of the World Economies\*
- GOV 380 World Political and Economic Systems
- INB 420 Import/Export Management\*
- FIN 455 International Finance\*
- MKT 452 International Marketing\*
- 1 upper division elective
- CAP 485 Integrated Capstone\*

#### *Select two of the following courses:*

- INB 411 Economic and Business Environment: Europe and Russia
- INB 412 Economic and Business Environment: Middle East/Africa
- INB 413 Economic and Business Environment: Latin America
- INB 416 Economic and Business Environment: Pacific Asia

### *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 broadbased leadership program. The Management degree curriculum provides graduates with skills necessary to lead and manage effectively within a dynamic business environment.

### *General Education Requirements - 60 Credits*

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

#### *Major Requirements - 33 Credits*

- HRM 335 Human Resources Management
- MGT 428 Doing Business in a Connected World
- MGT 461 Project Management
- MGT 463 Management of Small Business
- MGT 466 Organizational Change\*
- MGT 467 Designing an Online Business
- HRM 460 Labor/Management Relations\*
- MGT 445 Corporate Training and Development\*
- COM 423 Group Dynamics: Teambuilding, Negotiation and Conflict Management
- 1 upper division elective (3 credits)
- CAP 485 Integrated Capstone\*

### *Credits Required for Degree: 126*

# Academic Program Requirements

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## Master Degree Programs

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

The Core builds on the prerequisite courses, extending the application of the concepts and techniques of business functions.

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

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

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

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

### ***Undergraduate Prerequisite Requirement***

Students must earn a C or better in coursework to be applied to undergraduate prerequisite requirements. Students may utilize the Pass/No Pass option when registering for undergraduate prerequisites. Assessment of Prior Learning and credit-by-examination options also may be pursued in fulfillment of these requirements. Students are encouraged to fulfill these courses prior to enrolling in graduate coursework. At a minimum, prerequisites must be completed prior to enrollment in RES 603. Failure to complete prerequisite requirements prior to completion of related graduate courses will not waive or remove this requirement.

### ***Core Requirements***

As part of the Core Requirements, all new and reentry graduate students must complete RES 500, Graduate Research and Writing Methods as their first course. Reentry and WIU International students who have successfully completed RES 600 are required to take the first three weeks of RES 500 as RES 500A for one credit. RES 500 will be waived for reentry students who have successfully completed RES 600 and RES 601. It is considered that these students have demonstrated introductory graduate skills.

### ***Major Requirements***

Students must:

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

### ***Applied Thesis***

All Master degree programs at WIU require successful submission of an Applied Thesis for graduation. This allows students to relate coursework to real-world situations. The first course required is RES 500 Graduate Research and Writing Methods. During this course, students gain knowledge and skills of applied research for development of their topic of study.

After completion of the Core requirements, students complete RES 603 Applied Research Development. This course provides orientation to the Applied Thesis, process as well as confirms the topic of study. Students complete chapters 1-3 during RES 603.

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

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

# Academic Program Requirements

Students must have achieved a 3.0 GPA to be eligible to enroll in RES 785 and earn a B or better in the course to graduate.

The University reserves the right to make course substitutions.

## Master of Arts in Innovative Leadership

*No Undergraduate Prerequisites Required*

Western International University established this degree program to prepare students to fill leadership roles in their professions and communities. The increasingly complex and dynamic business environment requires innovative leaders able to function within the diversity of perspectives being shared globally at wireless speeds. The program is built upon the understanding that knowledge can be taught, skills can be acquired, and attitudes can be developed. Innovative leadership techniques related to gathering and communicating information, business intelligence, climate and culture, as well as the impact of leadership styles on different stakeholder groups are highlighted. The importance of ethical character for building the trust needed to practice cross-functional, cross-disciplinary communication, collaboration and teaming both within the organization and with external partners is emphasized.

### **Core Requirements - 19 Credits**

RES 500	Graduate Research and Writing Methods
LDR 610	Leadership Styles
LDR 615	Interpersonal Communication Skills
LDR 620	Ethical Leadership and Corporate Social Responsibility
LDR 625	Leading Organizational Change
RES 603	Applied Research Development*

### **Major Requirements - 21 Credits**

LDR 635	Leadership, Organizational Climate and Culture*
LDR 640	Building Stakeholder Relationships*
LDR 645	Innovative Leadership in a Global Context*
LDR 631	Field Study in Innovative Leadership*
LDR 650	Leadership Intelligence*
LDR 655	Critical Issues for Innovative Leaders*
RES 785	Applied Thesis Research Seminar*

**Program Total - 40 Credits**

## Master of Business Administration Degrees

For business professionals interested in moving into higher management, an MBA is an important prerequisite. Many professionals currently working as managers also pursue MBA degrees to update their business skills. WIU's Master of Business Administration degree programs prepare students for responsible leadership positions in the fields of finance, information technology, international business, management or marketing by focusing on the application of up-to-date business theories and principles to real world situations.

All MBA degree-seeking students are strongly encouraged to subscribe to an industry journal (such as Barron's, Wall Street Journal, etc.) to keep abreast of current issues in business. Some individual courses will require extensive use of these resources in addition to the required text. Students can also access industry journals via the WIU Online Library and/or industry websites.

***MBA Undergraduate Prerequisites - 9 credits***

***Managerial Core Requirements - 22 credits***

***Major Requirements - 18 credits***

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

## Master of Business Administration Undergraduate Prerequisites - 9 Credits

The following undergraduate courses or their equivalents are required prior to taking any of the major courses. If knowledge has been gained through means other than completion of courses, students should contact their Academic Advisor for information on the Assessment of Prior Learning program.

ACC 305	Financial and Managerial Accounting
FIN 317	Financial Management*
RES 311	Quantitative Methods for Decision Making*



# Academic Program Requirements

## Managerial Core Requirements - 22 Credits

The Managerial Core courses are uniquely designed to provide the MBA degree candidate with a broad perspective of the global business environment prior to entering into a major area of concentration. The Managerial Core allows students to examine the current trends and concepts that provide the foundation for effective managerial skill-development and decision-making.

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

RES 500	Graduate Research and Writing Methods
MGT 625	Strategic Management
IT 620	Information Resource Management
INB 605	Political Economy of Global Business
MKT 646	Strategic Concepts in Marketing
FIN 645	Corporate Finance*
RES 603	Applied Research Development*

## Master of Business Administration

The MBA degree offers students the opportunity to customize their learning experiences by selecting courses for their majors based on a particular interest or scheduling convenience. The program combines the diverse MBA Managerial Core with five graduate courses that may be drawn from a variety of subject areas that impact current social, environmental and technological issues.

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

***Managerial Core Requirements – 22 Credits***

***Major Requirements – 18 Credits***

- 15 selective (MBA) graduate credits - Students may take no more than 3 courses in any one subject area.

RES 785	Applied Thesis Research Seminar*
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***Credits Required for Degree: 40***

## Master of Business Administration in Finance

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

***MBA Undergraduate Prerequisites - 9 Credits\*\****

***Managerial Core Requirements - 22 Credits***

***Major Requirements - 18 Credits***

FIN 660	Security Analysis*
FIN 665	Money and Capital Markets*
FIN 670	Mergers and Acquisitions*
FIN 675	Multinational Financial Management*
FIN 680	Financial Modeling*
RES 785	Applied Thesis Research Seminar*

***Credits Required for Degree: 40***

# Academic Program Requirements

## Master of Business Administration in Information Technology

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

***MBA Undergraduate Prerequisites - 9 Credits\*\****

***Managerial Core Requirements - 22 Credits***

***Major Requirements - 18 Credits***

IT 619	Principles of Information Technology Outsourcing
IT 630	Technology Project Management
IT 638	Economics of Information Systems and Proposal Management
IT 645	Internet Business Strategy
IT 699	Seminar on Issues and Trends in Information Technology*
RES 785	Applied Thesis Research Seminar*

***Credits Required for Degree: 40***

## Master of Business Administration in International Business

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

***MBA Undergraduate Prerequisites - 9 Credits\*\****

***Language/International Studies***

***Course Prerequisites - 6 Credits\*\****

The following undergraduate courses or equivalent foreign language/international studies courses are required prior to taking any of the major courses. If knowledge has been gained through means other than completion of courses, students should contact their Academic Advisor for information on the Assessment of Prior Learning Program.

***Choose two from the following:***

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
SPN 254	Spanish I
SPN 255	Spanish II*

***Managerial Core Requirements - 22 Credits***

***Major Requirements - 18 Credits***

INB 641	Managing in the Global Cross-Cultural Environment*
INB 643	International Business Policy and Strategy
INB 650	Structure of the Global Economy*
INB 670	Legal Environment of International Business

Choose one graduate elective

RES 785 Applied Thesis Research Seminar\*

***Credits Required for Degree: 40***

# Academic Program Requirements

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## 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 communication. The MBA in Management program provides students with the skills and knowledge to become key decision makers.

***MBA Undergraduate Prerequisites - 9 Credits\*\****

***Managerial Core Requirements - 22 Credits***

***Major Requirements - 18 Credits***

MGT 634	Entrepreneurship and Intrapreneurship
MGT 636	Managing Organizational Change
MGT 642	Ethical Issues in Business
MGT 665	Corporate Power, Politics and Negotiation
MGT 675	Management of Innovation and Creativity
RES 785	Applied Thesis Research Seminar*

***Credits Required for Degree: 40***

## Master of Business Administration in Marketing

Major corporate changes occur quickly. The challenge of aligning these changes is placed on the marketing organization.

Companies in a state of transition attempt to refocus their domestic market and prepare for future domestic and global markets. As competition increases worldwide, corporations are becoming more sophisticated in meeting operational needs for timely product development and marketing. The MBA in Marketing prepares students for the challenges of the future.

***MBA Undergraduate Prerequisites - 9 Credits\*\****

***Managerial Core Requirements - 22 Credits***

***Major Requirements - 18 Credits***

MKT 610	International Marketing
MKT 636	Supply Chain Management
MKT 642	Buyer Behavior and Sales Promotion
MKT 654	Marketing Research and Intelligence
MKT 660	E-Commerce Marketing
RES 785	Applied Thesis Research Seminar*

***Credits Required for Degree: 40***

# Academic Program Requirements

## Master of Business Administration in Organization Development

This MBA program combines the MBA Managerial Core Requirements with five courses focusing on leadership, organization management and ethics topics. This program gives students the skills they need to lead change in their existing organizations while also developing the entrepreneurial skills of prospective business owners.

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

***Managerial Core Requirements – 22 Credits***

***Major Requirements – 18 Credits***

LDR 610	Leadership Styles
LDR 635	Leadership, Organizational Climate and Culture*
MGT 636	Managing Organizational Change
MGT 642	Ethical Issues in Business
MGT 675	Management of Innovation and Creativity
RES 785	Applied Thesis Seminar*

***Credits Required for Degree: 40***

## Master of Public Administration Program

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

***MPA Undergraduate Prerequisites - 9 Credits***

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

ACC 305	Financial and Managerial Accounting**
MGT 340	Organization Theory and Behavior**
MGT 352	Political, Legal and Ethical Issues in Business**

***Managerial Core Requirements - 13 Credits***

RES 500	Graduate Research and Writing Methods
IT 620	Information Resource Management
MPA 625	Strategic Management in the Public Sector*
RES 603	Applied Research Development

***Major Requirements - 27 Credits***

MGT 665	Corporate Power, Politics and Negotiation
MPA 610	Strategic Planning and Implementation in Public Administration
MPA 630	Managing Public Policy
MPA 642	Public Finance: Government Accounting and Control*
MPA 646	Procurement and Contract Administration
MPA 650	Human Behavior and Resource Administration
MPA 667	Public Finance: Politics of the Budgetary Process
MPA 670	Public Administrator and the Law*
RES 785	Applied Thesis Research Seminar*

***Credits Required for Degree: 40***

# Academic Program Requirements

## Master of Science Program

The Master of Science (MS) Degree Program offers coursework to prepare IT professionals for advanced information technology design and engineering. The Information Systems Engineering degree positions graduates for maximum marketability in a rapidly changing and growing technical arena.

***MS Undergraduate Prerequisites - 9 credits\*\****

***Information Technology Core - 25 Credits***

***Major Requirements - 15 credits***

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

## Master of Science Undergraduate Prerequisites - 9 Credits

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

- |        |   |
|--------|---|
| IT 316 | Analysis and Design of Information Systems*   |
| IT 317 | Fundamentals of Programming in a Web Context* |

***Select one from:***

- |        |                                |
|--------|--------------------------------|
| IT 307 | JAVA Programming*              |
| IT 407 | Advanced JAVA Programming*     |
| IT 408 | Advanced XML/HTML Programming* |

## Master of Science Core - 25 Credits

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

- |         |  |
|---------|--|
| RES 500 | Graduate Research and Writing Methods                    |
| IT 620  | Information Resource Management                          |
| IT 630  | Technology Project Management                            |
| IT 638  | Economics of Information Systems and Proposal Management |
| IT 645  | Internet Business Strategy                               |
| IT 650  | Software Engineering Methodology                         |
| IT 654  | Integrated Data Resource Management                      |
| RES 603 | Applied Research Development*                            |

## Master of Science in Information Systems Engineering

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

***Information Systems***

***Undergraduate Prerequisites - 9 Credits\*\****

***IT Core Requirements - 25 Credits***

***Major Requirements - 15 Credits***

- |         |   |
|---------|---|
| IT 643  | Telecommunication/Satellite Systems Engineering                 |
| IT 660  | Security Systems Engineering                                    |
| IT 670  | Project Verification and Validation*                            |
| IT 680  | Intrusion Detection and Analysis: Security Beyond the Firewall* |
| RES 785 | Applied Thesis Research Seminar*                                |

***Credits Required for Degree: 40***

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

- Certificates are awarded upon successful completion of the program with an overall GPA of 2.0.
- Certificate program course syllabi are available to professional organizations for continuing educational units (CEUs)

### **Enrollment Process:**

Applicants for admission into the Certificate program must:

- Complete and sign WIU Application for Admission form
- Pay a non-refundable application fee
- Provide documentation of eligibility for enrollment in selected program

### **Accountancy Certificate**

The WIU Certificate is designed to prepare students from any discipline for the CPA exam. Students who wish to take the CPA examination should check with their State Board of Accountancy to verify requirements. However, the certificate is also a valuable professional credential for students who do not wish to take the CPA exam. The WIU Certificate requires 54 credits in accounting and related areas. Students may transfer any or all prerequisites as well as a maximum of 24 credits in accounting and related course requirements for the WIU Certificate.

### **Certificate Program Prerequisites**

MAT 109 Business Mathematics\*

**or**

MAT 110 Algebra I\*

**and**

ECO 301 Economic Theory

RES 311 Quantitative Methods for Decision Making\*

### **Certificate Requirements**

ACC 301	Financial Accounting
ACC 302	Managerial Accounting*
ACC 304	Intermediate Accounting I*
ACC 306	Intermediate Accounting II*
ACC 311	Cost Management*
ACC 317	Auditing*
ACC 319	Federal Income Taxation*
ACC 405	Accounting Information Systems
ACC 406	Governmental Fund Accounting*
ACC 412	Accounting Theory and Contemporary Issues
ACC 450	Corporate Taxation*
ACC 460	Advanced Accounting*
MGT 352	Political, Legal and Ethical Issues in Business



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

FIN 317	Financial Management*
FIN 325	Portfolio Management*
FIN 332	Professional Financial Planning
FIN 344	Foundations of Financial Markets and Institutions
FIN 455	International Finance*
FIN 480	Introductory Financial Modeling*
HRM 335	Human Resources Management
MGT 337	Supervision and Leadership
MGT 340	Organization Theory and Behavior
MGT 370	Operations Management*
MGT 445	Corporate Training and Development
MGT 463	Management of Small Business
HRM 460	Labor/Management Relations*
MGT 466	Organizational Change*
MKT 308	Marketing Management
MKT 415	Consumer Behavior Issues and Analysis
MKT 434	Consumer Communications and Sales Management
MKT 452	International Marketing*
MKT 465	Developing Products for a Digital World*
MKT 470	Strategic Issues in Marketing

# Course Descriptions

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

-  indicates courses taught in a computer classroom.
-  indicates writing intensive courses.

## **ACC 301 Financial Accounting**

This course is designed to introduce the student to the basic concepts in the financial accounting process. The course covers the accounting cycle, accounting terminology, concepts, and standards. It provides the students with hands-on experience in preparing and recording financial transactions as well as the preparation of financial statements. (3 credits)

## **ACC 302 Managerial Accounting**

This course is designed to continue the study of financial accounting and to introduce the student to the basic concepts in the managerial accounting process. The course explains the importance of timely and accurate financial information and other data for decision making. The course also introduces students to other managerial tools such as the budgeting process and cost analysis. (3 credits)

Prerequisite: ACC 301

## **ACC 304 Intermediate Accounting I**

This course provides an in-depth discussion of theory and techniques for preparing financial statements. It covers an expanse of accounting standards including time, value of money, inventory valuation, and current, non-current, and intangible assets. There is special emphasis on GAAP and the accounting framework related to the topics being covered. (3 credits)

Prerequisite: ACC 302

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

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

## **ACC 306 Intermediate Accounting II**

This course provides an in-depth discussion and analysis of significant accounting principles as well as an in-depth study of corporate financial statements. There is a special focus on retained earnings and contributed capital, earnings per share, pensions, leases, tax allocation, current and long-term liabilities, statement of cash flows, interim and segment reporting. Special emphasis is placed on GAAP as it relates to topics being covered. (3 credits)

Prerequisite: ACC 304

## **ACC 311 Cost Management**

This course introduces the student to the use of internally generated information for decision-making, control, and motivation. It provides an introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. (3 credits)

Prerequisite: ACC 306

## **ACC 317 Auditing**

This course is designed to develop an understanding of the role of audits in today's business environment and its importance to good corporate governance. Both internal and external audit concepts are covered, including risk assessment, internal controls, and information technology. Students will learn audit theory and its application. The areas of corporate ethics, GAS (General Accepted Auditing Standards), and legal liability are included. (3 credits)

Prerequisite: ACC 306

## **ACC 319 Federal Income Taxation**

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

Prerequisite: ACC 306

## **ACC 405 Accounting Information Systems**

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

## **ACC 406 Governmental Fund Accounting**

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

Prerequisite: ACC 306

## **ACC 412 Accounting Theory and Contemporary Issues**

This course begins with a study of accounting literature and the evaluation of the forces that have contributed to generally accepted accounting principles. With this knowledge, the focus of the course is to promote an understanding of contemporary accounting issues as related to financial reporting with an emphasis on recent accounting trends and contemporary controversial topics in accounting. (3 credits) ✍

## **ACC 450 Corporate Taxation**

A comprehensive study of corporate federal income taxation, this course includes corporation formation, capital structure, operations, and liquidations. Although the emphasis of the course is on the corporate entity, the student will also be exposed to the taxation of partnerships, estates, limited liability companies, and trusts. (3 credits)

Prerequisite: ACC 319

## **ACC 460 Advanced Accounting**

The focus of this course is on accounting principles related to mergers, acquisitions, consolidated financial statements, foreign currency transactions, derivative financial instruments, and partnerships. (3 credits)

Prerequisite: ACC 306

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

This course presents the fields/areas, basic principles and methods of psychology. The students will acquire basic knowledge and concepts in such areas as cognition, learning, memory, emotion and motivation. They will study the basic concepts in psychobiology, personality theory, lifespan development, social and abnormal psychology. The course is intended to provide students with a solid grounding in these various areas to prepare them for more in-depth, specialized study in these subjects. (3 credits)

Required of all BA students.

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

This course examines core social and cultural values, norms, and ethics in a free and democratic society. Specific ethical and values issues relating to materialism, race, gender, power, truth, religion, aggressiveness, peace, achievement, altruism, and other areas are also explored. Possible explanations for the development of values and ethics are discussed (e.g. structural-functional analysis, social conflict theory, and sociobiology.) (3 credits)



# Course Descriptions

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## **BEH 311 Social Psychology**

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

## **BEH 312 Personality Theories**

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

## **BEH 317 Biological Basis of Behavior**

With the advent of advancing technology and creative research, the biological basis of behavior has become a rapidly expanding area of psychology. The course focuses on (a) the basic structures and functions of the nervous and endocrine systems, (b) how these systems contribute to normal functioning (e.g. in cognition, emotions, movement) and dysfunction (e.g. common neurological disorders). The role of genetics and cutting-edge methods for studying biological systems is also explored. (3 credits)

## **BEH 318 Addictions**

The continuing problem of chemical dependency and other addictions poses issues in both the personal and professional lives of addicted people and those who live and/or work with them. This course is both a specific study of the basis, causes and theories of chemical dependency, including alcohol and other drugs, and a broad view of other addictions, including, but not limited to, gambling and shopping. In addition, this course covers methods of identifying addiction, interventions, treatment methods, recovery and co-dependency. (3 credits)

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

An analytical approach to communication in close relationships, including friendships, marriage and family, cross-cultural exchanges, and the workplace, this course explores effective vs. ineffective (dysfunctional) relating and communicating across various interpersonal dimensions (e.g., assertiveness vs. passivity aggressiveness, nonverbal and active listening). (3 credits) ✍

## **BEH 407 Motivation and Achievement**

This course explores evolutionary, sociobiological, environmental, and cognitive influences on human motivation and achievement. Students examine the attributes, attitudes, and abilities (e.g. learned optimism, assertiveness, creativity, and internal “locus of control”) that increase personal effectiveness and facilitate achievement. (3 credits)

## **BEH 411 Lifespan Development**

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

## **BEH 414 Humanistic Psychology**

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

Prerequisite: BEH 312

## **BEH 430 Theories of Counseling**

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

Prerequisite: BEH 312 or BEH 411

## **BEH 440 Abnormal Psychology**

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

Prerequisites: BEH 221 or BEH 312

## **CAP 485 Integrated Capstone**

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

Prerequisite: Student must have completed at least 114 credits prior to taking.

## **COM 210 Written Communications**

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

Prerequisite: ENG 102

## **COM 259 Oral Communication**

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

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

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

## **CRB 300 Foundations of Criminal Behavior**

This course introduces the behavioral aspects of crime and explores the structure of the criminal justice system in the United States. Attention is also given to contemporary issues in social policy, violence within relationships, and school and workplace violence. Finally, the course takes a comparative look at crime statistics, policies, and prevention, justice administration, and rehabilitation methods in other countries around the world.

## **CRB 320 Criminology**

*(formerly ADJ 320)*

This course examines the psychological and societal causes of criminal behavior, the role of society in influencing behavior, societal reaction to crime and criminological methods of inquiry. It covers theories of criminality and the economic, social, and psychological impact of crime.

# Course Descriptions

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## **CRB 340 Juvenile Justice Procedure**

*(formerly ADJ 340)*

This course introduces law enforcement and social services workers to the unique aspects of working with juvenile offenders. Topics include the causes of juvenile delinquency as well as rehabilitation methods. Best practices of handling, detaining, and processing juveniles through the juvenile courts system are also explored.

## **CRB 360 Communication in the Criminal Justice System**

*(formerly ADJ 360)*

This course explores the development and use of effective communication techniques in the social service or criminal justice setting. It covers best practices for written and verbal communication, using a variety of communication channels. Communicating with special populations, proper use of investigative reporting forms, and formats for different communication needs are covered.

## **CRB 370 Criminal Investigation**

*(formerly ADJ 370)*

This course explores basic investigative principles, including the searching of crime or accident scenes, and the collection, classification, and preservation of evidence. It covers the process of securing information sources and research methods such as using questioning techniques with witnesses, suspects, and crime victims.

## **CRT 201 Critical Thinking**

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

## **ECO 276 Money and Banking**

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

## **ECO 301 Economic Theory**

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

## **ENG 101 English Composition I**

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

To progress, students must earn a C or better.

## **ENG 102 English Composition II**

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

Prerequisite: ENG 101 completed with a C or better

## **ETH 123 Cultural Diversity**

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

## **FIN 317 Financial Management**

This course introduces the student to all aspects of the finance industry through analysis of industry, corporate and government information. Major areas covered include asset management, financial analysis, sources and uses of funds, capital budgeting, cost of capital, multinational finance, and financial planning. (3 credits)

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

## **FIN 325 Portfolio Management**

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

Prerequisite: FIN 317

## **FIN 332 Professional Financial Planning**

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

## **FIN 344 Foundations of Financial Markets and Institutions**

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


Prerequisite: ECO 301 

## **FIN 455 International Finance**

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

Prerequisite: FIN 317

## **FIN 480 Introductory Financial Modeling**

This course teaches students how to build financial models in Microsoft Excel, progressing from simple examples to practical, real-world applications. Topics covered span nearly all quantitative models in corporate finance, starting with basic construct of financial statements and then moving into more advanced material such as performance evaluation, forecasting, valuation, and capital budgeting. The goal of this course is to bridge the gap between finance theory and practice by teaching students in a computer lab setting how Microsoft Excel is used as a tool to solve the financial problems faced by finance professionals and practitioners. (3 credits) 

Prerequisite: FIN 317

## **FIN 645 Corporate Finance**

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

Prerequisite: ACC 305 and FIN 317

# Course Descriptions

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## **FIN 660 Security Analysis**

This course provides the methodology for analyzing, constructing, and managing investment portfolios. The foundation of modern portfolio theory (MPT) will serve as the framework for valuation of risk and return relationships among securities and portfolios. The uses of derivatives and insurance for portfolio management and protection both domestically and internationally will be covered in this course. (3 credits)

Prerequisite: FIN 645

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

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

Prerequisite: FIN 645

## **FIN 670 Mergers and Acquisitions**

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

Prerequisite: FIN 645

## **FIN 675 Multinational Financial Management**

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

Prerequisite: FIN 645

## **FIN 680 Financial Modeling**

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

Prerequisite: FIN 645

## **GOV 250 Economic Geography**

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

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

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

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

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

## **HIS 268 World History**

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

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

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

Prerequisite: ECO 301

## **HON 300 Foundation of the WIU Honors Experience**

The purpose of this course is to enhance the leadership and critical inquiry skills needed for students to be successful personally, professionally, and academically. Topics will include analysis of current events, writing for a variety of purposes, cultural diversity, networking, and research. Special emphasis will be placed on ethics, lifelong-learning, responsible citizenship, and effecting change. (3 credits) ✍

Prerequisite: Acceptance in the WIU Honors Program

## **HRM 335 Human Resources Management**

This course provides a general overview of key employment practices necessary to effectively manage human resources within an organization. The major human resource functions of planning, recruiting, selecting, training and appraising will be emphasized. Other topics will include company policies and procedures, federal and state regulation compliance, rights and responsibilities of employers and employees, and trends of the next decade. (3 credits)

## **HRM 410 Staffing and Employment Practices**

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

Prerequisite: HRM 335

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

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

Prerequisite: HRM 335

# Course Descriptions

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## **HRM 430 Employment Law**

This course provides an overview of key legislation that impacts employee rights, training, consumer protection, compensation, benefits, employee and labor relations, and health, safety and security. The importance of effective management practices to ensure federal and state regulatory compliance in the areas of employee and employer rights and responsibilities, job analysis, performance appraisal, and workplace behavior will also be reviewed. (3 credits)

Prerequisite: HRM 335

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

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

Prerequisite: HRM 335

## **HSA 300 Health Services Administrator**

This course discusses the roles and responsibilities of administrators in health services organizations. It covers recent studies related to changing contexts of health services delivery, leadership, organizational culture, human resource management, financial management, strategic planning, working with boards, marketing and public relations, social entrepreneurship, partnership, and collaboration. (3 credits)

## **HSA 330 Legal and Ethical Issues in Health Services Administration**

This course explores the history and development of professional ethics and standards. It also analyzes current moral, ethical and legal controversies in the health services arena, examining personal morals and ethics related to healthcare issues as they coincide with public laws. Students will use topic/article research, case studies and health care system options and analysis to address conflicts and controversies in dealing with patient's access to care; provider's and payor's obligations; patient, provider, payor and other third party rights; relationship between consent and delivery of patient care; as well as organizational policies and legal requirements. (3 credits)

## **HSA 340 Public Policy Development in Health Services Administration**

This course focuses on the formation and execution of public policy in local, state and federal government and its effect on healthcare. The course covers theoretical and comparative studies of public policy with case studies of specific issues in health services policies. Students will explore different approaches for accessing government and provider agencies and for implementing effective mechanisms to influence public policy. (3 credits) ✍

## **HSA 350 Technology in Health Services Administration**

This course surveys the use of technology in health services administration. It covers how technology is affecting the delivery of healthcare and the use of technology in service delivery. Students will examine the ways in which information systems impact agency and administrative systems. (3 credits)

## **HSA 360 Healthcare Finance**

This course is an in-depth study of health care financial information. This includes analyzing and interpreting financial information, setting fees, understanding different payment methods healthcare organizations receive for services rendered to patients and revenue and receivable management. Other topics include strategic financial planning, the budgeting process, cost variance analysis, fund development and risk management. This class also covers the difference between for-profit and not-for-profit healthcare organizations, the tax-status of healthcare organizations and the function of managed care organizations. (3 credits)

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

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

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

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

## **INB 300 International Business**

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

## **INB 411 Economic and Business**

### **Environment: Europe/ Russia**

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

## **INB 412 Economic and Business**

### **Environment: Middle East/Africa**

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

## **INB 413 Economic and Business**

### **Environment: Latin America**

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



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## **INB 416 Economic and Business**

### **Environment: Pacific Asia**

The cultural, political, and economic differences existing in many nations situated in North and Southeast Asia and their impact on trade are examined in this course. Also covered are the social, political, and legal constraints affecting commercial activities and business ventures in these countries as well as the impact of the global monetary system, regional economic integration, and the growing influence of China in the region. (3 credits)

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

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

Prerequisite: INB 300

## **INB 605 Political Economy of Global Business**

This course provides an overarching consideration of the political-economic aspects of global business. It includes a brief survey of world population dynamics, income stratification, spatial resource patterns, and governing philosophies concerning developmental and wealth creating alternatives. It focuses on international economic concepts concerning trade and exchange, agricultural and industrial production, international capital and its movements, and developmental change and the tensions it produces. Finally, it considers the emerging and increasingly central role of technical rule-making bodies which are challenging the hegemony of the national state, international organizations and multi-national corporations. (3 credits)

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

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

Prerequisite: INB 605

## **INB 643 International Business Policy and Strategy**

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

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

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

Prerequisite: INB 605

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

The legal questions of the international business environment are explored. A study is made of the interrelationships among laws of different countries and inter- and non-governmental organizations as they affect individuals and business organizations attempting to operate internationally. Border-crossing business contracts, liabilities, and the role of attorneys are also investigated in this framework. (3 credits)

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

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

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

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


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

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

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

The course uses comparative analysis to investigate the impact of religious, philosophical, historical, and cultural aspects of Middle East and African civilizations on modern problems, processes and outcomes. Further, it provides students with an opportunity to explore and understand the diversity of human thought and behavior that characterizes different cultures in the Middle East and Africa. The development of conflicting worldviews over time such as traditional values and practices, Islam, and western interventions is emphasized. (3 credits)

## **IT 110 Fundamentals of Computers**

The basic knowledge needed to successfully utilize personal computers and Microsoft Office is covered in this course. Emphasis is on the primary software tools used in everyday business operations, Microsoft Office applications, Netscape and Explorer Internet browsers. Office applications include Word, Excel, Access, and PowerPoint. Internet application focuses on the use of the Internet for e-mail and research. (3 credits) 


## **IT 300 Management Information Systems**

This course provides an introduction to the use and application of information systems technology in the business environment. Concepts include the components of M.I.S., the systems development process, and the uses of the basic types of information systems in support of the organization’s goals and objectives. Topics discussed include basic hardware and software concepts, telecommunications, business processes, strategy, databases, artificial intelligence, ethics, legal issues, and electronic commerce using the Internet. (3 credits)

# Course Descriptions



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## IT 307 JAVA Programming

JAVA has rapidly become the language of choice for platform-independent implementations. This course provides a general introduction to programming and object-oriented programming in particular. The syntax and semantics of the JAVA language are addressed, as well as related topics which include object-oriented programming concepts, terminology, and notation. (3 credits) 


Prerequisite: IT 317

## IT 316 Analysis and Design of Information Systems

This course explores various methodologies for system development. Students will be walked through a hypothetical case where each phase of the system development process is explored. This will allow students to gain an understanding of the principles and concepts used in the development of enterprise systems. Topics covered include systems analysis, systems design, systems programming, systems implementation and maintenance. (3 credits)  

Prerequisite: IT CBK Course

## IT 317 Fundamentals of Programming in a Web Context

This purpose of this course is to start at the very beginning of computer programming and gradually enrich the student's skill set to include not only programming fundamentals, but to learn those skills within a familiar web browser context. The student will learn a simple programming language called JavaScript, combined with standard web languages HTML and CSS. At the end of this course the student will have the necessary skill set to continue on to the more advanced information technology classes based on either the Java or the .NET platforms. Additionally, the student will have the foundation for further JavaScript/HTML/CSS development, culminating in the programming paradigm called Dynamic HTML, and its even more modern version - Asynchronous JavaScript and XML (AJAX). (3 credits) 

Prerequisite: IT CBK Course

## IT 318 Information Systems Architecture

The major components of computer hardware (mainframes, minis, servers, and personal computers), operating systems (MVS, VM, VMS, UNIX, Windows, DOS), application software and utilities are covered in this course. (3 credits)

Prerequisite: IT CBK Course

## IT 319 Computer Networking

Designed to introduce information technology networking, this course takes a functional approach focusing on functional details rather than broad-based theory. An extensive coverage of today's most common networking schemas gives students a real world grounding in the subject and a current understanding of industry practices. (3 credits)

Prerequisite: IT CBK Course

## IT 330 Emerging Technologies


This course will examine the Internet and web technologies that exist today. The concepts behind the development of the Web, its history and impact on global commerce and culture are also examined. This course will explore the dynamics of the contemporary environment; discussing the current and future technology trends and the potential economic, cultural, and social implications. (3 credits)

Prerequisite: IT CBK Course

## IT 380 Information Technology Management


This course introduces students to the challenges of successfully integrating technology into the enterprise. Students will gain an understanding of best practices and how companies align, partner, and communicate through the use of technology to gain competitive advantage. The course will provide powerful tools that students can use to ensure strategies, tactics, and operational endeavors are successfully assimilated across the organization. (3 credits)

## IT 400 Advanced .Net

This course is a continuation of IT 307, focusing on solving advanced business problems using the Microsoft DotNet environment. Creation of database routines through the use of a DotNet language, Structured Query Language (SQL), Windows Forms and ASP.NET forms and DotNet controls are some of the primary methods covered in the course. (3 credits) 


Prerequisite: IT 307

## IT 407 Advanced JAVA Programming

JAVA is used as the programming language of choice for many web-enabled applications as well as many cross-platform distributed enterprise-level systems which are built using techniques and technologies from the J2EE architecture. This course introduces the student to software concepts that are prevalent in today's enterprise-level software systems, including: network applications, concurrent programming techniques, web-based technologies, component architectures, messaging system, persistence as well as the web services architecture. (3 credits) 


Prerequisites: IT 307, IT 317

## IT 408 Advanced XML/HTML Programming

The purpose of this course is to enable students to understand, conceptually integrate, and apply the advanced XML technologies that underlie the development of Web Applications, Web Services, and Enterprise Services. The XML and related technologies covered or re-emphasized in this course consist of: (X)HTML, CSS, JavaScript, XML-Schema, XPath, XSLT, SOAP, and WSDL. Given a knowledge of these technologies, plus server side programming languages and middleware such as J2EE and/or .NET, the student will be well prepared to contribute to multiple areas within Information Technology. (3 credits) 


Prerequisite: IT 317

## IT 421 Database Management

This course provides an overview of the concepts involved in the five structure models of database management: 1) simple, 2) hierarchical, 3) network, 4) relational, and 5) object-oriented databases. (3 credits) 


Prerequisites: IT 316

## IT 423 Software Engineering Methodologies

This course introduces students to salient features of software engineering such as the software product life cycle, process models, and the human factors associated with software technology. The analysis, synthesis, and implementation of these combined features determine the success or failure when building software intensive systems. The course will also introduce the student to modern approaches and techniques to software development and project management that utilize the Unified Modeling Language (UML). (3 credits) 

Prerequisites: IT 307 and IT 316

## IT 440 Project Planning and Execution


This course focuses on the application, planning, and execution side of project management. Areas covered include: specifications, participation of project team members, developing a project schedule, and implementation of the project plan. Students will become familiar with computer project management software to assist in investigation, system planning, business process modeling, and requirement specification. (3 credits) 

Prerequisite: IT CBK Course

# Course Descriptions


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## IT 445 IT Security and Information Assurance

In today's complex world of information networks and integrated systems, a computer information and physical security needs are becoming increasingly important for critical information and business systems. IT security and information assurance methodologies provide the necessary security services to protect these critical systems. This course introduces students to the concepts of information systems and network availability, integrity and confidentiality. It teaches students the fundamentals of information, computer, network, and physical security as well as the legal, investigative and ethical implications and requirements. 

Prerequisite: IT CBK Course

## IT 450 Evaluation, Selection and Implementation of Application Software

Selecting, acquiring, and implementing these new applications will require teamwork between the business functions and IT. This course focuses on the acquisition of pre-packaged software; beginning with the development of a joint RFP with the business unit, the evaluation/selection of potential vendors, evaluating proposals, negotiating contracts, and implementation of the software package. (3 credits) 

Prerequisite: IT 316

## IT 455 Implementing E-Commerce Strategies

This is a hands-on course in which students work in groups exploring the ways businesses and communities interact on the Web. Groups analyze all relevant aspects of a web-based e-commerce project and then propose a strategy for designing and developing a real-life e-commerce business on the web. Several aspects of e-commerce such as, product presentation, order management and fulfillment strategies, applicability of electronic commerce transactions, security issues, and launch alternatives are discussed and analyzed. (3 credits)


Prerequisite: IT 330

## IT 460 Quality Assurance and Configuration Management

This course focuses on techniques used to successfully test and implement information systems applications. The importance of the policies, procedures, and organization required to ensure that new software will be tested completely and put into production without causing server disruptions to the organization is stressed. Topics addressed include: the design of a comprehensive test plan, determining critical success factors, the testing of system components, ensuring plans are in place to provide user training, and that hardware and operating system software is installed and properly configured. (3 credits)

Prerequisite: IT 423

## IT 481 Enterprise Service Oriented Architecture

The purpose of this course is to understand why and how to integrate business and technological domains in order to create an overall Enterprise-Service Oriented Architecture. This architectural approach will guide the development of effective and efficient business automation processes that represent critical value streams within an organization. To create such architecture, the student will be introduced to the development of enterprise level business services, activities, and the technical architectures required to support and implement them. The student will learn how to combine these identified services and activities into business processes that are then expressed as Enterprise Services. Concurrently with these theoretical analyses, the student will have access to software that will illustrate and demonstrate these various services and their interactions. The course will emphasize the foundations on which current Enterprise- Service Oriented Architecture is built, namely, Web Services. (3 credits) 

Prerequisite: IT 307


## **IT 619 Principles of Information Technology Outsourcing**

This outsourcing of business and functional processes, particularly Information Technology and IT-enabled activities, is attracting increasing interest in public and private sectors, and is becoming a critical management discipline in and of itself. This Course covers the major principles that govern the successful Outsourcing of an enterprise's business activities, with an emphasis on the provision of Information Technology support and services. Topics include the history and evolution of the Outsourcing movement, the role technology plays in enabling global sourcing, the identification and selection of opportunities for tactical and strategic Outsourcing, the development of business and value skills pertaining to IT Outsourcing, and service provider engagement and relationship management. The political, social and ethical dimensions of Outsourcing decision-making, the relationship between Outsourcing and shared services initiatives and the effect of Outsourcing on organizational roles and planning are also considered. (3 credits)


## **IT 620 Information Resource Management**

Data, information and knowledge must be managed at all levels of the organization. This course involves the techniques and methodology of managing the process of data, information and knowledge to meet the corporate strategies. (3 credits)

## **IT 630 Technology Project Management**

Managing the delivery of complex information technology projects requires the knowledge and application of sound project management skills and tools. The class focuses on the identification and use of the techniques of project management, from defining project requirements to successfully closing out the project. Methodologies for planning, estimating, tracking, and controlling projects are taught in this course. (3 credits) 

## **IT 638 Economics of Information Systems and Proposal Management**

This course develops the processes needed to manage IT cost as a resource within the organization, and to acquire resources from prospective providers. The focus is planning and implementation of integration of technology using internal/ external human resources for improved performance at the functional level. This course focuses on how to: develop a proposal, interpret requirements in respect to cost, develop the quantitative response that meets each of the criteria, provide clear and complete cost information, and prepare other financial presentations (such as favorable ROI) which would support the IT project. (3 credits) 

## **IT 643 Telecommunications/Satellite Systems Engineering**

This course provides students with a global perspective on telecommunications technologies and worldwide standards. The course covers the basic building blocks and introduces the most current information on new technologies such as wireless, broadband, and optical networking. The emerging field of mobile technology will receive particular attention with respect to competing protocols, services, and providers. The student will create a business/technology network-oriented plan to support a particular organizational strategy. (3 credits)

## **IT 645 Internet Business Strategy**

This course explores how new technology will help those who utilize it to achieve a competitive advantage for transforming relationships with customers, suppliers, and business partners, to empower global business, and to rebuild their organizations. Students explore these topics through on-line research, analysis and Internet related applications. (3 credits)


# Course Descriptions

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## **IT 650 Software Engineering Methodology**

Upon completion of the course, students will be able to competently design and implement medium-sized software projects from specifications. Students will learn to apply key principles of software engineering to all software that they author so that it is correct, efficient, modular, reusable, structured, and well documented. This subject looks at formal methods and approaches to the construction of modern computer software. Topics covered include software tools, object-oriented design, object-oriented programming process and project management issues. (3 credits)

## **IT 654 Integrated Data Resource Management**

The purpose of this course is to analyze organizational needs with respect to data, and the technology and management needed to store and manipulate that data. Emphasis is placed on the design and implementation of relational databases and, in particular, the usage of Structured Query Language (SQL). The student will also examine internet-based and object-oriented databases. Special emphasis is placed on using databases in the client/server, distributed, and service-oriented environments. Other database paradigms, such as XML bases may also be examined. The student will experience hands-on demonstrations of database concepts. (3 credits) 

## **IT 660 Security Systems Engineering**

This course focuses 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 security requirements. Also emphasized is the engineering of hardware/technology to meet physical data security requirements. (3 credits)

## **IT 665 Intellectual Property Law and Ethics**

The proliferation of personal computers, global communications and the Internet have brought issues involving intellectual property rights and ethics to the forefront of today's organization. Topics in this course include the definition of a copyright and how it is obtained, protected and used, from both a legal and ethical perspective. The legal and ethical aspects of uploading and downloading information from the Internet will be analyzed. Other course topics include the risks associated with computer viruses and worms and the protective measures, physical and legal, that can be taken against these attacks on intellectual property. (3 credits)

## **IT 670 Project Verification and Validation**


The purpose of this course is to verify and validate a product. This course will prepare students to plan and execute the project verification and validation process through familiarization with project management, testing tools, metrics, and documentation. Future trends in the use of independent verification and validation of IT projects will also be discussed. (3 credits)

Prerequisite: IT 650

## **IT 674 Leadership Skills for Technology Managers**


The rapidly evolving world of electronic commerce is placing new and more complex requirements on the senior technology managers in a business enterprise. This course emphasizes the skills and processes that are required to effectively build concurrence between business units and technology managers. Focus is on the identification and prioritizing of common drivers critical to achieving business objectives, establishing relationships between vision, process, and information technology, and critically evaluating available technology resources vis-à-vis corporate goals. Leadership styles are evaluated and incorporated into class case studies. (3 credits)

## **IT 680 Intrusion Detection and Analysis: Security Beyond the Fire Wall**

The purpose of this course is to examine enterprise security needs and suggest necessary security procedures. This course introduces students to Internet-protocol concepts and Internet protocol behaviors. It also teaches students the fundamentals of network traffic analysis, the use of intrusion detection system tools to recognize normal vs. abnormal network behavior, and respond to exploits, scams. Additionally, categories of internet attacks and network intelligence procedures will be covered. Future trends in network security and intrusion detection will also be explored. The student will experience hands on illustrations of some of these security defences. (3 credits) 

Prerequisite: IT 660

## **IT 699 Seminar on Issues and Trends in Information Technology**

Current IT issues and trends are analyzed based upon the current and projected business environment to determine what trends are evolving. (3 credits) 

Prerequisite: All IT major courses

## **LDR 610 Leadership Styles**

What it means to be a leader and how leaders lead are among the topics covered in this course. Different leadership styles impact effectiveness in different contexts. Understanding personal leadership styles and the impact on others are assessed and explored. Theories of leadership and a variety of assessment tools will be covered. Additional areas of study include the personality of leaders, testing for leadership, methods and evolution of leaders and leadership situations. [This course is intended for those in, or actively seeking, a leadership position.] (3 credits)

## **LDR 615 Interpersonal Communication Skills for Leaders**

Communication is central in business because it is central in life. This course explores the complex process of communication in the workplace and establishes an understanding of how to develop those relationships that make for powerful and effective human interactions. Through experiential learning, students gain an understanding and mastery of the modes of communication, listening skills, communication customs for the global workplace, cultural interpretations, negotiations and conflict resolution and communication challenges. At the completion of the course students will possess the communication skills for maximum leadership effectiveness. (3 credits)

## **LDR 620 Ethical Leadership and Corporate Social Responsibility**

Ethical leadership and social responsibility are inseparable concepts and fundamental to the success of an organization in an interdependent global economy. This course will define the importance of having a common organizational value system in which individuals can buy into and make decisions. Codes of behavior aligned with individual value systems influence daily organizational decisions and actions. These decisions affect external and internal stakeholders as well as the larger community. This course will examine ethical systems and how corporate values are reflected in individual and organizational behavior. This course will explore organizational ethical dilemmas, differing value systems, and how congruence between an individual's value system and the organization's set of values is developed and maintained (3 credits)



# Course Descriptions

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## LDR 625 Leading Organizational Change

The one element that is constant in today's environment is change. For effective leaders, leading successful change is vital. But leading successful change is not just about getting to the final destination; it requires an understanding of the dynamics of change. This course challenges assumptions by exploring personal feelings about change, understanding resistance to change and examining change methods for fostering high performance organizations. (3 credits)

## LDR 631 Field Study in Innovative Leadership

The leadership internship provides students an opportunity to practice leadership in an experiential learning practicum. Students select from suggested projects offered by corporations, industry partners, non-profits, and their own places of employment to exercise leadership skills, aptitudes, and knowledge acquired through WIU course work to lead a project or an aspect of a project to its completion. Demonstrated competencies will include thoughtful and intuitive approaches to needs assessment or challenge identification, effective communications with key constituencies, development of a project plan, and influencing outcomes. (3 credits) ✍

Prerequisite: RES 603

## LDR 635 Leadership, Organizational Climate, and Culture

Organizational Culture is the personality of an organization and is comprised of the assumptions, values, norms, and tangible signs (artifacts) of members and their behaviors while Organizational Climate is defined as the way it feels to work in an organization. The ability to understand and assess an organization's climate and culture can mean the difference between success and failure in today's innovative, dynamic and global business environment. In this course, students acquire an understanding of how to assess and define organizational culture and climate. Students recognize the relationship between cultural bias, productivity, customer service, and competitiveness. (3 credits)

Prerequisite: LDR 610

## LDR 640 Building Stakeholder Relationships

Creating business value from stakeholder relationships is contingent upon an organization's ability to identify strategically relevant stakeholders, engaging existing stakeholder relationships, and fostering opportunities to maximize future opportunities to maximize future stakeholder relationships. Given the complex global business environment today, it is important to study the dynamics of stakeholder relationships and to align stakeholder relationships to achieve organizational objectives. This course examines the importance of identifying, building, and maintaining key stakeholder relationships in an effort to achieve organizational objectives. (3 credits)

Prerequisite: LDR 610

## LDR 645 Innovative Leadership in a Global Context

Successful business leaders in the global environment today must understand the underlying forces driving globalization as well as the forces and company adjustments also driven by globalization. The need to maintain competitiveness in a rapidly changing environment is reshaping the ways and means of doing international business, placing high premiums on leadership competencies. This course will link issues of globalization to issues of global leadership. (3 credits)

Prerequisite: LDR 610

## LDR 650 Leadership Intelligence

Innovative leadership requires more than a high IQ, particularly in this rapidly changing and chaotic world. This course will define leadership intelligence, highlighting how to use critical and analytical thinking to make rational choices in uncertain or chaotic circumstances. Identification of the impacts of leadership intelligence (both IQ and EQ) on organizational behavior, risk mitigation; and the value of change will be explored and discussed. (3 credits)

Prerequisite: LDR 610

## **LDR 655 Critical Issues for Innovative Leaders**

The nature of traditional leadership theories is no longer adequate for dealing with the complex and dynamic challenges faced by current leaders. This seminar course enables students to explore different philosophical frameworks for understanding innovative leadership. Although specific themes of this course will vary from year to year, the consistent focus will be on the cutting edge of leadership issues. (3 credits)

Prerequisites: LDR 610, 615, 620, and 625

## **LGS 300 Legal Research and Writing**

This course presents an introduction to legal analysis, research, and writing through the preparation of legal memoranda and other assignments. This course emphasizes the basic skills and tools of legal analysis and research, and the fundamentals of good writing for a legal environment. Students research and write legal memoranda and other documents of increasing length and complexity; develop legal research skills; and learn editing skills and the basics of legal ethics. (3 credits) ✍

Prerequisites: ENG 101, ENG 102, and CRT 201

## **LGS 310 Justice System in America**

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

## **LGS 320 Alternative Dispute Resolution**

Alternative dispute resolution includes a variety of techniques and processes that are often used in lieu of more traditional judicial processes. Negotiation, mediation, and arbitration are the main topics covered in this course. Students explore a variety of scenarios in which alternative dispute resolution may be preferable to litigation. (3 credits)

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

This course explores the standards, codes, roles, ethics, and responsibilities of professional organizations and agencies in the criminal justice and legal systems. It covers concepts and practices as they relate to the administration of justice. (3 credits) ✍

## **LGS 370 Criminal Procedure**

This course explores the role of the legal team in the investigative process. Topics include evaluation of collected evidence, methods of arguing for or against the admission of evidence, and the process of identifying, selecting, and preparing expert witnesses. The concepts of burden of proof and presumption of innocence are defined and the activities of prosecution and defense are outlined. (3 credits)

## **LGS 400 Comparative Law**

This course examines the role of law in different nations. Differences and commonalities among different legal systems are explored. By giving the student a broad overview of legal systems throughout the world, this course also provides a foundation for a more in-depth study of constitutional, criminal, and civil law. (3 credits) ✍

Prerequisites: LGS 300 and LGS 310

## **LGS 410 American Constitutional Law and History**

This course provides an introduction to the fundamental law of the United States as set forth in the Constitution and developed primarily by the United States Supreme Court. It addresses Supreme Court review, separation of powers, federalism, and the protection of individual rights under the Fourteenth Amendment Due Process and Equal Protection Clauses. These topics are explored in the context of the historical and theoretical foundations of American constitutional law development, including the role of the Supreme Court in American government and the controversy over different approaches to constitutional interpretation. (3 credits)

Prerequisite: LGS 400

# Course Descriptions

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## LGS 420 Criminal Law

This course introduces students to substantive and procedural criminal law through the study of its foundations, practices, and limitations. Criminal law legislation and cases are examined to gain a practical understanding of the topic. (3 credits)

Prerequisites: LGS 400 and CRB 370

## LGS 430 Civil Procedure

This course covers both substantive civil law and civil procedure. The role of all participants in civil litigation, from the client interview through the appeals process, is analyzed. Special emphasis is placed on federal civil procedure rules. (3 credits)

Prerequisite: LGS 400

## LIT 205 World Literature

This course covers prose and poetry by major world authors. Readings are chosen to enhance appreciation of literature and to prompt students to explore universal themes and values as well as the creative literary techniques that appear in great works. (3 credits)

## MAT 105 Basic Mathematics

This course focuses on foundational understanding of basic mathematics principles including arithmetic, decimals, fractions, percentages, linear equations with one and two variables, simple geometry and concepts of algebra. This course is not available to students who have completed MAT 110. (3 credits)

Students must earn a grade of C or better before taking MAT 109 or 110.

## MAT 109 Business Mathematics

This course provides a brief review of the fundamentals of basic business mathematics, including decimals, signed numbers, fractions and percentages. Emphasis is on basic accounting, retailing and finance mathematics. (3 credits)

Prerequisite: MAT 105 completed with a C or better

## MAT 110 Algebra I

With special focus on the application of algebraic principles to business and industry, this course covers the basic concepts of algebra, including variable expressions, operations on polynomials, graphing linear equations, inequalities, factoring, exponents, radicals and quadratic equations. (3 credits)

Prerequisite: MAT 105 completed with a C or better

## MGT 337 Supervision and Leadership

This class demonstrates the difference between managing and becoming a transformational leader. Students engage in self-awareness analysis to determine how best to identify and implement leadership strengths and overcome weaknesses. Major topics covered include the supervisor's role in an organization, skills required to be an effective leader, problem solving applications, effective motivation techniques, effective discipline strategies, successful communication concepts, and how best to achieve maximum performance from the personnel team. (3 credits)

## MGT 340 Organization Theory and Behavior

Realistic case studies, group exercises, and self-assessment illustrate the integration of the principles, philosophies, and theories of management/leadership and organizational behavior as used in public and private organizations. Some of the topics included are: evolving management thought, functions and practices, management approaches, general management systems theory, contingency management, and process analysis. (3 credits) ✍

## MGT 352 (MGT 350) Political, Legal and Ethical Issues in Business

This course covers how the management of business, including its structure, personnel, activities and concerns are impacted by government policies and regulations. Specifically, this course addresses the legal environment within which all businesses must operate, ethical considerations for businesses, and the interrelation of the two. (3 credits) ✍

## **MGT 370 Operations Management**

This course focuses on the management of the direct resources necessary to transform a variety of inputs into the finished goods or services provided by a company. It introduces the function and systems of a series of interrelated disciplines that make up a part of the business entity called Operations. Each operating organization and its role in the conversion process is examined. The course provides quantitative methods for achieving success both within an operating department and as an operations manager. Course material emphasizes corporate and operational strategy, logistics, inventory management, forecasting, scheduling, effective management of service or manufacturing production, quality, project management, and customer satisfaction. (3 credits) ✍

Prerequisite: RES 311

## **MGT 428 Doing Business in a Connected World**

This course covers basic electronic business practices. Students learn about the application of internets, intranets, extranets, electronic business intelligence and electronic inventory management. The course focuses upon broad topics and not technical competencies. (3 credits)

## **MGT 445 Corporate Training and Development**

The value of an educated workforce and how to develop it is the focus of this course. Major topics are: understanding the need for training and organizational development within the organization; analysis, design, and development of programs that facilitate the achievement of corporate strategies; development of a training department within the corporate structure; monitoring, controlling, evaluating training; and planning for future training needs. (3 credits)

Prerequisite: HRM 335

## **MGT 461 Project Management**

This course teaches the specialized tools and knowledge used by project managers in planning, controlling the complexities of a project's activities, scheduling, and budgeting. Also covered are the tools and techniques used to cope with difficulties and uncertainties and that aid in bringing order to chaos. (3 credits)

## **MGT 463 Management of Small Business**

This course enables students to explore topics and issues unique to the small business environment. Activities focus on the business planning process with students completing a formal business plan. Some of the topics include ownership forms, management styles, cash flow/working capital, financing, product/service selection, marketing, accounting/ inventory control, technology and managerial policies and procedures. (3 credits)

## **MGT 466 Organizational Change**

In today's fast-moving global environment, an organization's ability to implement continuous change is vital to acquiring and sustaining competitive advantage. Key to this ability are the firm's flexibility and motivation, along with its commitment to drive, sustain, and adapt to evolving systems, processes, strategies, and structures. This course explores various organizational change theories and focuses on the environmental, ethical, and human issues associated with change management. (3 credits)

Prerequisite: MGT 340

## **MGT 467 Designing an Online Business**

This course teaches the necessary skills needed to set-up a website that promotes and sells products and services online. Students will write a business plan, create a strategic plan for an e-business, explore sources of funding, and discover the pitfalls and best practices of marketing and promoting a new e-business. (3 credits)

# Course Descriptions

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## **MGT 625 Strategic Management**

This course presents the process for developing and implementing a strategic plan and its changes within an organization. Major topics of this course are: fundamental aspects of strategic thinking within the world of business, industrial economic considerations of price theory which dominate firm competitive behavior, mission and vision statement development and analysis, internal and external environment analysis, option exploration and decision-making concerning strategic direction, and achievement of congruence among corporate objectives, strategies and implementation. Uncontested market space developmental considerations are discussed in the context of organizational growth and innovation. Case analysis is a major method employed to reinforce the application of theory to contemporary business realities. (3 credits) ✍

Prerequisite: MGT 340

## **MGT 634 Entrepreneurship and Intrapreneurship**

This course is a study of the legal, financial, marketing, human resource, organizational and production aspects of starting, implementing and successfully managing your own venture or a division or department within an existing organization. Other topics include the balance between structure and strategy as it relates to patents, trademarks, copyrights, licensing, tax implications, and venture resources. A major outcome for this course is development of a comprehensive business plan. (3 credits)

## **MGT 636 Managing Organizational Change**

This course views change as an adaptive process that can affect organizational structure, design and technology, as well as group and interpersonal processes. Attention is devoted to the roles and responsibilities of both internal and external change agents such as: developing consulting skills in needs assessment, diagnosis and problem identification and process facilitation; developing intervention strategies at the individual, team and system level; integrating technology and personnel skills, and assessing the impact of various changes on the organization; and exploring conflict management strategies to effectively manage the disequilibrium that may result from implementation of organizational changes. (3 credits)

## **MGT 642 Ethical Issues in Business**

The legal and ethical integrity of business individuals and entities is an important part of building quality products or services. This course examines issues and real questions faced by business organizations. Critical topics discussed are: ethical theory and corporate responsibility, governmental and self-regulation, the employer-employee relationship, financial disclosure, and international issues. (3 credits)

## **MGT 665 Corporate Power, Politics and Negotiations**

This course focuses on various forms of power, interpersonal skills, personal and management style strengths and weaknesses, conflict resolution techniques, and determines the necessary negotiation and political strategies used by successful employees/managers. Evaluating perception versus reality and how it affects the decision-making process is addressed. Different business environments are simulated and discussed using past and present business situations, personal experiences, and case studies. This course illustrates how successful employees and managers ultimately “manage” not only their subordinates, but also superiors and peers as well, in order to succeed. (3 credits) ✍

## **MGT 675 Management of Innovation and Creativity**

This course examines techniques for managing and encouraging innovation within the organization. Special emphasis is placed on generating, managing and adopting new products/services, business intelligence, creativity, new technologies and new structures within the organizational objectives and strategies. Innovative management techniques are discussed through cases, research, and actual company examples. (3 credits)

## **MKT 308 Marketing Management**

Providing an overview of marketing's role in the socioeconomic and business environments, this course focuses on target market segmentation, product planning, pricing techniques, distribution channels, and promotional strategies. (3 credits)

## **MKT 415 Consumer Behavior Issues and Analysis**

This course focuses on understanding and influencing consumer perceptions and decisions. Integrated into the process is the role of marketing research and the basic methods and techniques needed to interpret information relevant to targeting markets, positioning products, and designing effective marketing messages, including updated online consumer behavior models. (3 credits)

## **MKT 422 Promoting a Business in a Connected World**

The Internet is creating new opportunities for business. This course will cover key factors in the design of an effective website, the psychology of consumer behavior as it applies to online shopping, basic methods of online promotion branding, and integration of a website into the overall marketing mix. It will also include the collection and use of online customer data, attracting customers to a website, using a website to create customer value, transitioning customers to online purchasing, and competition strategies in industries with both online and traditional channels. (3 credits) ✍

## **MKT 434 Consumer Communications and Sales Management**

This course covers a wide variety of communications methods for reaching and influencing customers. Methods covered include: advertising, sales promotion, public relations, direct marketing, individual selling, and the Internet. (3 credits)

## **MKT 452 International Marketing**

Designing global marketing strategies within the constraints of particular cultural, economic, and political settings for a successful international marketing campaign is the focus of this course. Students analyze the decision-making process in marketing products globally. (3 credits)

Prerequisite: MKT 308

## **MKT 465 Developing Products for a Digital World**

This course provides students with the skills and knowledge needed to generate viable business via the internet. This course explores strategic directions, branding, business cases, and life-cycle management of products for developing products for a digital world. (3 credits)

## **MKT 470 Strategic Issues in Marketing**

Marketing disciplines are integrated to provide an in-depth analysis of the major marketing issues impacting organizations in the new millennium. This course begins with a study of how social, cultural, technological, economic, and legal issues impact product marketing. An analysis of how market research and anticipated consumer behavior affect promotion, packaging, pricing and distribution strategies will provide a comprehensive perspective of corporate strategic marketing. Ethics and social responsibility in marketing practices are also covered. (3 credits)

# Course Descriptions

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## **MKT 610 International Marketing**

This course covers the concepts and practices of marketing in the global environment. The modifications and adaptations required to meet the challenges and different problems associated with international marketing are a major focus of this course. Also covered is how to integrate strategies with international marketing functions. (3 credits)

## **MKT 636 Supply Chain Management**

This comprehensive analysis of the strategic design processes in developing supply chain management includes a study of the complete distribution channel network, and vertical marketing systems in the complex marketing environment of the new millennium. Topics covered include an understanding of the channel's task environment, manufacturing, wholesaling, retailing, physical distribution institutions, JIT inventory, logistical complexities, and new technology developments. (3 credits)

## **MKT 642 Buyer Behavior and Sales Promotion**

This course examines the key factors influencing buyer behavior as they relate to advertising, sales promotion, direct marketing, public relations and the Internet. The focus is on management strategies relative to both consumer behavior and to the business-to-business buying decision-making process. (3 credits)

## **MKT 646 Strategic Concepts in Marketing**

This course focuses on analyzing and understanding the key corporate and operational marketing issues that face organizations in today's competitive marketplace. The major areas of concentration include: (1) a strategic marketing plan that explores new business opportunities and creation of a viable marketing mix; (2) utilizing information to formulate strategies that segment markets, analyze competition, position, price, and distribute products and services, and generate profits successfully; and (3) an analysis of marketing's roles in modern, multi-functional, cross-cultural, and international businesses. (3 credits)

## **MKT 650 Industry and Government Marketing**

An exploration of the unique marketing needs and methodologies relating to industrial and government sectors, this course analyzes the importance of differentiating these markets to effectively present strategies for products, services, pricing, and promotions essential for successful decision-making. (3 credits)

## **MKT 654 Marketing Research and Intelligence**

This course addresses the new technologies that have changed some of the basic methods and techniques of information-gathering, strategic thinking, and marketing research techniques. The course focuses on consumer, industrial and international markets, and on new methods that will make information more accessible to analyze competitive and market information and interpret data, which will lead to more timely and accurate decision-making. (3 credits) ✍

## **MKT 660 E-Commerce Marketing**

The purpose of this course is to develop a complete marketing plan for an e-commerce business or software/multimedia product whose main marketing channel is the Internet. The course will include: integration with traditional marketing, partnerships/alliances, co-branding, and customer service. (3 credits)

## **MPA 610 Strategic Planning and Implementation in Public Administration**

This course provides an overview of public administrative and management processes, procedures, structures and systems at the local, regional and federal levels. Current and futuristic practices, roles, responsibilities, and ethics of the public administrator/manager who develops and implements strategic plans for public organizations are discussed. (3 credits)

## **MPA 625 Strategic Management in the Public Sector**

This course introduces the student to a variety of analytic techniques useful in public policy formulation and strategic thinking. Strategic management involves defining public value, mobilizing legitimacy and support, and the deployment of operational capability to deliver. It is based upon the analysis of guiding assumptions, concepts of thought, and tools of application. The course includes material on strategic analysis of the internal and external environment, organization structure and processes, organizational learning and culture and performance measurement. This is the basis course and preparation in strategic analysis and thinking used throughout the MPA program. (3 credits)

Prerequisite: MGT 340

## **MPA 630 Managing Public Policy**

Designed to facilitate the development of insights and skills needed to plan, organize, implement and manage public policy programs and operations, this course focuses on the theoretical, conceptual and practical understanding of public policy management. (3 credits)

## **MPA 642 Public Finance: Government Accounting and Control**

A critical aspect of the management of public organizations is their use of finance and accounting services. This course provides insight into finance and accounting principles and procedures used by public administration/management service professionals. (3 credits)

Prerequisite: ACC 305

## **MPA 646 Procurement and Contract Administration**

This course is designed to develop the interoffice policies and procedures used to procure goods and services in the public sector. A practical approach is used to present the rules, regulations and laws that are critical to the development, negotiation and administration of contracts at all levels of government. (3 credits)

## **MPA 650 Human Behavior and Resource Administration**

A realistic approach to the organizational theories and behaviors experienced within the public sector, this course will analyze the economic, political, and social factors and their implications to human resource management. (3 credits)

## **MPA 667 Public Finance: Politics of the Budgetary Process**

An exploration of the grounding political issues in public finance, and simulation of the process by which public budgets are made and their purpose in the management process of public finance are the foci of this course. (3 credits)

## **MPA 670 Public Administrator and the Law**

This course provides integrative analysis of the public administrator's job functions relative to the legal and moral forces guiding the decision-making processes within the public sector. (3 credits)

Prerequisite: MGT 352 (MGT 350)

## **PAM 300 Public Administration**

This introductory course to the field of public administration reviews the administrative, management, and political processes used in the federal, state and local levels of government. Political, ethical, and managerial concerns will be examined in the management of public programs as well as their impact on the development and implementation of public policy. Students review case studies and analyze relevant current events in the field of public administration. (3 credits) ✍



# Course Descriptions

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## **PAM 350 Human Resource Management in the Public Sector**

This course explores various aspects of the organization and operations of the human resource function in the public sector. Emphasis is on structural, behavioral and legal concepts and issues in governmental and public sector environments. Students compare current theory with practice in such areas as human resource planning, strategies for recruitment and selection, job analysis, position classification, diversity, motivation and retention of employees, performance appraisal, compensation and benefits, training and development, strategic labor-management issues and relations, and the influence of federal regulations on the practice of human resources (i.e., Equal Employment Opportunity, sexual harassment, and discrimination policies). (3 credits)

Prerequisites: MGT 340 and MGT 352 (MGT 350)

## **PAM 430 Social Psychology of Public Sector Organizations**

This course surveys social psychological factors in terms of organization structure, functions, interactions and relationships between organizational members within public sector agencies and institutions. The focus of the course is upon the unique aspects of public sector organizations as they relate to issues of human interactions, communications, bureaucratic procedures, employee motivations, internal formal and informal social relationships, group behavior and external influences upon agency behavior in fulfilling a defined mission. Armed with a knowledge of the theories, concepts, and research findings of social psychology, students will be better able to design social policy and management initiatives that are consistent with the way people in public sector organizations really function. (3 credits)

## **PAM 450 Government Finance: Budgeting and the Political Process**

Budgets express the public policy choices made by public sector policy making bodies and elected officials. This course provides an examination of the budgeting and financial management functions in the public sector. The process by which public programs analyze budget needs and subsequently present them to elected officials and legislative bodies are covered. The systems used by public sector organizations to manage budgets and track expenditures are analyzed. (3 credits)

Prerequisites: ACC 301 and ACC 302

## **PAM 480 Procurement and Privatization in the Public Sector**

This course explores the organization and operations of procurement and outsourcing/privatization as a strategic policy position in public sector agencies. Federal, state and local levels of government and public services now utilize the procurement of contracted private goods and services to meet the mission goals of public sector operations. The course surveys different approaches to the procurement of goods and services through bids, requests for proposals, auctioning and other means of obtaining competitive pricing. Situations where single source procurement and “competition impractical” procurement circumstances might apply are discussed. Emphasis is given to “best practices” in the field and developing methodology for the improvement of strategic privatization, long term contracts, and contract monitoring. Implications for strategic management in the public sector are discussed. (3 credits)

## **PHI 101 Introduction to Philosophy**

Philosophical thinking and reasoning are introduced by examining the basic questions of life: knowledge, values, ethics, society and the nature of reality. Exploring the meaning of life and helping the students develop a unique philosophy of life statement are integral parts of this course. (3 credits)

## RES 311 Quantitative Methods for Decision Making

Emphasizing quantitative techniques used in business/management decision-making, this course surveys design, forecasting, statistical inference, correlation, regression, analysis of variance, and the use of software for statistical analysis and modeling of business practices. (3 credits)

Prerequisite: MAT 110

## RES 321 Behavioral Research Design, Tests and Measurement

This course is designed to acquaint students with methods and design in behavioral research. Students learn systematic methodology for behavioral research to enable them to make better decisions when designing research projects, and to become more discerning consumers of research results. Research tools, statistical concepts, and problem analysis are discussed. (3 credits)

Prerequisite: RES 311

## RES 500 Graduate Research and Writing Methods

This course provides all graduate students with the tools needed to complete in-depth research, reading, writing and speaking activities that are an integral part of all coursework at WIU. Special attention is given to the concept of plagiarism, as well as academic expectations of graduate students across all disciplines. Research design and methodology, identification and use of primary and secondary research, and information and data analysis are discussed with a focus on their application to the Applied Thesis project. Included are concepts of regression analysis through single variable. This is the first course in the Applied Thesis sequence so the development of a research proposal for Applied Thesis is required. (4 credits)

Registration Note: Must be first course taken in the graduate program; co-registration with one other course is permitted but not recommended. ✍

## RES 500A Graduate Writing Methods

This course provides all graduate students with the tools they need to complete writing activities that will be a part of all coursework at WIU. Special attention will be given to the concept of plagiarism, as well as academic expectations of graduate students across all disciplines. ✍

## RES 603 Applied Research Development

RES 603 trains the student in detailed project development, planning, and management skills and builds on the theoretical foundations of research methods laid out in RES 500. It is a classroom-based course focusing the student on the university requirements, research methods and project management skills as they relate to the completion of their master degree program at Western International University. The student's knowledge of statistical concepts will be strengthened through multiple regression analysis.

The intended outcome of RES 603 is for students to confirm the topic of study and research question with assigned Thesis Advisors and to develop plans for the completion of the Applied Thesis. In addition, students will complete drafts of Thesis Chapters 1-3. Further, the course provides an overview of the entire Applied Thesis project and addresses student questions and concerns. During RES 603, students are required to evaluate an Applied Thesis Presentation recording.



Prerequisites: Graduate prerequisite requirements and RES 500 or 500A

# Course Descriptions

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## **RES 785 Applied Thesis Research Seminar**

As the final course in the Applied Thesis sequence, emphasis is on the development of the written Applied Thesis and the Formal Professional Presentation completed in a bi-weekly classroom-meeting format. This is a four-month course with nine class meetings. When not in class, students are expected to meet with their thesis advisor for industry-related content at least three times and continue working on their thesis/presentation. During class-time the instructor will discuss the research process, review written material, assist the students in data collection and analysis, and oversee the completion of the Applied Thesis document. The class instructor will be responsible for assigning a grade for the course and for the overall thesis. Students must receive a grade of at least a B to “pass” their written thesis.

During class-time, the students will have access to computer terminals and the Internet in order to complete any unfinished research and to work on written portions of their thesis while receiving real-time assistance from the instructor. The student may also use class time to complete and practice the Formal Professional Presentation. Students will be expected to work on their data collection or written material outside of class in order to meet course deadlines. (3 credits) ✍

Prerequisite: Completion of all Master’s level coursework and a 3.0 cumulative GPA.

## **SCI 244 Geology**

Two billion years of earth history are explored, covering rocks and minerals, weathering and erosion, stratigraphic principles, the geologic time scale, geologic structures, plate tectonics, mountain building, volcanism, landforms, and economic geology. Visits to unique geologic environments and field trips to selected sites are included. Lab fee may be required. (3 credits)

## **SCI 264 General Physics**

The principles of Newtonian and modern physics, including mechanics, heat, sound, electricity, light, and atomic physics are covered in this course. Emphasis is on comprehension of concepts rather than on computations. (3 credits)

## **SCI 270 Environmental Science**

Providing a general overview of scientific knowledge, this course examines the current and future issues of the global environment from the scientific, social, business, and individual perspectives. (3 credits)

## **SCM 410 Strategic Supply Chain Management**

This course covers the dynamics of Logistics Management in the twenty-first century. It begins with an overview of Supply Chain Management (SCM) and some of its important related components. It then proceeds to examine the various processes associated with logistics and SCM, including the role of warehousing in logistics and the Supply Chain System. Lastly, it focuses on key strategic issues for logistics and supply chains, including leading edge strategies that companies are now using to gain competitive advantage. The course also examines trends that will influence the future of logistics and Supply Chain Management. (3 credits)

## **SCM 420 Lean Enterprise Management**

This course provides an overview of lean manufacturing practices within a company and its supply chain. It addresses fundamental practices including flowcharting of business processes, collection and analysis of process performance data and the removal of those activities that are determined to be wasteful or non-essential. It describes the tools, techniques and philosophies that have been used worldwide by best-in-class companies to improve their bottom lines, make them more competitive, and drastically improve their responsiveness to the customer in both service and manufacturing organizations. (3 credits)

## **SCM 430 Global Sourcing and Procurement**

This course introduces students to the world of purchasing and its relationship to global supply chains. It covers purchasing operations and structures, strategic sourcing processes and the critical supply chain elements of managing supply chain inventory, information systems, as well as performance measurement and evaluation. (3 credits)

Prerequisite: SCM 410

## **SCM 440 Integrated Logistics Management**

This course introduces student to logistics, physical distribution, supply, and related costs. Students are prepared to strategically plan, implement, and control the efficient and effective flow and storage of goods, service, and related information from a point of origin to a point of consumption. This course also focuses on transportation, inventory management, warehousing, and customer services. (3 credits)

Prerequisite: SCM 410

## **SCM 450 Integrated Supply Chain Management**

This course introduces students to the importance of a strategic plan and its interaction with, and impact on, supply chain applications. Students will understand the processes of supply chain creation and improvement and, as a result, the effects it has on competition. Students will be able to select and apply a set of metrics to the supply chain, which demonstrate performance standards are achieved. (3 credits) ✍

Prerequisite: SCM 410

## **SOC 101 Introduction to Sociology**

Designed to facilitate understanding of the principles of collective human behavior, social change and the origins, functions and dynamics of social institutions, this course allows students to explore cultures, subcultures, families, primary groups and other social units, as well as contemporary issues in social change. (3 credits)

## **SOC 122 Cultures of the Southwest**

A survey course that highlights Hispanic, Native American, and other cultures of the American Southwest, this course examines historical development, social structures, religious beliefs, art forms and the impact of these cultures on contemporary society. (3 credits)

## **SPN 254 Spanish I**

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

## **SPN 255 Spanish II**

Oral and written skills are further developed with an emphasis on conversational and professional terminology in business and travel related contexts. (3 credits)

Prerequisite: SPN 254

## **SSC 101 English Success Course**

The ability to convey information clearly and concisely in writing is a critical skill for all who hope for success in an academic, business or professional setting. SSC 101 is based on standard written English, and is designed to enable the student to meet the minimum WIU requirements for the communication of information in academic papers, reports, essays, case studies and examinations. This course teaches the essential skills needed to write sentences competently, using correct syntax, grammar, spelling and punctuation. Composition skills taught include the planning, composing, revising and editing of four common types of paragraph. Other topics include the detection and avoidance of common errors in writing; peer reviewing; the use of rubrics, guides and formats; and an introduction to APA style conventions for writing, documenting and publishing academic work. (3 credits)

## **SSC 105 Student Success Course**

This course provides incoming undergraduate students with an overview of Western International University and the services available to the adult learner. In addition, this course assesses the student's current skill levels in the areas of English, math, and information technology. This course provides access to an array of tools designed to improve skills in these areas. Upon completion of this course, the student will be better prepared to successfully continue his or her chosen program of study at Western International University. (3 credits)

# Faculty

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**Mr. Jihad Y. Abbas**

MS, University of North Carolina Charlotte

**Dr. Innocent Abiaka**

BA, The Garvin Graduate School of International  
Management

BA, University of Hawaii

BS, University of Hawaii

MIM, The Garvin Graduate School of International  
Management

MPA, Arizona State University

DPA, Arizona State University

**Mr. Fred Abraham**

BBA, University of Mississippi

MBA, Loyola University

**Mr. Philip G. Abruzino**

BA, Northern Illinois University

MA, Depaul University

MA, Northern Illinois University

**Dr. Wendy W. Achilles**

BS, East Carolina University

MS, East Carolina University

PhD, Virginia Commonwealth University

**Dr. Peggy L. Allen**

MC, Arizona State University

PhD, Walden University

**Ms. Christina Anastasia**

BBA, Baker University

MA, University of Phoenix

**Mr. Kjell C. Andreassen**

MBA, Arizona State University

**Mr. Hassan Ansah**

BA, Temple University

MIM, University of Maryland

**Mrs. Marla Y. Ashe**

BS, Arizona State University

MBA, Keller Graduate School of Management

**Mr. Richard J. Ashenfelter**

BS, California State Polytechnic University-Pomona

MS, University of Phoenix

**Dr. Joe Bacchus**

BS, University of Arizona

MBA, Western International University

PhD, Capella University

**Mr. Gary D. Barden**

BA, University of North Dakota

MS, Keller Graduate School of Management

**Mr. Antonius G. Barnes**

BA, Florida State University

MA, Florida State University

**Ms. Joan Barnes-Weatherton**

BS, Arizona State University

MBA, University of Phoenix

**Mr. Mark A. Basalla**

CPA, Arizona State Board of Accountancy

MPA, Western International University

**Dr. Howard Bashinski**

BA, University of Nebraska-Omaha

MS, Acadia University

PhD, University of Colorado At Boulder

**Ms. Abbie Beller**

BA, Elmira College

MBA, Western International University

**Mr. Mark W. Bennink**

BA, Lemoyne College

MA, State University of New York

JD, State University of New York-Buffalo

**Mr. Eric S. Binger**

BS, University of Phoenix

MBA, University of Phoenix

**Mr. Joel S. Bjerkestrand**

BA, Augsburg College

MDiv, Luther Seminary

**Mr. Richard C. Bjornholm, Jr.**

BS, Arizona State University

MBA, University of Phoenix

**Dr. Kenneth G. Bobis**

BA, DePaul University  
MM, DePaul University  
MS, Loyola University  
PhD, Illinois Institute of Technology

**Ms. Garon Bodor**

BA, University of Northern Carolina  
BS, University of Northern Carolina  
MS, California State University - Fullerton

**Ms. Jo Anne M. Bolivar**

BS, Northern Arizona University  
MEd, Arizona State University

**Mrs. Michelle N. Bost**

BS, Texas A&M University - Kingsville  
MS, Medical University of South Carolina

**Dr. Terry J. Bovinet**

BA, Fort Wayne Bible College  
MDiv, Trinity Evangelical Divinity School  
DMin, United Theological Seminary

**Mr. Dan A. Branch**

BA, Arizona State University  
BS, The Garvin Graduate School  
of International Management  
MBA, University of Phoenix

**Dr. Robert Branch**

MS, Western International University  
PhD, Capella University

**Dr. Phyllis Braxton, Arnason**

BS, Virginia Commonwealth University  
MS, University of North Carolina At Chapel Hill  
EdD, George Washington University

**Mr. James D. Briggs**

BS, Arizona State University  
MBA, Arizona State University

**Mr. Kareem A. Briggs**

BS, University of South Carolina Columbia  
MA, Webster University

**Mr. John D. Brock**

BS, City University  
MBA, City University

**MS Kimberly M. Brody**

BS, San Diego State University  
CPA, San Diego State University

**Ms. Gina M. Bruce**

BS, University of Maryland University College  
MS, University of Phoenix

**Ms. Kimela L. Bryant**

BS, Valdosta State University  
MA, University of Phoenix

**Ms. Kathleen T. Bullock**

BS, University of Maryland University College  
MPA, Golden Gate University

**Ms. Rouzanna P. Burton**

MS, University of Missouri Columbia  
MS, Yerevan State University

**Mr. Mark Busby**

BS, University of Phoenix  
MS, The Garvin School of International  
Management

**Mr. Anton G. Camarota**

BS, Metropolitan State College of Denver  
MBA, University of Denver

**Mr. W. Sherwood Campbell**

BS, Stevens Institute of Technology  
MBA, University of Denver

**Mr. Robert Cannon**

BS, University of Idaho  
MBA, California State University-Long Beach

**Ms. Ofelia M. Cardenas**

BS, Barry University  
MS, Western International University

**Ms. Elaine L. Carlson**

BS, University of Wisconsin-Madison  
MS, Iowa State University

**Mr. Michael T. Casper**

BS, The University of Texas At Austin  
MBA, Southern Methodist University School of Law

# Faculty

---

**Mr. Jonas C. Cavileer**

MA, Indiana University of Pennsylvania

**Dr. Albert H. Chavez**

BA, New Mexico State University  
MA, New Mexico State University  
MA, University of Phoenix  
PhD, University of Phoenix

**Mr. Asif J. Choudhery**

BS, Arizona State University  
MS, Arizona State University

**Mr. Irfan J. Choudhery**

BS, Arizona State University  
MS, Western International University

**Ms. Aubrey L. Clinch**

BS, Western International University  
MS, Western International University

**Mr. Gary W. Clinton**

BS, University of Florida  
MBA, University of Phoenix

**Mr. Paul D. Corrington**

MPA, Arizona State University

**Mr. Mark D. Cox**

BA, The University of Texas At Austin  
MA, Syracuse University

**Ms. Barbara L. Crews**

MBA, Western International University

**Mr. Edward D'Avola**

BS, Arizona State University  
MA, Arizona State University

**Mr. Swapan Das**

MBA, Western International University

**Ms. Lola A. O. Davis**

BS, University of Lagos  
MA, University of Arizona

**Ms. Cheryl Y. Devose**

BS, Saint Joseph's University  
MBA, Drexel University

**Ms. Dana S. Dewes**

BA, Webster University  
MBA, Western International University

**Ms. Sharon Donnelly**

BA, Eckerd College  
MBA, Florida Institute of Technology

**Mr. Robert Dorfman**

BS, The New School  
MA, University of Phoenix

**Ms. Michele R. Dortch**

BA, San Diego State University  
MA, Fielding Graduate University

**Dr. Tim Dosemagen, Ph.D**

BA, University of Maryland University College  
MS, Murray State University  
PhD, Nova Southeastern University

**Ms. Sheree N. Dove**

BS, Northern Arizona University  
MPA, Northern Arizona University

**Mr. Carey Doyle**

BA, Trinity College  
BS, University of Tulsa  
MBA, University of Tulsa

**Ms. Trudi B. Drake**

BA, University of Colorado At Boulder  
MA, Arizona State University

**Dr. Paul Dygert**

AB, University of Michigan - Ann Arbor  
MA, University of Michigan - Ann Arbor  
PhD, University of Michigan - Ann Arbor

**Mrs. Trina A. Eaddy**

BA, Xavier University of Louisiana  
JD, Southern University Law Center

**Mr. James L. Eads**

BS, Nova Southeastern University  
MS, Florida International University

**Ms. Janice J. Eggers**

BS, Western International University  
MBA, Western International University

**Dr. Amr Elchouemi**

BS, Alexandria University  
MS, University of Louisiana  
PhD, University of Louisiana

**Ms. Trish Ellenburg**

BS, Arizona State University  
MBA, Arizona State University

**Mr. John Famolaro**

BS, Marquette University  
MS, Western International University

**Ms. Carol S. Farabee**

MBA, Western International University  
MS, Western International University

**Ms. Darla K. Fast**

BS, Western International University  
MBA, University of Phoenix

**Ms. Susan Ferebee**

BS, University of Phoenix  
MBA, University of Phoenix

**Mr. Thomas J. Fiedler**

BS, Northern Arizona University  
MBA, Arizona State University

**Ms. Cindy M. Finch**

MBA, University of Phoenix

**Mr. Frank F. Fiore**

BA, Stockton State College  
MA, University of Phoenix

**Mr. Richard Fiori**

BA, Clarion State College  
MA, Clarion State College

**David C. Fitzgerald**

MA, University of Phoenix

**Mr. Michael A. Flynn**

BS, American University  
MBA, University of Massachusetts-Amherst  
JD, Western New England College

**Mr. Drew Fones**

BS, Arizona State University  
MBA, University of California - Riverside  
MS, Arizona State University

**Ms. Jennifer Ford**

BA, Northwest Missouri State University  
MPA, Arizona State University

**Ms. Peggy L. Forsberg**

BA, University of Kansas  
MPA, University of Kansas

**Ms. Billie D. Fox**

BA, Capital University  
MS, Western International University

**Mr. Theodore O. Framan**

BS, University of Southern California  
MBA, The University of Texas At Austin

**Mr. Theodore Frederick**

BE, University of Nebraska-Omaha  
MA, Western Michigan University  
MS, Georgetown University

**Mr. John Gakopoulos**

BS, University of Phoenix  
MBA, University of Phoenix

**Mr. Dwight W. Galda**

MBA, Texas Christian University  
MPA, The University of Texas At Dallas  
MS, The University of Texas At Dallas

**Dr. Loyd R. Ganey, Jr.**

MDiv, Abilene Christian University  
MS, Georgia State University  
PhD, Capella University

**Mr. Timothy B. Garcia**

BS, United States Military Academy  
JD, Tulane University

**Mr. Ralph S. Gardner**

BS, Brigham Young University  
MS, Western International University



# Faculty

---

**Ms. Barbara Gast**

BA, Arizona State University  
MA, University of Phoenix  
MS, Arizona State University

**Ms. Rebecca L. Gau**

BA, University of North Carolina - Charlotte  
MA, Duke University

**Mr. David Gemoll**

BS, DeVry University - Phoenix  
BS, Upper Iowa University  
MBA, University of Phoenix

**Ms. Christine D. Goehner**

BA, Ottawa University  
MEd, Northern Arizona University

**Dr. Lester Goldstein**

BA, Hofstra College  
MS, Polytechnic Institute of Brooklyn  
PhD, Polytechnic Institute of Brooklyn

**Mr. Henry G. Gooday, Jr.**

BA, Governors State University  
JD, Nova Southeastern University  
MS, Governors State University

**Ms. Teri Goral**

BA, University of Minnesota -Twin Cities  
JD, William Mitchell College of Law

**Mrs. Denise M. Gorle**

BA, Oregon State University  
MA, George Fox University

**Ms. Janet L. Gould**

BA, University of Arizona  
MEd, Arizona State University

**Mr. Michael S. Green**

BS, McGill University  
MBA, McGill University  
JD, University of Arizona

**Mr. David L. Grosvenor**

BS, New Mexico State University  
MBA, Pepperdine University

**Dr. Norma Hackney**

BS, Jacksonville University  
MS, The United States Naval Postgraduate School  
PhD, Capella University

**Mr. George C. Haddad**

BS, The University of Texas At El Paso  
CPA, Arizona State Board of Accountancy

**Mr. Laurence P. Hagan**

BS, Northwestern University  
MBA, Depaul University

**Dr. Phillip Hammonds**

MA, University of Arizona  
PhD, University of Arizona

**Mr. Christopher J. Hansen**

BS, Arizona State University  
MS, Embry-Riddle Aeronautical University

**Mr. Everette Hardee**

BA, Benedict College  
MA, University of Kansas  
MBA, The Garvin Graduate School of International  
Management  
MBA, University of Phoenix

**Ms. Jeanne Hardy-Miller**

BA, Northeastern Illinois University  
MS, Northern Illinois University

**Mr. Kirk A. Hawkinson**

BS, Arizona State University  
CPA, Arizona State Board of Accountancy

**Mr. Daniel D. Haws**

BA, Arizona State University  
JD, University of Arizona

**Ms. Kelly Hebb-Campbell**

BA, American University  
MPA, Ohio State University

**Mr. William Hecht**

BA, University of Wisconsin-Madison  
MBA, The Garvin School of International  
Management

**Dr. Richard Herbig**

BS, Northern Illinois University  
MS, University of Pennsylvania  
PhD, Loyola University

**Ms. Eboni L. Hill**

BBA, Cleary University  
MS, Central Michigan University

**Mr. Ellis Hodgdon**

AB, The University of Tennessee At Chattanooga  
MA, Georgia Institute of Technology

**Dr. Jerry Holland**

BA, Villanova College  
MA, Augustinian College  
MA, The Catholic University of America  
DMin, Andover Newton Theological School

**Mr. Randolph S. Hollingsworth**

BA, Western International University  
MA, Chapman University

**Ms. Tanya A. Horn-George**

BS, University of Phoenix  
MA, University of Phoenix

**Mr. Craig D. Horrocks**

BS, Arizona State University  
MPA, Arizona State University

**Dr. Felix Hovsepian**

BS, The University of Warwick  
MS, South Bank University  
MS, University of London  
PhD, The University of Warwick

**Dr. Jurila Hoxha**

PhD, University of Arizona

**Ms. Allison Hubley**

MBA, Wayne State University  
MS, Central Michigan University

**Mr. Syed M. Huq**

BS, University of Dhaka  
MBA, Long Island University

**Mr. Danny A. Hurd**

BS, The University of the State of New York  
MC, University of Phoenix  
MS, Western International University

**Ms. Mary M. Hyder**

BS, University of Phoenix  
MBA, University of Phoenix

**Mr. Jamal B. Ibrahim**

BS, University of Mosul  
MBA, Western International University

**Mr. Kevin F. Igo**

BS, University of Maryland University College  
MS, Western International University

**Mr. Sekou Jackson**

BA, Metropolitan College of New York  
MPA, Metropolitan College of New York

**Mr. John D. Jacobs**

BS, Arizona State University  
MBA, Arizona State University

**Dr. Duangporn Jerkpaorn**

BE, Kasetsart University  
MS, Arizona State University  
PhD, Arizona State University

**Mr. Severin V. Johnson**

BS, Brigham Young University  
MA, Brigham Young University

**Ms. S.Toni Johnson**

BA, The Evergreen State College  
MPA, The Evergreen State College

# Faculty

---

**Ms. Vaundle C. Jones**

BS, Florida Agricultural & Mechanical University  
MS, Rensselaer Polytechnic Institute

**Dr. Joan Jorgensen**

BA, Western International University  
MA, Chapman University  
PhD, Capella University

**Mr. Michael E. Juilfs**

BS, Oregon State University  
MBA, Pacific Lutheran University

**Ms. Mrinalini D. Kale**

BS, Banasthali Vidyapith  
MBA, University of Pune

**Mr. David L. Kaumeyer**

BS, University of Michigan - Dearborn  
MBA, University of Michigan - Dearborn

**Mr. David Keathly**

BS, Oklahoma State University  
MA, Oklahoma State University

**Mr. Mohammad Y. Khosti**

BS, Ohio State University  
MA, University of Phoenix

**Ms. Bibbian M. Kipp**

BA, Loyola University  
MA, University of Phoenix

**Dr. Jules E. Klagge**

BA, Arizona Bible College  
BA, Biola University  
MBA, Arizona State University  
PhD, Arizona State University

**Mr. Rob Koonce**

MBA, Jones International University  
MA, The University of New Mexico

**Mr. Rudi M. Kopec**

BS, University of Illinois - Chicago  
MA, University of Phoenix

**Mr. Douglas Krieg**

BS, Arizona State University  
MBA, University of Phoenix

**Mr. Eric J. Kuns**

BA, Bowling Green State University  
MBA, University of Notre Dame

**Mr. Christopher M. Lafata**

BS, Kutztown University of Pennsylvania  
MBA, University of Phoenix

**Dr. Robert B. Lambert**

BS, Western International University  
MBA, Regis University  
PhD, Capella University

**Ms. Debra S. Langdon**

BA, Loretto Heights College  
MBA, University of Denver

**Mr. Paul W. Larson**

BA, Alfred State University  
MBA, University of Bridgeport

**Mr. Craig S. Laser**

BS, Arizona State University  
MA, University of Phoenix

**Mrs. Tracey M. Lauterborn**

BA, University of Southern California  
MBA, Arizona State University  
MIM, The Garvin Graduate School of International  
Management

**Ms. Doreen G. Lawrence**

BS, Anna Maria College  
MBA, Anna Maria College

**Mr. Michael E. Leeman**

BS, Georgia Institute of Technology  
MA, San Francisco State University

**Mr. Jonathan Lewis**

MA, Chapman University  
MS, Joint Military Intelligence College

**Ms. Maria S. Lewis**

BS, Tennessee State University  
MS, Central Michigan University

**Mr. Efrem Lieber**

BS, University of Maryland  
MBA, University of Delaware

**Mr. Thomas J. Lindroos**

BS, University of Phoenix  
MBA, University of Phoenix

**Dr. Ernest E. Littler**

BS, University of Dayton  
MEd, University of Dayton  
EdD, University of Cincinnati

**Mr. Chung S. Liu**

BS, Tunghai University  
MS, University of Maryland

**Mr. Ted Lloyd**

BA, Gettysburg College  
MA, United States Naval Academy  
MA, University of Northern Colorado

**Mr. Thomas F. Loschiavo**

BS, State University of New York At Oswego  
MA, West Chester University of Pennsylvania

**Mr. Terry Lynch**

BS, University of Phoenix  
MA, University of Phoenix

**Ms. Jolanta Macek**

BS, Michigan State University  
MA, Wayne State University

**Mr. Larry L. Manross**

BS, University of California - San Francisco  
MBA, University of California - San Francisco

**Mr. Sancho J. Manzano, Jr.**

BS, Western International University  
MS, Western International University

**Ms. Debra Marrano-Lucas**

BA, California State University - Monterey Bay  
MA, Webster University

**Mr. James Massey**

MBA, Webster University

**Ms. Lizabeth Matthiesen-Jones**

BA, Scripps College  
MIM, The Garvin Graduate School of International  
Management

**Mr. Lee McIlroy**

BA, University of Arizona  
MA, University of Phoenix

**Ms. Beth McMullen**

BS, Fairleigh Dickinson University  
MIM, The Garvin Graduate School of International  
Management

**Ms. Melinda M. Medina**

MEd, Northern Arizona University  
MS, Capella University

**Mr. Gene A. Messer**

BS, Arizona State University  
MPA, Western International University

**Ms. Susan M. Meyer**

BS, Arizona State University  
MPA, Western International University

**Mr. Steven E. Michael**

BS, Arizona State University  
MBA, University of Phoenix

**Dr. Louis Michalski**

BA, Our Lady of the Lake University  
MS, University of North Texas  
PhD, The University of Texas At Arlington

**Dr. Michael J. Miller**

BA, Purdue University  
MS, Texas A & M University - Commerce  
PhD, Texas A & M University - Commerce

**Dr. Robert A. Miller**

BS, University of Central Florida  
MA, University of Phoenix  
PhD, Nova Southeastern University

**Mr. Dave Mitchell**

MA, Ottawa University

**Mr. Tony G. Moon**

BA, University of California - Irvine  
MPA, Arizona State University

# Faculty

---

**Ms. Mary Anne F. Moore**

BA, Rutgers University New - Brunswick  
MBA, Webster University

**Mr. Bobby G. Morris, III**

BA, Widener University  
MA, Central Michigan University

**Mrs. Mary C. Morrison**

BS, Bowling Green State University  
MEd, Northern Arizona University

**Mr. Robert E. Morris**

BS, Excelsior College  
MBA, University of North Florida

**Dr. Robert E. Morse**

BA, Brown University  
EdD, Florida Atlantic University

**Mr. Russell T. Mueller**

BA, Arizona State University  
MBA, Arizona State University

**Mr. Michael A. Mullins**

BA, University of Miami  
MA, Syracuse University

**Mr. Brian E. Munson**

BA, State University of New York  
MA, University of Denver  
MBA, University of Phoenix

**Mr. Wali Naibi**

BA, University of Hawaii  
MA, University of Hawaii

**Dr. Ibrahim A. Naim**

BS, University of Arizona  
MA, University of Arizona  
PhD, University of Arizona

**Dr. James J. Ness**

BA, Northeastern Illinois University  
MS, Southern Illinois University - Carbondale  
PhD, Southern Illinois University - Carbondale

**Ms. Charlotte Newman**

BS, New Mexico State University  
MS, Western International University

**Ms. Shelly Newman**

BA, Arizona State University  
MS, University of Phoenix

**Ms. Martha Nordin**

BS, University of Missouri - Kansas City  
MEd, University of Arizona

**Mr. Ted Nordin**

BA, Stanford University  
MBA, Stanford University

**Mr. Scott W. Norman**

BS, California Baptist University  
MA, University of Phoenix

**Mr. Raymond R. November**

BBA, Case Western Reserve University  
JD, Case Western Reserve University

**Mr. Omorjerho Okagbare**

BS, Madonna University  
MBA, University of Phoenix

**Dr. Robert W. Olding**

BS, Western Michigan University  
MA, University of Notre Dame  
PhD, Arizona State University

**Mr. Robert W. Olson**

BA, Ohio Wesleyan University  
MBA, Keller Graduate School of Management

**Dr. Susan K. Olson**

BA, University of Arizona  
MA, University of Northern Colorado  
PhD, University of Arizona

**Mr. Stephen A. Onu**

BBA, Howard University  
MBA, University of Phoenix

**Dr. Denise M. Orme**

BA, University of California - Davis  
MA, University of La Verne  
EdD, Capella University

**Mr. Daniel Overton**

BA, Eastern Washington University  
MA, University of Phoenix

**Mr. Joel B. Packman**

BS, Towson State University

**Ms. Gail Palumbo**

MS, Towson State University

BS, Fairleigh Dickinson University

MS, Southampton College of Long Island University

**Mr. Robert J. Parry**

BS, University of Southern Mississippi

MS, University of Southern Mississippi

**Mr. Carmen J. Pascaretti**

BS, Wayne State University

MBA, Wayne State University

**Mr. James S. Patterson**

BA, Oakland University

MBA, University of Michigan - Dearborn

**Mr. James B. Pattison**

MA, Syracuse University

JD, Syracuse University

**Dr. Laura B. Paxton**

BA, McNeese State University

MA, McNeese State University

EdD, Texas A & M University - Commerce

**Mrs. Linda Perkins**

BA, San Diego State University

MA, San Diego State University

**Mr. Earl C. Peters**

BS, Clarion University of Pennsylvania

MS, Eastern Illinois University

**Ms. Sandra C. Peters**

BS, Virginia Commonwealth University

MA, University of Phoenix

**Mr. Daril Peterson**

BA, University of Phoenix

MA, University of Phoenix

**Mr. Howard L. Peterson**

BA, Wheeling Jesuit University

MA, Adelphi University

**Mr. Donald G. Platine**

BS, Case Western Reserve University

MA, University of Northern Colorado

**Mr. Duane Poole**

BA, Grand Canyon University

MS, Spertus Institute of Jewish Studies

**Mr. Jerry D. Porter**

BS, Arizona State University

MA, University of Phoenix

**Mr. Willard S. Posko**

BS, Western International University

MBA, Western International University

**Dr. Doris Pridemore**

BS, Arizona State University

MA, Arizona State University

PhD, Arizona State University

**Mr. Lawrence T. Przeniczny**

BA, St Francis College

MBA, St John's University

**Mr. Ben Pundit**

BA, Concordia University Irvine

MA, Pepperdine University

**Ms. Nicole Quow-Thomason**

MBA, University of Phoenix

**Ms. Caryl M. Rahn**

BA, State University College - Potsdam

MS, University of Pittsburgh

**Mr. Donald C. Reed**

BS, University of Arizona

MBA, National University

**Ms. Roseann Reeves**

BA, Arizona State University

MA, University of Phoenix

**Ms. Alison L. Reilly**

BS, University of Florida

MBA, Babson College

**Mr. Dale N. Reynolds**

BS, University of Utah

MS, University of Utah

**Mr. Phil Ricci**

BA, Rhode Island College

MA, University of Rhode Island

# Faculty

---

**Mr. Bruce Richardson**

BS, New Hampshire College  
MBA, New Hampshire College

**Ms. Sylvia Richardson**

BS, University of Phoenix  
MS, University of Phoenix

**Mr. Gene Richardson**

BS, University of Phoenix  
MBA, University of Phoenix

**Mr. Wallace Ricks**

BS, Western International University  
MBA, Western International University

**Mr. Bob Riddle**

BA, Biola University  
BS, Arizona State University  
MA, University of Phoenix

**Dr. Olena Robur**

BA, Taras Shevchenko Kyiv State University  
MA, Taras Shevchenko Kyiv State University  
PhD, Taras Shevchenko Kyiv State University

**Mr. Kenneth E. Rosa**

BA, Western New England College  
MPA, Marist College  
MS, University of New Haven

**Mr. Andrew E. Rosenberg**

BS, University of South Florida  
MA, University of Arizona

**Mr. Paul Rosenberg**

BA, Trinity College  
MA, Central Connecticut State University

**Mr. Roger W. Rouse**

BS, San Diego State University  
MBA, University of California - Irvine

**Mr. Rick Royer**

BS, Southern Illinois University - Carbondale  
MBA, University of Phoenix

**Dr. Rob Rucker**

MS, Arizona State University  
PhD, Arizona State University

**Dr. Michaela H. Safadi**

MA, Arizona State University  
BA, Manhattan School of Music  
MA, Manhattan School of Music  
PhD, University of California - Los Angeles

**Mr. Louis M. Saffold**

BA, University of San Francisco  
MPA, Sanoma State University

**Mr. Fady B. Sahhar**

BS, The University of Tennessee  
MA, The University of Tennessee

**Mr. Inocente J. Salazar**

BA, Maryknoll College  
MDiv, Maryknoll School of Theology  
MRE, Maryknoll School of Theology

**Mr. Joseph Sanchez, Jr.**

BA, National-Louis University  
MBA, Northern Illinois University

**Mr. Michael Sarran**

BS, University of Alabama - Huntsville  
MA, Amberton University

**Mr. Michael W. Schick**

BS, University of Phoenix  
MA, University of Phoenix

**Mr. Tracey Schoonmaker**

BA, Idaho State University  
MA, Idaho State University

**Mr. John M. Scruggs**

BA, University of Maryland - Baltimore  
MBA, St Martin's College

**Dr. Craig E. Seaton**

BA, California State University-Long Beach  
MS, University of Southern California  
PhD, University of Southern California

**Dr. Stewart R. Segall**

BBA, University of Toledo  
MBA, Case Western Reserve University  
PhD, Columbia University

**Mr. Anthony F. Sgarlatti**

BS, Metropolitan State College of Denver  
MA, University of St. Thomas  
MS, University of Northern Colorado

**Mr. Vishal S. Shah**

BA, Michigan State University  
MBA, Wayne State University

**Mr. W. K. Shannon**

BS, Troy University  
MS, Purdue University

**Mrs. Veronica S. Shapiro**

MBA, University of Phoenix

**Mr. Charles R. Shelton**

BS, Cleveland State University  
MBA, Baldwin Wallace College

**Mr. Jeffrey Shepard**

BS, Roberts Wesleyan College  
MBA, Medaille College

**Mr. Paul R. Shepherd**

BA, University of Phoenix  
MA, University of Phoenix

**Dr. Maire O. Simington**

BA, Hofstra University  
MA, Arizona State University  
MBA, University of Phoenix  
PhD, Arizona State University

**Mr. Robert K. Simington**

BS, Arizona State University  
BS, San Jose State University  
MBA, University of Phoenix

**Dr. Sylvia D. Simmons**

MEd, Northern Arizona University  
EdD, University of Arizona

**Ms. Debra Simons**

BS, Upper Iowa University  
MBA, University of Phoenix

**Dr. Christine Sitto**

BS, Arizona State University  
MA, Argosy University  
PsyD, Argosy University

**Mr. David G. Skeen**

BA, University of Washington  
LLM, University of San Diego  
JD, Illinois Institute of Technology

**Dr. Nigel G. Skinner**

BS, University of Manchester Institute of Science  
MBA, Open University  
MS, McMaster University  
PhD, University of Cambridge

**Mr. Samir S. Sleiman**

BS, Ohio State University  
MS, Ohio State University

**Dr. Baron Smith**

MA, University of Phoenix  
PhD, University of Phoenix

**Dr. Daniel J. Smith**

BA, Whitman College  
MA, Middlebury College  
MBA, Arizona State University  
PhD, Arizona State University

**Mr. Shawn S. Smith**

BS, University of Phoenix  
MS, University of Phoenix

**Mr. Daveed R. Snoll**

BA, Florida International University  
MA, Florida International University

**Dr. J. Andy Soesilo**

BE, Petra Christian University  
MEng, Asian Institute of Technology  
PhD, Arizona State University

**Ms. Pamela S. Spence**

MA, Antioch University

**Ms. Pat Spencer**

BS, State University of New York - Brockport  
MEd, University of Houston - University Park

**Mr. Shawn L. Stanford**

BA, Oral Roberts University  
MA, Trinity Evangelical Divinity School



# Faculty

---

**Mr. Christopher G. Stanglewicz**

BS, Wayne State University  
MS, Walsh College of Accounting & Business  
Administration

**Mr. John Staples**

BS, Northeastern University  
MS, University of Wisconsin-Milwaukee

**Dr. Eric D. Stemmons**

BS, Brigham Young University  
MA, Brigham Young University  
PhD, Arizona State University

**Mr. Sidney J. Stephen**

BA, University of Alberta  
MA, Royal Military College of Canada

**Dr. James H. Stephenson**

MS, Boise State University  
PhD, Capella University

**Dr. William P. Stollar**

PhD, Rutgers University New Brunswick

**Mr. George Stragalas, III**

BA, Bradley University  
MS, University of Denver

**Ms. Jane C. Strain**

BA, Midwestern University  
MEd, Chapman University

**Mr. Robert L. Streeter**

MBA, Baker College Online

**Ms. Mary Stuart**

BA, Lake Erie College  
MA, Webster University

**Mr. Albert Tabah**

BS, University of Phoenix  
MBA, Western International University

**Dr. Bill Talboys**

BS, University of Wisconsin-River Falls  
MBA, University of Phoenix  
PhD, Colorado State University - Fort Collins

**Mr. Brian M. Taylor**

BS, Northern Arizona University  
MS, University of Phoenix

**Ms. Donna J. Taylor**

BS, Arizona State University  
MA, Arizona State University

**Mr. John B. Terry**

BSEE, University of Arizona  
MBA, University of Arizona  
MIA, Yale University

**Ms. Divya M. Tewari**

BA, Arizona State University  
MEd, Arizona State University  
MBA, University of Phoenix

**Dr. Charles A. Thompson**

BS, Central Missouri State University  
MS, Northern Illinois University  
EdD, University of Colorado - Boulder

**Mr. Bill Tibbetts**

BS, University of Phoenix  
MS, University of Phoenix

**Mr. John P. Tierney**

BBA, University of Kentucky  
MA, University of Maryland

**Mr. Mark A. Tolf**

BA, Indiana Wesleyan University  
MA, DePaul University

**Mr. Paul Tovbin**

BS, Lviv State University  
MBA, Fordham University

**Ms. Lisa R. Trzebiatowski**

BA, University of Wisconsin-Milwaukee  
MSW, University of Wisconsin-Milwaukee

**Ms. Michelle L. Turner**

BA, Wright State University  
MA, Wright State University

**Dr. Norma J. Turner**

BA, Mundelein College  
MA, Arizona State University  
MA, University of Phoenix  
PhD, Saybrook Graduate School & Research Center

**Ms. Shaughna L. Vaughan**

BA, Ottawa University  
MA, Ottawa University

**Mrs. Kathleen A. Villarreal**

BS, California State University Fullerton  
MA, University of Phoenix

**Ms. Sherri K. Villegas**

MBA, Western International University

**Dr. Nicholas Vontsolos**

BA, Ohio State University  
MA, Ohio State University  
PhD, Ohio State University

**Ms. Ivy Voss**

BA, Brigham Young University  
JD, Brigham Young University

**Mr. Keith A. Wade**

BS, Oakland University  
MBA, University of Detroit Mercy

**Ms. Elsie D. Walker**

BA, Montclair State University  
MA, California State University, Stanislaus

**Dr. Sharla M. Walker**

BS, University of San Francisco  
MA, University of Phoenix

**Mr. Randolph D. Weatherton**

BS, Arizona State University  
MBA, Western International University

**Mr. Thomas A. Webb**

BGS, Wichita State University  
MBA, University of Kansas

**Dr. Guntram F. Werther**

BS, University of Arizona  
PhD, Washington University

**Ms. Lori F. Wieters**

BS, University of Dubuque  
MBA, Western International University

**Mrs. Janice A. Williams**

MA, University of Phoenix

**Mr. Craig K. Williamson**

BS, Brigham Young University  
MA, The Garvin Graduate School of International  
Management

**Ms. Vivienne Williams**

BA, Webster University  
MA, St Louis University

**Dr. Gary A. Witt**

BS, University of Illinois  
MS, University of Illinois  
PhD, The University of Texas - Austin

**Mr. Joshua R. Woodard**

BA, University of California - Los Angeles Extension  
JD, Southern Methodist University School of Law

**Mr. Michael C. Wright**

BA, Merrimack College  
MBA, Northeastern University

**Mr. Ched C. Yu**

BA, National Chengchi University of Taiwan  
MA, Southern Illinois University - Carbondale  
MLS, University of North Texas

**Mr. Benjamin A. Zuckerman**

BA, California State University - Fullerton  
MIB, University of South Carolina - Sumter

**Ms. Arlene C. Zweiback**

BA, Hunter College-CUNY  
MA, University of Arizona

# WIU Directors

---

## WIU Department Directors

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