2005-2006 Catalog

Western International University™

Where success is highly individualized.

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, allowing students to continue to work and raise their families while completing their degree programs. Our two-month sessions allow students to accelerate their programs to the extent that they are capable of handling their own workloads. The University has developed excellent relationships with local employers, providing opportunities for their employees to attend WIU courses at a number of corporate and municipal sites across the region.

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

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

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

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

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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
Chandler, AZ USA 85225
Phone: 602.943.2311
Fax: 480.726.3068

Peoria Campus
14100 N. 83rd Avenue
Suite 100
Peoria, AZ 85381
Phone: 602.943.2311

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

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

Axia College Online Campus
4150 Riverpoint Parkway
Phoenix, AZ 85040
Phone: 800.822.1329

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.WIUINFO

Western International University

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 subsidary 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. A second Phoenix metro area campus is situated in the East Valley suburb of Chandler, and our most recent Arizona campus is located in Scottsdale, Arizona. The Southern Arizona campus is located on the Fort Huachuca Army Post in Sierra Vista. Campus classrooms are designed to encourage student and faculty interaction and discussion. Computer facilities for hands-on instruction are readily available to students, as are various audio visual aids. Learning Resource Centers at each University campus provide staff-assisted 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 Bejing, China as well as virtual classrooms through Interactive Online.

Further information regarding Western International University is available on the University's website, **www.wintu.edu**.

Axia College of Western International University

Axia College is designed to meet the needs of those students who are new to post-secondary education and offer them the opportunity to obtain an Associate degree in an online modality. This asynchronous classroom setting provides convenience and flexibility for students who are working or otherwise engaged. Axia's instructional model allows students to study and complete an Associate degree in less than two years while attending two courses simultaneously for nine week sessions and logging in to attend class at times most convenient to their schedule. The College's various Associate degree offerings prepare students for the workplace or subsequent educational endeavors. Further information regarding these programs may be found at **www.axiacollegeonline.com.**

International Campuses

In keeping with its tradition, Western International University is enhancing 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

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

Accreditation

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

to offer courses and programs leading to Certificates, the Associate degree, Bachelor (arts and sciences and professional curricula) degrees, and Master (professional curricula) degrees.

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:

- American Assembly of Collegiate Schools of Business (AACSB)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Council on Education (ACE)
- 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 Programs (NAVPA)
- Pacific Association of Collegiate Registrars and Admissions Officers (PACRAO)
- Professional and Organizational Development (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
BA	Behavioral Science	•	•	•		•	•
BA	Human Resource Management	•	•		•	•	•
BS	Accounting	•		•	•	•	•
BS	Business	•	•	•	•		•
	Minors:						
	Administration of Justice	•					•
	E-Business	•	•				•
	Finance	•			•		•
	Health and Human Services		•	•			•
	Human Resource Management	•			•		•
	International Business	•			•		•
	Marketing	•	•		•		•
	*And all other BS disciplines where offered						
BS	Business Administration	•	•				•
BS	Information Technology	•	•			•	•
BS	International Business	•			•	•	•
BS	Management	•	•	•	•		•
MBA	Finance	•		•	•		•
MBA	International Business	•			•		•
MBA	Information Technology	•	•			•	•
MBA	Management	•	•	•		•	•
MBA	Marketing	•					•
MS	Information Technology	•	•			•	•
MS	Information Systems Engineering	•	•			•	•

Professional Studies:

Accountancy		•					

Master of Public Administration (MPA) is available by arrangement with minimum enrollment.

Western International University (WIU) welcomes applications from all students 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. 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. For admission and transfer credit purposes, the University recognizes only coursework from and credits earned at regionally or nationally accredited (or equivalent) colleges and universities.

Because admission requirements for students pursuing Associate degrees at Axia College differ from those for students entering the University's Bachelor programs, admission to Axia College does not exempt students from complying with the WIU admission process. The University will waive the application fee for Axia 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.

Degree-Seeking Students

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

Students applying for financial aid must be accepted for enrollment as degree or certificate seeking students prior to financial aid being processed. 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. The four types of admission to degree programs - Registered, Conditional, Provisional, and Admitted - are explained on page 6.

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.
  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 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 an overall 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. (See page 10).

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, universities, and national testing agencies. 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.

Admission

NOTE: Applicants with fewer than 12 graded semester credits of college level work from a regionally or nationally 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 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. (See page 7).

• 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. (See page 10).

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 or Master degrees from a regionally accredited college or university. Students relying on foreign education for admission must provide official academic records from all institutions attended outside the U.S.

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 do not hold the equivalent of a four-year U.S. Bachelor degree. Qualified for this program are those students who 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 management or technology studies. Students bridging into Master programs are considered graduate students. Completion of the Bridge Program does not constitute completion of a WIU Bachelor degree. Therefore, no diploma is issued.

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

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.

Provisional Status

Provisional Status is granted to applicants who have presented qualifications meeting Western International University's published admission criteria. Under this status, degree-seeking students are eligible to immediately enroll in and attend a maximum of three courses after submission of Application for Admission and payment of the application fee.

All students attending courses under Provisional 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.

Students are granted Admitted Status upon receipt and review of academic documentation and successful completion of courses under Provisional Status.

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

- Students whose previous credentials do not meet University standards will be assigned Admitted Status upon successful completion of three courses under Provisional Status.

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.

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 (3) degree courses during a six (6) 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 dismissal.

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

Submitting incomplete, false, or misleading information 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.

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

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 may 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.

Non-Degree 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.

General Non-Degree Seeking Status

Students under a general Non-degree Seeking Status may take a maximum of nine credit hours at WIU. Non-degree 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.

Professional Studies

Students pursuing Professional Studies are admitted under Non-degree 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 Non-degree 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 Non-degree Seeking to Degree-Seeking Status.

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

Notification of Admission Status

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

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

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

Admission Appeals

An applicant whose admission to the University is denied may file a written appeal of the decision. The appeal should be directed to the attention of 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. Re-admission applications should be submitted to the attention of the Admissions Committee.

Re-admission

Students who interrupt their enrollment for more than 12 consecutive months must apply for re-admission 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).

New Student Orientation

Every degree-seeking and Professional Studies student is given a New Student Orientation packet upon application to the University. These materials are designed to provide incoming students with guidance and tools necessary for their academic success. Information regarding University services, policies and procedures, student responsibilities, and faculty expectations are included.

Students are asked to confirm that the information in the packet has been reviewed with them by their Enrollment Advisors. All students are encouraged to thoroughly read this information prior to beginning classes at the University. It is anticipated that during the 2005-06 academic year, an expanded orientation will be available online, and completion will be required of all incoming students.

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 Bureau of Citizenship and Immigration Services (BCIS).

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.

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).
- All Master degree applicants must have the equivalent of a U.S. Bachelor degree (16th year) from a regionally accredited institution. Students holding a first degree (minimum 3 years in length) may be considered for the WIU Foundational Bridge. (See page 7).

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 fee 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 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 the Western International University 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.

F-1 Students only

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

F-1 Student Procedures

1. Upon receipt of the letter of admission, all students residing outside the U.S. must remit a tuition deposit for medical insurance and first month of ESL or first two degree courses. This deposit is refundable upon proof of visa denial.

International Student Admission

2. Upon receipt of a student's course deposit indicating his/her intention to attend WIU, the I-20 Form will be sent. Students residing in the U.S. are expected to sign the I-20 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.

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

Prior to enrolling in degree courses, all students will receive and review the WIU orientation binder.

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 the front and back of the I-20 issued by the previously attended school.
- Copy of the Form I-94 from the passport.
- Completed Postsecondary Reference Form for Non-Immigrant Applicants. This form is available from the WIU International Programs Office (IPO).

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

English Language Proficiency

To be considered for admission into WIU degree programs, applicants from countries where English is not the official language are required to demonstrate English proficiency or complete WIU's 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**
  Completion of at least two (2) years of coursework at a regionally accredited secondary school with a cumulative GPA of 2.0 on a 4.0 scale (C level).

- **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 Department 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 within two years of application with a score of 65+ (Bachelor programs) and 70+ (Master programs). This examination is administered on-site at the University.

- **Completion of Test of English as a Foreign Language (TOEFL)**
  WIU will accept TOEFL scores from tests taken within two years of 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 (5) 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. Students who do not pass the ESL test of writing are required to successfully complete ENG 070 Business Writing. TOEFL results must be sent to the University directly from the reporting agency. To have results sent or to obtain information regarding testing locations and dates of testing in any country, applicants may write:

  TOEFL
  Box 6154
  Princeton, New Jersey
  USA 08541-6154
  or
  Contact TOEFL at their website:
  http://www.toefl.org

- **Completion of International English Language Testing System (IELTS)**
  WIU will accept scores from tests taken within two years of 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, **http://www.ielts.org**

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 the WIU 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)

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

- Students entering the ESL Program should have at least a high beginning level of English proficiency. Students who are at a beginning level of English should complete English courses at a language school before applying to the ESL Program at WIU.

- Each ESL course is two months long. Normally students take a minimum of two and a maximum of eight months of ESL instruction.

- WIU English Proficiency Assessment testing is administered before the beginning of each two-month session to determine the appropriate class placement.

Students enrolled in the advanced ESL class (ESL 110) or ENG 070 may also enroll in one regular university-level class. Upon successful completion of either class, students who are admitted to a WIU degree program are eligible to begin full enrollment in their academic course of study.

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

ESL tuition may be refunded according to the following guidelines:

- Students who withdraw during the first four days of the course receive a 100% refund.
- No tuition refunds are issued for withdrawal after the fourth day of class.

International Student Responsibilities

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

- Maintaining full-time attendance according to institutional policy. For Department of Bureau of Citizenship and Immigration Services (BCIS) 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 two Interactive Online courses per year and only when concurrently enrolled in an oncampus course.

- Notifying University personnel of any changes in address, telephone number, and/or student status, program or transfer.

- Completing at least 4 courses at WIU before requesting release of I-20 status to another institution.

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

- Maintaining major medical insurance while attending WIU.

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. At minimum, a six-month policy must be obtained from the WIU preferred provider. The International Program Liaison (IPL) 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.

Academic Advising

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. Upon admission, students are assigned an Academic Counselor who will work with them throughout the balance of their degree programs.

Students are expected to schedule a counseling session with their Academic Counselor 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, admission 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 students' 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 Counselor regarding any issues that may affect their academic performance, to develop all course schedules and to utilize the Counselor's expertise. Registration for Independent Studies and the Applied Thesis courses are managed by Academic Counselors. Students are responsible for following University policies, knowing their degree requirements, adhering to their plan of study and contacting their Academic Counselor to make adjustments to or extend their schedule.

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

Student Associations

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.

International Student Association (ISA)

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

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

Spanish Club

Each meeting of the Spanish Club provides the opportunity to practice communicating in the Spanish language and also exposes students to geographic, ethnic, and socio-cultural aspects of a particular area of the Spanish-speaking world. This club is open to all WIU students, and students who take Spanish classes at WIU are especially encouraged to join. Meetings may include visits to local restaurants and/or cultural events.

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

To provide students with maximum access to the University, each student is given a MyWIU account. Through this online vehicle, students are provided the following on a 24 hour basis.

- Relevant University announcements
- The text portion of Interactive Online
- Their 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 but also maintain contact with their Academic Counselor to assure degree progress.

International Program Office

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 Office (IPO).

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 IPO.

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

Learning Resource Center (LRC)

Students have access to Western International University's Learning Resource Center to accommodate their research requirements and quiet educational studying needs. The LRC provides electronic access via the Internet to databases throughout the world. Special access rights have been obtained from many database sources to ensure that WIU students have the most up-to-date information available to support their course requirements. A list of the specific databases is available on the WIU website, **www.wintu.edu.** Instruction in the use of LRC resources is available at each campus LRC. In addition, the Main Campus LRC has hard copy periodicals, reference books, and other resources to accommodate students' educational learning processes.

A variety of services is available through the LRC. Students needing assistance with writing structure and style may schedule appointments for individualized tutoring with papers, case studies, thesis, and employment resumes. Students may also contact and utilize the Writing Center services via e-mail at **wiulrc@apollogrp.edu.**

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 on page 26.

University Policies

Course Registration

WIU classes begin the first week of every month and 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 or by contacting the Office of Student Records by phone, mail, e-mail or in person. Academic Counselors will assist students 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, assessed appropriate tuition, late payment and registration fees 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 believes class participation and interaction are vital to learning and retention of learning. As a result, students are allowed to register for only one class (on campus and/or online) on any given day.

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 or Financial Counselors or the Registrar's Office. 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 and submitted to the Registrar's Office.

Drop/Add Policy

The Registrar's Office must be notified of the student's intent to drop a course or the student may be subject to full tuition costs. For students utilizing Financial Aid, schedule changes affect Financial Aid eligibility. These students should contact their FA Counselor if dropping or adding any coursework. Courses dropped after the second class meeting will be recorded on the student's permanent record with a grade of W. Non-attendance does not constitute an official withdrawal.

No withdrawals are allowed for courses taken as Independent Study.

Schedule Adjustments

The University reserves the right to cancel any course. Students enrolled in a course that has been cancelled will be contacted in 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. Three-credit courses require nine four-hour meetings, and 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 three meetings in a nine meeting course. Students with more than three absences will be administratively withdrawn and receive a grade of W.

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 attendace 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 contact with the assigned faculty member. This attendance contact 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 (see page 20).

Withdrawal from the University

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

Re-entry to the University

The University considers students who allow a time lapse of 12 months between the completion of one WIU course and the beginning of the next course to be on inactive status. To regain active status, students must submit a new Application for Admission. The University Re-entry Advisor assists 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 (3-400 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 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 601 (Applied Thesis Fundamentals).
All students are subject to University policies in affect at the time of re-entry.

Residency Requirements

At the undergraduate degree level, a minumum of 18 credits must be earned through WIU 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. At the graduate level, a minimum of 34 credits must be earned in residency.

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

Transfer of Credit

Transfer credits from regionally and nationally (as recognized by the Council for Higher Education Accreditation (CHEA)) accredited postsecondary institutions are generally accepted for courses that are recommended by the issuing institution for transfer to undergraduate and graduate programs. All official transcripts received and evaluated by the Admissions Office are considered the property of WIU and will not be released. Only coursework documented on official transcripts will be evaluated.

Credit earned through personal, professional and military experience, institutional exam or assessment, and national tests for credit will also be considered for transfer by the University.

Evaluation of Credit

A preliminary estimate of transfer credit may be provided at the time of application for admission to the University. This unofficial estimate is provided only to assist with initial course selection. The official transfer credit evaluation will be completed by the Admissions Office within four weeks of receipt of all application materials and official documents. Any questions regarding the evaluation must be addressed by the student with an Academic Counselor within 60 days of the date of admission notification. The evaluation of prior academic credit will be considered final after this period.
The University engages in transfer credit articulations with various institutions. These articulations are designed to support the academic mission of University programs and supercede the University's standard transfer credit policies. Unless otherwise notified, the Admissions Office will evaluate prior credit based on these articulations. Any request for re-evaluation of credits under general policies must be made in consultation with the Academic Counselor and submitted in writing within the 60-day period.
Policies pertaining to dual admission and co-enrollment opportunities with partner institutions are specified in published guidelines provided to students upon initial enrollment.

University Policies

Eligible Credit
Transfer credit is accepted if the coursework is applicable and an acceptable grade has been earned. A minimum grade of C must be earned for transfer of an undergraduate course, and B for a graduate course. Grades earned at other institutions are considered for admission but are not included in computing a student's cumulative grade point average at WIU.

Limitations
For undergraduate students, lower-division credits will be accepted up to a maximum of 72 semester credit hours. A maximum of 18 upper division semester credits may be accepted. A course is evaluated as upper or lower division based on its level at the issuing institution. Semester hour courses are transferred with the credit hour value assigned by the issuing institution. Quarter hour credit earned is equivalent to two-thirds of a semester credit hour. A transfer course must bear a minimum weight of 2.5 semester credits to fulfill a specific course requirement at WIU. A total of six upper division credits may be applied to the major requirements.
Within these limits, credits may be applied from non-classroom sources: prior life/ work experience assessment, military experience, institutional exam and national tests for credit. Credits by assessment or institutional exam will only be accepted when transcripted by specific course titles with assigned credit and grade earned.

Non-Eligible Credit
Transfer credit will not be awarded for non-credit courses, workshops, activities or seminars offered by postsecondary institutions as part of continuing education or professional development programs. Courses identified by the issuing institution as not applicable to a baccalaureate degree or otherwise pre-college level are not transferable. A maximum of nine vocational/activity credits may be accepted in transfer unless specified in a University articulation agreement.
Coursework in information technology must have been completed within five years of the date of application to be applied toward specific IT courses at WIU. Applicants continuously employed in the IT field may request special consideration under this policy.

Military Training
Military training is considered for transfer credit for the courses approved by the American Council on Education (ACE) or Program on Non-Collegiate Sponsored Instruction (PONSI) and evaluated according to ACE or PONSI recommendations.
Students relying on transfer credit from military service must provide official current copies of form DD295 or copies of form DD214.
An official transcript from the Army/ACE Registry Transcript System (AARTS) is recommended.

Servicemembers Opportunity College (SOC)
WIU participates in the Service-members 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.
Non-degree 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
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 Counselor 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.

Technology Assessment

IT 110 Fundamentals of Computers and IT 300 Management Information Systems are General Education and Common Body of Knowledge requirements for all Bachelor degree programs. IT 300 is also a prerequisite for the MBA program. Because many students feel their computer competence meets course requirements, WIU offers a one-time opportunity to demonstrate proficiency and test out of IT 110 and/or IT 300. Students who are successful in testing out of IT 110 or IT 300 receive no academic credit or reduction in degree credit requirements, but may replace the waived course with an elective.

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.

Master of Business Administration students may simultaneously complete two majors that lead to the MBA (i.e. management and finance). A minimum of 18 credits must be completed in residence for the second major. RES 601 and 785 must be completed for each major. A maximum of three credits (institutional and transfer) may be shared between both majors.

All requirements for each major must be satisfied. No one course may apply to both majors unless it is specifically required in both or applied to a major elective requirement. The request for a second major must be indicated prior to completion of the first. Completion of the second major will be based on degree requirements 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 course is required. Only one diploma will be issued.

Students must meet with their Academic Counselor 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 (excluding certificates) may be pursued simultaneously or sequentially.

To petition for a second degree without re-application for University admission, students must meet with their Academic Counselor prior to completion of the first degree. 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. Any 5 courses from the IT or MGT majors may be selected for a minor. The specific courses required for ACC, ADJ, E-Business, FIN, HHS, HRM, INB, and MKT minors are listed on page 41. All prerequisites must be met. Only one minor may be declared. Courses fulfilling other degree requirements may not be applied to the minor. All credits must be completed in residency at WIU. No transfer credits will be applied toward minor requirements unless specified by a university articulations agreement. Students may declare a minor at any time after admission and prior to completion of 120 credits.

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 Counselor 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.

University Policies

The Americans with Disabilities Act (ADA) of 1990

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

Students have the responsibility to both self-disclose and request accommodation through the WIU ADA Officer. Communication with faculty or other staff members does not constitute in itself fulfilling the University ADA accommodation requirements. Verification through documentation from a health care provider is required prior to determination and fulfillment of accommodations. Students must allow several weeks between self-disclosure and accommodations being made and should schedule course work accordingly.

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

Nondiscrimination Policy

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

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'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 Registrar's Office or local campus. Students may not remove any materials but are entitled, at their expense, to one copy of any 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. 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 name, local and permanent addresses, phone number, e-mail address, date of birth, 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:

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

Academic Policies & Procedures

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.

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

Graduate Internship Program

A Graduate Internship is a working and learning arrangement. Internships provide opportunities for students to earn academic credit for approved work programs at cooperating businesses and organizations. The internship, which is three to six months in duration, is open to qualified graduate students. The student is responsible for negotiating an internship proposal with the sponsoring business or organization. This proposal must be approved by the appropriate program chair.

WIU Writing Style

Western International University has adopted the American Psychological Association (APA) style for resource documentation of papers. A handbook of the approved style is available on the WIU website or the University bookstore.

It is the student's responsibility to learn to document papers in the established format.

Grading Procedures

Students' official grades are posted by the Registrar's Office 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 (7) 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:

Letter Grade	Points
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 (ESL only)
HP	High Pass (ESL only

Non-Grade Symbols	
R	Repeat
X	Audit
W	Withdrawal
WV	Waiver

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 is issued in conjunction with academic dishonesty will be noted as such.

I = INCOMPLETE. (see section below).

HP = HIGH PASS. Quality and quantity of work in and out of class exceeds required competencies.

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 for faculty compliance:

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 prior to the eighth meeting will receive a W. W grades do not factor into the GPA.

WV= WAIVER. Course requirement alternatively fulfilled.

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

Incompletes

An incomplete grade (I) may be issued when extenuating circumstances prevent a student from completing course requirements by the end of the session. A student must be passing the course and in attendance compliance 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. Final grades for one credit courses must be submitted within four weeks of 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 (i.e. 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.

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.

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 Policies & Procedures

Academic Course Load

Each 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.. Students may not enroll in more than two three-credit courses simultaneously without prior permission. This maximum includes courses taken in overlapping sessions. Students should contact their Academic Counselor to request an exception. Approval is based on previous academic success.

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

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.

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 Registrar of placement on Academic Probation. Students are allowed to complete three courses subsequent to the assignment of Academic Probation during which cumulative GPA must be raised to an acceptable level. Students must continue to enroll in courses applicable to their programs and may be required to repeat courses with unacceptable grades. Students are advised to meet with Academic Counselors at this 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 present evidence that academic conditions have been met to the Director of Curriculum and Academic Affairs. Students who are allowed to return must earn an acceptable cumulative gpa within three courses. Students must work closely with an Academic Counselor 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 Dismissal

Academic Dismissal will result if a student fails to maintain an acceptable grade point average (2.0 undergraduate, 3.0 graduate) upon completion of the third class after readmission due to Academic Suspension. Academic Dismissal may also occur due to academic dishonesty and/or plagiarism, 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.

Academic Disqualification

Provisionally admitted students, who are then denied admission, and students whose admission denial is upheld through the appeals process, 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 Admission Manager.

Academic Integrity

Academic Integrity is expected of all students. All WIU students are responsible for reading and upholding the Academic 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 one in which no student is disadvantaged by someone else's dishonesty. All academic work submitted by a student must be 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 violations 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 disciplinary action under the Academic Code of Conduct Review Process.

Academic Code of Conduct Review Process

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

Faculty members will report all incidents of academic dishonesty directly to the student in writing on a Report of Academic Misconduct Form and send a copy of the written report to the Chief Academic Officer. The faculty member must assign the student an F grade for the entire course within the usual seven-day grade reporting time. Academic dishonesty will be noted on the transcript with an F grade. If a student is found in violation of the Academic Conduct Code a second time, the student will be permanently dismissed from the University. Ignorance of University policy will not be accepted as an excuse for dishonesty.

Appeals Process

Undisputed Academic Misconduct by First-Time Offenders

Upon receiving notification from the faculty member that the student has violated the Academic Code of Conduct, if the student admits to the misconduct and is a first-time offender, the faculty member may request authorization from the Chief Academic Officer to sanction the student with a grading penalty at the assignment level or for a portion of the course grade. The student may agree to sign an Admission of Academic Misconduct Form and accept the lesser sanction.

Disputed Academic Misconduct

Upon receiving notification from the faculty member that the student has violated the Academic Code of Conduct and the student disputes the charge, the student may appeal to the University Academic Council's Academic Conduct Committee. The Council's Academic Conduct Committee is responsible for reviewing all referred cases and for recommending the appropriate sanctions. Students found not to be in violation of standards of academic honesty will be graded in accordance with the standards set forth in the course syllabus. Those who were suspended, shall be reinstated automatically without further petition. Students found in violation of academic dishonesty standards will receive written notice of the findings and sanctions. Decisions of the University Academic Council's Academic Conduct Committee are final and noted in the student record. No further appeals will be considered by University administration. Charges of falsification of information on University documents other than academic work will be addressed to the Executive Director of University Services and follow procedures similar to charges of academic dishonesty or plagiarism.

Student Grievances

The University has a responsibility to protect the rights of students and ensure compliance with its 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 Counselor 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 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

Academic Code of Conduct

administrator, who will chair the committee, a faculty member and a student representative. All grievances will be reviewed and responded to expeditiously.

Administrative Grievance
All 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. 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 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 an external complaint.

Arizona State Board for Private Postsecondary Education
1400 W. Washington, Room 260
Phoenix, AZ 85007
Phone: 602.542.5709
http://azppse.state.az.us

Transcripts

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

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

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 Registrar's Office 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.

Graduation Clearance Procedure

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

Diploma Request Procedure

Students must contact the Registrar's Office 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

Time away from the University will not be counted against graduation deadlines for those students who leave the University and return as a re-entry student under newer program requirements.

Student Computer Requirements

All students enrolling at WIU are required to have regular access to a computer (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 Usage Guidelines

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 to the PCs. Materials may be downloaded to a diskette on the A drive.

- No files, programs, or documents may be saved to the PC. Materials may be saved on a diskette.

- The set up of the PC may not be altered in any way.

- 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.

Student Code of Conduct

Students enrolled at Western International University assume the responsibility to conduct themselves as mature adults and members of an academic community. In addition to observing local, state and federal laws, students are expected to treat staff, faculty, and other students with respect and courtesy as well as uphold and promote the image of the University.

Alleged violations of the Student Code of Conduct should be forwarded immediately in writing to the Executive Director of Operations. Charges will be addressed according to procedures established by the University. Sanctions may be imposed, up to and including, dismissal from the University.

Grounds for disciplinary action include, but are not limited to, the following:

- Verbal or physical abuse of any person or conduct that threatens or endangers the health or safety of any such person on University premises or at University sponsored functions.

- Theft of University property or of property of a member of the University community on campus.

- Willful, wanton, or reckless damage to University premises, property or the property of a member of the University community.

- Fraud, forgery, alteration, or unauthorized use of documents, University records or instruments of identification.

- Obstruction or disruption of teaching or other components of the academic process, administration or University activity.

- Failure to comply with published University policy or with directives of University officials while performing their duties.

- Unlawful manufacture, distribution, dispensation, possession, or use of alcohol and/or controlled 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 to the extent of causing impairment.

- 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.

- Unauthorized use of the University's name or logo that is the property of the University.

- Harassment, sexual or otherwise, or intimidation of any member of the University community while on University premises or during University sponsored events.

- Violation of local, state or federal statutes or University regulations.

Campus Rules

The following rules are enforced at all WIU Campuses:

- Smoking is prohibited in all University buildings.

- 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.

- 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
Application Fees			
Resident	$85	$85	Paid when application submitted
International	$100	$100	Paid when application submitted
Curriculum Tuition Per Credit			
Undergraduate - Resident (includes U.S. Mexico, and Canada)	$318	$283 Non-Military $209 Military	Paid prior to first class meeting
Undergraduate-International	$325		Paid prior to first class meeting
Graduate-Resident (includes U.S., Mexico, and Canada)	$356	$309 Non-Military $245 Military	Paid prior to first class meeting
Graduate-International	$375		Paid prior to first class meeting
Interactive Online (per credit)	$420	$420	Paid prior to first class meeting
English as a Second Language (ESL) per course	$2076		Paid prior to first class meeting
Assessment of Prior Learning			
Pre-evaluated Training Evaluation (one-time)	$100	$100	Paid with first submission
Credit Awarded (per Credit)	$75	$75	Paid upon notification
Portfolio Evaluation (one Time)	$175	$175	Paid with first submission
Credit Awarded (per credit)	$100	$100	Paid upon notification
Rush Fee	$25	$25	Paid upon request
Reapplication	$25	$25	Paid upon request
Miscellaneous Charges			
Change of Major/Minor/Catalog			
First Request	No Charge	No Charge	
Subsequent Requests	$50	$50	Paid upon request
Independent Study (per credit)	$90	$90	Paid with request
RES 785 Extension (four maximum)	1 credit of tuition		Paid at time of 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
Late Payment	$25	$25	Paid upon notification
Late Registration	$25	$25	Paid upon notification
Declined Credit Card	$25	$25	Paid upon notification
Returned Check	$25	$25	Paid upon notification

ALL FEES ARE NON-REFUNDABLE AND SUBJECT TO CHANGE

ALL PAYMENTS NOT MADE ON TIME ARE SUBJECT TO LATE FEES

Financial Policies & Procedures

Payment Policies

All tuition and applicable fees are due and payable as specified by the student's payment option. There will be a late payment fee if payment is not received consistent with the terms of the student's chosen financial option. There will be a fee for declined credit cards or for checks returned for any reason. If a student's checks are returned from the bank on two occasions, the student will be required to pay all future charges in cash, cashiers check or money order.

Students are required to clear any indebtedness to the University before grades or transcripts will be issued or the degree awarded. All costs of collection, court fees and reasonable attorney's fees will be added to delinquent accounts collected through third parties.

Note: Failure to pay tuition and fees in accordance with the student's chosen financing agreement can result in administrative withdrawal, no course credit, account holds, assessment of late fees, referral to collections and unfavorable credit reference. Failure to comply with terms of the chosen financial option may result in a student being defaulted to the "Cash" option. Further violations of these policies will jeopardize eligibility for deferment and re-entry into school. **The student maintains full responsibility for ensuring that all tuition and fees are paid in full regardless of the payment option in force.** All tuition and fees of the University are subject to change.

Cash Payment Option

Students who have selected the Cash Payment Option, or have been defaulted to Cash Payment Option, are required to pay all tuition and fees prior to the first night of class. At WIU, checks, credit cards and cash are all considered as "cash".

Students who have not paid tuition prior to the first class meeting may not be allowed to attend the course and, if allowed to continue, will be subject to applicable late fees.

Deferred Corporate Reimbursement Option

This option is available to students whose employers have an approved written reimbursement policy. 100% of tuition is deferred until 60 days after the course start date. The student must submit a credit card and authorization to charge automatically to secure the deferment. **Debit cards will not be accepted.** 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. A Declined Credit Card fee will be charged to the student's account for each declined credit card transaction.

Direct Bill Option

Students who request Western International University bill employers or another agency directly for the cost of tuition must submit approved tuition vouchers or letters of credit to the Accounting Office prior to the first class meeting of each course. A late fee per course will be assessed and the student's account may be placed on hold should the student's direct billing paperwork not be received prior to the first class meeting of the course.

Currently, the University has direct billing arrangements with several employers. Each direct bill program has specific requirements that the student must meet. Students may contact the Accounting Office for further information. Students must contact their employer to determine if this option is available to them.

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.

Military Payment Option

Students utilizing military tuition assistance must submit appropriate documentation and pay their portion of the tuition, if any, and fees prior to the first class meeting of each course. A late fee per course will be assessed and the student's account placed on hold should the student's military assistance paperwork and/or payment not be received prior to the first class meeting of the course.

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

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 approvals.

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 Coordinator 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, unsatisfactory academic progress or conduct, and assignment of a

non-punitive grade. Upon receipt of the notice, the Department of Veterans' Affairs is required to take prompt and aggressive action to recover benefit overpayments.

DANTES Reimbursement

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

Financial Aid Option

Students may be eligible for the Federal Pell 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 determine financial aid eligibility.

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.

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, means the student will be immediately responsible for any outstanding balances incurred and will be required to select another finance option.

The student must reapply for funding every academic year on this plan. The student must allow at least 60 days before their next academic year begins to complete the reapplication process. It is critical that the student reapply for future loans or grants early to ensure their educational program is not interrupted. If the student does not reapply for financial aid in a timely manner, they will no longer qualify for a financial aid deferment and will be required to comply with the terms and conditions of the Cash Option (see above). Please refer to the subsequent section of this Catalog for more information related to this financial option.

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

Refund Policy

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

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

1. Withdrawal from the course after only one attendance and prior to the 3rd class meeting of a 3-credit course: Refund 100% of tuition paid. There is no tuition refund for students who withdraw after two or more attendances of a course.

2. Students who begin a program under Provisional Status pending the completion of their admission file and 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 course.

3. 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 Accounting Office. The University requires 30 days for processing.

4. Students in the Certified Financial Planning Certificate Program are entitled to a refund adjusted for materials supplied.

Additional Refund Policies for Students Receiving Financial Aid

If students drop temporarily, financial aid refunds will be applied toward future tuition. If the student has not reentered the program after 30 days or as of the agreed upon return date, the credit balance will be issued to the lender. If students permanently withdraw from the University, refunds will be issued within 60 days.

If students withdraw and have completed at least 60% of the first half of their academic year at the University a refund calculation will be completed, and the largest amount refunded based on the following policies:

1. Western International University Refund Policy: See Refund Policy

2. Federal Refund Policy: This calculation allows the University to retain a certain percentage of the institutional charges based upon the percentage of the academic year students have attended.

If students withdraw and have not completed 60% of the first half of their academic year at the University an additional refund calculation will be performed.

Financial Policies & Procedures

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 students' accounts will be returned to the lender.

In some cases the amount to be returned to the lender will result in a balance owing on the student's account with the University. This balance will be collected from the student. For more details regarding the refund policy for students receiving financial aid, students should contact their Financial Counselor.

Financial Charges Grievance

The University has a responsibility to protect the rights of students and ensure compliance with its nondiscrimination financial policy by providing an appeal process for those who desire to file a grievance against the University. All disputes relating to charges must be initiated within six (6) weeks from the charge date and must be submitted in writing to the Financial Services Manager.

Financial Appeals

All student appeals or requests for policy exceptions must be submitted in writing and include all relevant documents or statements of support. Appeals may be submitted through the student's Academic or Financial Counselor or may be mailed to:

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

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 of reviewing the appeal.

Financial Aid

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.

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.

Financial PLUS Loans

The Federal PLUS Loan is available to parents of dependent 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. Repayment begins 60 days from the date the loan is fully disbursed by the lender. 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 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.

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.

Students must also make satisfactory progress toward completing their degree programs within the maximum time frame allowed according to Federal regulations. The maximum

Financial Aid

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/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 40 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 the Academic Policies and Procedures section in the Catalog. However, students will not be eligible for financial aid at that time. Students that feel they should not be disqualified from receiving financial aid should file a formal appeal following the guidelines set forth in the Financial Appeals process in the Catalog.

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

Undergraduate Student

Increment	Completed	Attempted
1	16 completed	24 credits
2	32 completed	48 credits
3	48 completed	72 credits
4	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.

Undergraduate Student

Increment	Completed	Attempted
1	16 completed	24 credits
2	32 completed	48 credits
3	48 completed	72 credits
4	64 completed	96 credits
5	80 completed	120 credit
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.

Financial Aid

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 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

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.**

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.

Western International University's completion rate averages 58% across all programs. The completion rate for first-time freshmen who started 9/1/95 and 8/31/96 was 9%.

Drug & Alcohol Prevention Program

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 while attending class or meeting with campus personnel is prohibited.

Associated Health Risks

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

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

At Western International University the focus is on business. 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.

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. Learning to work effectively with others in a group setting to accomplish project goals is considered an important part of the academic curricula and is therefore one of the University competencies students are required to achieve to earn their degrees.

To address this competency, courses may include small group projects relevant to the course content. Instructors may assign an overall grade to the group's work product.
However, group work is to be designed in such a way that the contributions of its individual members may be recognized and graded. In addition to an overall group grade, students will receive a grade for their individual work in the group. The grade given for the overall work of the group will not make up over 20% of the final grade calculation of individual students.

Class time for group projects will be offered. It is not WIU's expectation that students be required to meet outside the classroom to complete the group project, although some students may wish to spend a few minutes before or after class to refine projects.

WIU *Interactive* Online

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 Counseling Departments. Additional information can be found at: **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 Lessons
  - Real-time interaction with faculty and students
  - Audio- and visual-based presentations
- Recorded Lessons
  - Flexibility of Any-time and Any-place
  - Audio- and visual-based lectures
- Virtual Classroom
  - Web-based interaction between faculty and peers
  - View progress, receive "hand-outs", and submit assignments

Computer Hardware Requirements:

- Processor: 300 MHZ or faster

- Standard sound card

- Headset with microphone, available at any electronics store such as Best Buy, Radio Shack, Fry's, etc.

- 128 MB RAM minimum for best experience

- 100 MB of available hard drive space

- Monitor with 800 X 600 resolution and High Color (16 bit) display definition

- Internet access with a connection speed of 48 Kb minimum, or high speed Internet access for best experience

Computer Software Requirements:

- Windows 98, ME, XP, NT 4 (SP4), 2000, or 2002 (Administrative access to the machine required for installation if running Windows NT/2000/XP)

- Internet Explorer or Netscape browser version 5 minimum

- MS Office: Word, Excel, and PowerPoint. Some courses may require additional software requirements

- Virus scanning software with current subscription required

- Computer access is required from home or at work with employer permission and no firewalls preventing access.

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
(All courses are 3 credits)

General Education Core Requirements - 42 Credits

Language & Culture - 18 Credits

*Indicate courses requiring a prerequisite

- 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:
- ESL 100   Business English I (eligible students only)*
- ESL 110   Business English II (eligible students only)*
- FRN 258   French I
- FRN 259   French II*
- GER 262   German I
- GER 263   German II*

- SPN 254   Spanish I
- SPN 255   Spanish II*
- SPN 354   Spanish III*
- INS 320   Cultural & Social Environment: Pacific Rim
- INS 321   Cultural & Social Environment: Europe & Russia
- INS 323   Cultural & Social Environment: Latin America
- INS 324   Cultural & Social Environment: Middle East & Africa
- INS 326   Cultural & Social Environment: Australia & New Zealand
- INS 328   Cultural & Social Environment: Oceania
- INS 329   Cultural & Social Environment: North America (eligible students only)

Please note that languages and some INS courses 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.

Information Technology - 3 Credits

- IT 110   Fundamentals of Computers

Humanities - 6 Credits

Select two of the following courses:
- HUM 201   World Culture and the Arts
- HUM 127   Religions of the World

- LIT 205   World Literature
- PHI 101   Introduction to Philosophy

Social & Behavioral Sciences - 6 Credits

- ETH 123   Cultural Diversity

Select one of the following courses:
- BEH 221   Introduction to Behavioral Science (required for BEH majors)
- 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

*Indicate courses requiring a prerequisite

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:
- MAT 110   Algebra I*

Natural Science - 3 Credits

Select one of the following courses:
- SCI 244   Geology

- SCI 264   General Physics
- SCI 270   Environmental Science

General Education Selective Requirements - 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

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 *Indicate courses requiring a prerequisite

Courses providing competencies common across all degree programs at WIU:
- ECO 301 Economic Theory
- INB 300   International Business
- IT 300   Management Information Systems*
- MGT 340 Organization Theory and Behavior
- MGT 352 Political, Legal & Ethical Issues in Business
- RES 311   Quantitative Methods for Decision Making*

Associate Degrees

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. While the University accepts Associate degree-seeking students only through Axia College, those WIU Bachelor degree-seeking students who wish to acknowledge the fulfillment of these requirements may apply for an Associate degree diploma by contacting their Academic Counselor or the Office of Student Records.

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.)

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 University and Program competencies.

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.

Academic Program Requirements

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

*Indicate courses requiring a prerequisite

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)
- Information Technology (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

Information Technology Core - 15 credits

Core requirements for IT are as follows:

- IT 311   Fundamentals of Programming with Algorithms and Logic*
- IT 316   Analysis & Design of Information Systems*
- IT 318   Information Systems Architecture*
- IT 319   Computer Networking*
- IT 440   Project Planning & Execution*

College of Liberal Arts

*Indicate courses requiring a prerequisite

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:

- Administration of Justice (ADJ)
- Behavioral Science (BEH)
- Human Resource Management (HRM)

Liberal Arts Core - 15 Credits

Core requirements for ADJ, BEH, and HRM are as follows:

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

Academic Program Requirements

Bachelor of Arts in Behavioral Science

*Indicate courses requiring a prerequisite

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 required for all BEH majors.

Common Body of Knowledge and Liberal Arts Core - 33 Credits

Major Requirements - 33 Credits
- BEH 312   Personality Theories
- BEH 317   Biological Basis of Behavior
- RES 321   Behavioral Research Design, Tests & Measurement*
- BEH 411   Lifespan Development*
- BEH 414   Humanistic Psychology (formerly BEH 314)
- BEH 423   Group Dynamics: Teambuilding, Negotiation & Conflict Management
- BEH 430   Theories of Counseling*
- BEH 440   Abnormal Psychology*
- BEH 490   Contemporary Issues in Behavioral Science

Select one of the following two courses
- BEH 405   Learning & Cognition or
- BEH 407   Motivation & Achievement

- CAP 485   Integrated Capstone*

Credits Required for Degree: 126

Bachelor of Arts in Human Resource Management

*Indicate courses requiring a prerequisite

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

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 405   Learning & Cognition
- BEH 407   Motivation & Achievement
- MGT 370   Operations Management*
- MGT 445   Corporate Training & Development*
- HRM 410   Staffing & Employment Practices*
- HRM 420   Health & Safety in the Workplace*
- HRM 430   Employment Law*
- HRM 460   Labor/Management Relations*
- 2 upper division electives from ACC, BEH, FIN, INB, INS, IT, MGT or MKT
- CAP 485   Integrated Capstone*

Credits Required for Degree: 126

Bachelor of Science in Accounting

*Indicate courses requiring a prerequisite

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 303   Cost Accounting*
- ACC 304   Intermediate Accounting I*
- ACC 306   Intermediate Accounting II*
- ACC 317   Auditing*
- ACC 319   Federal Income Taxation*
- ACC 405   Accounting Information Systems
- ACC 406   Governmental Fund Accounting*
- ACC 450   Corporate Taxation*
- ACC 460   Advanced Accounting*
- 1 upper division elective from: BEH, FIN, HRM, INB, INS, IT, MGT or MKT
- 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, FIN, HRM, INB, IT, MGT, MKT or E-commerce and no more than 3 total from BEH and INS **or**
- Students may also elect to declare one minor as part of this program by concentrating 5 of the major courses in one discipline. [Note: Minors listed below carry specific requirements.]
- CAP 485 Integrated Capstone *

Credits Required for Degree: 126

Accounting Minor Requirements

Select five from the following courses
- ACC 303   Cost Accounting*
- ACC 304   Intermediate Accounting I*
- ACC 306   Intermediate Accounting II*
- ACC 317   Auditing*
- ACC 319   Federal Income Taxation*

- ACC 405   Accounting Information Systems
- ACC 406   Governmental Fund Accounting•
- ACC 450   Corporate Taxation•
- ACC 412   Accounting Theory
- ACC 460   Advanced Accounting•

Credits required for minor: 15

Administration of Justice Minor Requirements

- ADJ 320   Criminology
- ADJ 330   Ethics and Administration of Justice
- ADJ 340   Juvenile Justice Procedure
- ADJ 370   Criminal Procedures

Select one of the following courses:
- ADJ 350   Contemporary Issues in Criminal Justice
- ADJ 360   Communications in the Criminal Justice System

Credits required for minor: 15

E-Business Minor Requirements

- MGT 427   Managing a Company's Online Presence (formerly MGT 426)
- MGT 428   Doing Business in a Connected World
- MKT 422   Promoting a Business in a Connected World (formerly MKT 460)

- MKT 465   Developing Products for a Digital World
- MGT 467   Designing an Online Business

Credits required for minor: 15

Finance Minor Requirements

- FIN 325   Portfolio Management*
- FIN 332   Professional Financial Planning
- FIN 344   Foundations of Financial Markets & Institutions*

- FIN 412   Working Capital Management*
- FIN 455   International Finance

Credits required for minor: 15

Health Administration Minor Requirements

Select five from the following courses
- HHS 300   Human Service Administrator
- HHS 320   Health and Human Services and the United States
- HHS 330   Legal and Ethical Issues in Health and Human Services

- HHS 340   Public Policy Development in Health and Human Services
- HHS 350   Technology and Human Services
- HHS 360   The Financing of Health Care and Human Services

Credits required for minor: 15

Academic Program Requirements

Human Resource Management Minor Requirements

*Indicate courses requiring a prerequisite

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

Credits required for minor: 15

Information Technology Minor Requirements

*Indicate courses requiring a prerequisite

Select five from the following courses

- IT 302   Visual Basic*
- IT 306   C++ Programming*
- IT 307   JAVA Programming*
- IT 308   XML/HTML Programming*
- IT 311   Fundamentals of Programming with Algorithms & Logic
- IT 312   Internet Concepts
- IT 316   Analysis & Design of Information Systems*
- IT 319   Computer Networking*
- IT 402   Advanced Visual Basic*
- IT 406   Advanced C++ Programming*
- IT 407   Advanced JAVA Programming*
- IT 408   Advanced XML/HTML Programming*
- IT 421   Database Management*
- IT 423   Software Engineering*
- IT 440   Project Planning & Execution*
- IT 445   IT Security & Information Assurance
- IT 450   Evaluation, Selection & Implementation of Application Software*
- IT 455   Implementing E-Commerce Strategies*
- IT 460   Quality Assurance & Configuration Management
- IT 480   IT Management

Credits required for minor: 15

International Business Minor Requirements

- GOV 380   World Political and Economic Systems

And select four from the following courses

- INB 420   Import/Export Management
- FIN 455   International Finance
- MKT 452   International Marketing
- HIS 378   History of the World Economies
- INB 411   Economics and Business Environment: Europe/Russia
- INB 412   Economics and Business Environment: Middle East/Africa
- INB 413   Economics and Business Environment: Latin America
- INB 414   Economics and Business Environment: Pacific Rim
- INB 415   Economics and Business Environment: North America (eligible students only)

Credits required for minor: 15

Management Minor Requirements

*Indicate courses requiring a prerequisite

- BEH 423   Group Dynamics: Teambuilding, Negotiation & Conflict Resolution
- HRM 335   Human Resource Management

Select three from the following eight courses

- HRM 460   Labor/Management Relations*
- MGT 427   Managing a Company's Online 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 465   Organization Development
- MGT 467   Designing an Online Business

Credits required for minor: 15

Marketing Minor Requirements

*Indicate courses requiring a prerequisite

- MKT 415   Buyer Behavior Issues & Analysis
- MKT 422   Promoting Business in a Connected World (formerly MKT 460)
- MKT 434   Consumer Communications & Sales Management
- MKT 465   Developing Products for a Digital World
- MKT 470   Strategic Issues in Marketing

Credits required for minor: 15

Academic Program Requirements

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, Information Technology, 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 303   Cost Accounting*
- FIN 344   Foundations of Financial Markets and Institutions*
- IT 316   Analysis & Design of Information Systems*
- HRM 335   Human Resource Management
- MGT 465   Organization Development*
- MGT 492   Seminar on Strategic Management Issues
- MKT 434   Consumer Communications & Sales Management
- 3 upper division electives from: ACC, BEH, FIN, HRM, INB, INS, IT, MGT or MKT
- CAP 485   Integrated Capstone*

Credits Required for Degree: 126

Bachelor of Science in Information Technology

The Bachelor of Science in Information Technology 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 information technology impacts the business environment globally. Graduates are well prepared for entry-level positions in specialized areas such as systems analysis, 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 BSIT program provides students with the knowledge of principles and practices required to achieve success in any of WIU's business degree programs. The Technology Core enables students to understand and integrate the basic components in the IT environment, while building the logic skills necessary for system development. The major requirements introduce the most current and relevant topics affecting information technology in business.

General Education Requirements - 60 Credits

Common Body of Knowledge and Technology Core – 33 Credits

Major Requirements - 33 Credits

Select three programming courses from:

- IT 302   Visual Basic*
- IT 306   C++ Programming*
- IT 307   JAVA Programming*
- IT 308   XML/HTML Programming *
- IT 402   Advanced Visual Basic*
- IT 406   Advanced C++ Programming*
- IT 407   Advanced JAVA Programming*
- IT 408   Advanced XML/HTML Programming*

And take the following courses:

- IT 312   Internet Concepts*
- IT 421   Database Management*
- IT 423   Software Engineering*
- IT 450   Evaluation, Selection, & Implementation of Application Software*
- IT 460   Quality Assurance & Configuration Management*
- IT 480   IT Management*
- 1 upper division elective from: ACC, BEH, FIN, HRM, INB, INS, IT, MGT, MKT or IT 445
- 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:

- FRN 258   French I
- FRN 259   French II*
- GER 262   German I
- GER 263   German II*
- SPN 254   Spanish I
- SPN 255   Spanish II*
- SPN 354   Spanish III

Major Requirements - 27 Credits

- HIS 378   History of World Economies
- GOV 380   World Political & Economic Systems
- INB 420   Import/Export Management*
- FIN 455   International Finance*

- MKT 452   International Marketing*
- 1 upper division elective from: ACC, BEH, FIN, HRM, INB, INS, IT, MGT or MKT

Select one of the following 6 credit regional focuses:

- INB 411   Economic & Business Environment: Europe & Russia and
- INS 321   Cultural & Social Environment: Europe & Russia
- INB 412   Economic & Business Environment: Middle East/Africa and
- INS 324   Cultural & Social Environment: Middle East & Africa
- INB 413   Economic & Business Environment: Latin America and
- INS 323   Cultural & Social Environment: Latin America
- INB 414   Economic & Business Environment: Pacific Rim and
- INS 320   Cultural & Social Environment: Pacific Rim
- INB 415   Economics & Business Environment: North America (eligible students only)
- INS 329   Cultural & Social Environment: North America (eligible students only)

*NOTE: INS 326 and INS 328 cannot apply to this degree program

- CAP 485   Integrated Capstone*

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
- BEH 423   Group Dynamics: Teambuilding, Negotiation & Conflict Management

- MGT 427   Managing a Company's Online Presence (formerly MGT 426)
- MGT 445   Corporate Training and Development*
- HRM 460   Labor/Management Relations*
- MGT 461   Project Management
- MGT 463   Management of Small Business
- MGT 465   Organization Development*

Select two of the following three courses

- MGT 428   Doing Business in a Connected World
- MGT 467   Designing an Online Business
- MGT 492   Seminar on Strategic Management Issues

- CAP 485   Integrated Capstone*

Credits Required for Degree: 126

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 business 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

Note: Students must earn a C or better in coursework to be applied to undergraduate prerequisite requirements. 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 601. Failure to complete prerequisite requirements prior to completion of graduate courses will not waive or remove this requirement.

- Core Requirements
- 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 600 Graduate Research 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 601 Applied Thesis Fundamentals. This course provides orientation to the Applied Thesis process as well as confirms and develops the topic of study for RES 785 Applied Thesis Seminar.

The 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.

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.

Academic Program Requirements

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 600   Graduate Research Methods
- LDR 610   Leadership Styles
- LDR 615   Interpersonal Communication Skills
- LDR 620   Ethical Leadership and Corporate Social Responsibility
- LDR 625   Leading Organizational Change
- LDR 630   Field Study I in Innovative Leadership
- RES 601   Applied Thesis Fundamentals

Major Requirements - 21 Credits

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

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 - 19 credits
- Major Requirements - 21 credits

Total number of graduate credits required - 40

Academic Program Requirements

Master of Business Administration Undergraduate Prerequisites - 9 Credits

*Indicate courses requiring a prerequisite

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 Counselor for information on the Assessment of Prior Learning program.

- ACC 305   Financial and Managerial Accounting
- FIN 317   Financial Management*
- MGT 340   Organization Theory and Behavior

Managerial Core Requirements - 19 Credits

*Indicate courses requiring a prerequisite

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

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

- RES 600   Graduate Research Methods
- INB 601   International Business Environment
- IT 620   Information Resource Management
- MGT 625   Strategic Management*
- FIN 645   Corporate Finance*
- MKT 646   Strategic Concepts in Marketing
- RES 601   Applied Thesis Fundamentals (1 credit)*

Master of Business Administration in Finance

*Indicate courses requiring a prerequisite
**Credits not applied toward degree requirements

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 - 19 Credits

Major Requirements - 21 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

Select one of the following four courses:

- IT 641   Global Information Systems
- MGT 642   Legal & Ethical Issues in Business
- MGT 699   Seminar on Current and Future Trends
- MKT 610   International Marketing
- RES 785   Applied Thesis Seminar*

Credits Required for Degree: 40

Master of Business Administration in Information Technology

*Indicate courses requiring a prerequisite
**Credits not applied toward degree requirements

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 - 19 Credits

Major Requirements - 21 Credits

- IT 615   Integrated/Strategic Information Systems*
- IT 630   Technology Project Management*

- IT 638   Economics of Information Systems and Proposal Management*
- IT 645   Internet Business Strategy*

Select one of the following two courses:

- IT 619   Principles of Information Technology Outsourcing
- IT 699   Seminar on Issues and Trends in Information Technology*
- 1 graduate elective from FIN, INB, IT, ITS, MGT, MKT

- RES 785   Applied Thesis Seminar*

Credits Required for Degree: 40

Academic Program Requirements

Master of Business Administration in International Business

*Indicate courses requiring a prerequisite
**Credits not applied toward degree requirements

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***

Managerial Core Requirements - 19 Credits

Major Requirements - 21 Credits

- INB 641   Managing in the Global Cross-Cultural Environment*
- INB 643   International Business Policy, Strategy, & Long Term Investment
- INB 650   Structure of the Global Economy*
- INB 670   Legal Environment of International Business

Select two of the following four courses:

- FIN 675   Multinational Financial Management
- IT 641   Global Information Systems
- MGT 665   Corporate Power, Politics & Negotiations
- MKT 610   International Marketing
- RES 785   Applied Thesis Seminar*

Credits Required for Degree: 40

Master of Business Administration in Management

*Indicate courses requiring a prerequisite
**Credits not applied toward degree requirements

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 - 19 Credits

Major Requirements - 21 Credits

- MGT 634   Entrepreneurship & Intrapreneurship
- MGT 636   Managing Organizational Change
- MGT 642   Legal & Ethical Issues in Business
- MGT 665   Corporate Power, Politics & Negotiation
- MGT 675   Management of Innovation & Creativity
- 1 graduate elective from: FIN, INB, IT, ITS, MGT or MKT
- RES 785 Applied Thesis Seminar*

Credits Required for Degree: 40

Master of Business Administration in Marketing

*Indicate courses requiring a prerequisite
**Credits not applied toward degree requirements

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 - 19 Credits

Major Requirements - 21 Credits

- MKT 610   International Marketing
- MKT 636   Supply Chain Management
- MKT 642   Buyer Behavior & Sales Promotion
- MKT 654   Marketing Research Intelligence

Select two of the following four courses:

- MKT 631   E-Business Strategies
- MKT 650   Industry & Government Marketing
- MGT 642   Legal & Ethical Issues in Business
- MKT 660   E-Commerce Marketing
- RES 785   Applied Thesis Seminar*

Credits Required for Degree: 40

Master of Public Administration Program

Master of Public Administration

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 only to organizations that wish to provide site-based instruction to their employees. The program requires a minimum enrollment and is open only to employees of the sponsoring organization.

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 - 10 Credits

- RES 600   Graduate Research Methods
- IT 620   Information Resource Management

- MGT 625   Strategic Management*
- RES 601   Applied Thesis Fundamentals (1 credit)*

Major Requirements - 30 Credits

- MGT 665   Corporate Power, Politics and Negotiation
- MPA 610   Strategic Planning & Implementation in Public Administration
- MPA 630   Managing Public Policy
- MPA 642   Public Finance: Government Accounting & Control*
- MPA 646   Procurement & Contract Administration
- MPA 650   Human Behavior & Resource Administration
- MPA 667   Public Finance: Politics of the Budgetary Process
- MPA 670   Public Administrator & the Law*
- 1 graduate elective from: FIN, INB, IT, ITS, MGT and MKT
- RES 785   Applied Thesis Seminar*

Credits Required for Degree: 40

Master of Science Degrees

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

MS Undergraduate Prerequisites - 9 credits

- Information Technology Core - 22 Credits
- Major Requirements - 18 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 311   Fundamentals of Programming with Algorithms and Logic*
- IT 316   Analysis & Design of Information Systems*

Select one from:

- IT 302   Visual Basic*
- IT 306   C++ Programming*
- IT 307   JAVA Programming*
- IT 308   XML/HTML*
- IT 402   Advanced Visual Basic*
- IT 406   Advanced C++ Programming*
- IT 407   Advanced JAVA Programming*
- IT 408   Advanced XML/HTML Programming*

Academic Program Requirements

Master of Science Information Technology Core - 22 Credits

*Indicate courses requiring a prerequisite

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

- RES 600 — Graduate Research Methods
- IT 615 — Integrated/Strategic Information Systems
- IT 630 — Technology Project Management
- IT 638 — Economics of Information Systems & Proposal Management
- IT 645 — Internet Business Strategy
- IT 650 — Software Engineering Methodology
- IT 654 — Integrated Data Resource Management
- RES 601 — Applied Thesis Fundamentals*

Master of Science in Information Systems Engineering

*Indicate courses requiring a prerequisite
**Credits not applied toward degree requirements

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 - 22 Credits

Credits Major Requirements - 18 Credits

- IT 643 — Telecommunication/Satellite Systems Engineering *
- IT 660 — Security Systems Engineering*
- IT 670 — Project Verification & Validation*
- IT 680 — Intrusion Detection & Analysis: Security Beyond the Firewall*
- 1 graduate-level IT elective or IT-related internship
- RES 785 — Applied Thesis Seminar*

Credits Required for Degree: 40

Master of Science in Information Technology

*Indicate courses requiring a prerequisite
**Credits not applied toward degree requirements

The Master of Science in Information Technology program is designed to provide the knowledge and skills necessary to design, develop, implement and manage the Information Technology function within the enterprise environment. The major requirements provide valuable knowledge in the use of technology within the global environment and the role of the technology professionals.

*Information Systems Undergraduate Prerequisites - 9 Credits***

IT Core Requirements - 22 Credits

Major Requirements - 18 Credits

- IT 641 — Global Information Systems*
- IT 642 — Information Networks*
- IT 674 — Leadership Skills for Technology Managers*

Select one of the following two courses:

- IT 619 — Principles of Information Technology Outsourcing
- IT 699 — Seminar on Issues and Trends in Information Technology*
- 1 graduate-level IT elective or IT-related internship

- RES 785 — Applied Thesis Seminar*

Credits Required for Degree: 40

WIU's Certificate Programs have 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 undergraduate GPA of 2.0, and an overall graduate GPA of 3.0.
- Certificate program course syllabi are available to professional organizations for continuing educational units (CEUs)

Enrollment Process:
Applicants for admission into Certificate programs must:

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

Post-Bachelor Certificates

Accountancy Certificate   *Indicate courses requiring a prerequisite

The WIU Certificate is designed to fully prepare student from any discipline for the Arizona CPA exam (see below) but 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*
- ECO 301   Economic Theory
- RES 311   Quantitative Methods for Decision Making*

Certificate Requirements
- ACC 301   Financial Accounting
- ACC 302   Managerial Accounting*
- ACC 303   Cost Accounting
- ACC 304   Intermediate Accounting I*
- ACC 306   Intermediate Accounting II*
- ACC 317   Auditing*
- ACC 319   Federal Income Taxation*
- ACC 405   Accounting Information Systems
- ACC 406   Governmental Fund Accounting*
- ACC 412   Accounting Theory
- ACC 450   Corporate Taxation*
- ACC 460   Advanced Accounting*
- MGT 352   Political, Legal & 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 & Institutions
- FIN 412   Working Capital Management*
- FIN 455   International Finance*
- HRM 335   Human Resources Management
- MGT 337   Supervision & Leadership
- MGT 340   Organization Theory & Behavior
- MGT 370   Operations Management*
- MGT 427   Managing Company's Online Presence*
- MGT 431   Human Computer Interaction*
- MGT 445   Corporate Training & Development
- MGT 463   Management of Small Business
- HRM 460   Labor/Management Relations*
- MGT 465   Organizational Development*
- MKT 308   Marketing Management
- MKT 415   Consumer Behavior Issues & Analysis
- MKT 434   Consumer Communications & Sales Management
- MKT 452   International Marketing*
- MKT 465   Developing Products for a Digital World*
- MKT 470   Strategic Issues in Marketing

Arizona State Board of Accountancy Exam Qualifications
To qualify for examination applicants must hold a Bachelor degree (in any discipline) from WIU or other regionally-accredited college or university. Required coursework includes 36 accounting credits (30 of which must be upper division) and 30 credits of related coursework. These courses may be taken as part of, or in addition to, a baccalaureate program.

Course Descriptions

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

ACC 301 Financial Accounting

The basic knowledge of the financial accounting process is covered in this course. Major topics include accounting terminology, concepts, standards, and the accounting cycle that measures business activities in the form of transactions and transforms them into financial statements. (3 credits)

ACC 302 Managerial Accounting

This introductory course to corporate accounting emphasizes the needs of corporate management to obtain not only meaningful financial reports, but also to gather information that enables them to operate effectively. Accounting for manufacturing entities and various costing systems is emphasized. (3 credits)
Prerequisite: ACC 301

ACC 303 Cost Accounting

This course reviews planning and control functions of a cost accounting system, e.g. cost data accumulation methods, responsibility accounting and reporting, and planning and control of manufacturing costs and profits. Different cost systems are studied as well as pricing philosophies related to the alternate systems. (3 credits)
Prerequisites: ACC 301 and 302

ACC 304 Intermediate Accounting I

This course provides an in-depth discussion and analysis of theory and techniques for preparing corporate financial statements. It covers an expanse of accounting principles and practices with emphasis on integrated applications and systems. (3 credits)
Prerequisite: ACC 303

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 major focus on the principles for recording transactions involving stocks, bonds, leases and various long term investments. (3 credits)
Prerequisite: ACC 304

ACC 317 Auditing

The philosophy and theory of professional auditing practices are covered in this course. It includes a study of auditing standards, professional ethics and the legal liability of auditors. An analysis of the major audit opinions, audit reports and steps in the auditing process are emphasized. (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)
Prerequisites: 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)
Prerequisites: ACC 301 and ACC 302, or ACC 305

ACC 412 Accounting Theory

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 relating to combined corporate entities, partnerships, governmental units and international operations. Consolidations, business combinations, branch office accounting, foreign exchange rates and financial statements are included. Exploration of the major literature in accounting, including the publications of the associations and regulatory bodies, is an integral part of the course. (3 credits)
Prerequisite: ACC 306

ADJ 320 Criminology

This course highlights the causes of criminal behavior, the role of society in defining behavior, societal reaction to crime and criminological methods of inquiry. It covers theories of criminality and the economic, social, and psychological impact of crime. (3 credits)

ADJ 330 Ethics and the Administration of Justice

This course explores the standards, codes, roles, ethic, and responsibilities of professional organizations and agencies in the criminal justice system. It covers ethics, concepts and practices as they relate to the administration of justice. (3 credits)

ADJ 340 Juvenile Justice Procedure

This course introduces police officer and probation officer work with juvenile offenders. It covers juvenile delinquency causation and philosophy. It examines best practices of handling, detaining, and processing juveniles through the juvenile courts system. (3 credits)

ADJ 350 Contemporary Issues in Criminal Justice

This course examines contemporary issues in crime, social policy, family violence, and workplace and school violence. It covers recent studies and breaking news related to cyber-crime, terrorism, gun control legislation, and criminology techniques. (3 credits)

ADJ 360 Communications in the Criminal Justice System

This class studies effective communication techniques. It covers best practices for written and verbal communication. Communicating with special populations, investigative reporting forms and formats for different communication needs will be covered. (3 credits)

ADJ 370 Criminal Procedures

This course explores basic investigative principles, including searching crime or accident scenes. It covers securing information sources and research methods such as using questioning techniques with witnesses, suspects, and crime victims, and collecting and preserving evidence. (3 credits)

BEH 221 Introduction to Behavioral Science

As a survey in behavioral sciences, this course focuses on human motivation, personality, learning and cognition. The theories and insights of major figures in psychology are discussed. (3 credits) Required of all BEH Majors.

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)

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 will also be explored. (3 credits)

BEH 331 Human Relationships and Interpersonal Communication

An analytical approach to communication in close relationships, including friendships, marriage, and family, this course explores effective vs. ineffective (dysfunctional) relating and communicating across various interpersonal dimensions (e.g. assertiveness vs. passivity and aggressiveness). (3 credits)

BEH 405 Learning and Cognition

This course examines theories and concepts of learning and memory. Other cognitive areas explored include human information processing, concept attainment, problem solving, reasoning, decision-making, and creativity. (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)
Prerequisite: BEH 221

BEH 414 Humanistic Psychology

This course introduces the basic, more applicable ideas and principles of Humanistic Psychology. 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 manifest and/or can be applied in everyday life. (3 credits)

Course Descriptions

BEH 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)

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

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 (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 risk assessment. (3 credits)
Prerequisites: BEH 312 & BEH 411

BEH 490 Contemporary Issues in Behavioral Science

A list of broad topic areas in Behavioral Science/Human Services, developed by the faculty, will be provided for student selection. A topic will be formulated, researched, written, and eventually presented to the class. At the discretion of the instructor, other basic issues in Behavioral Sciences may be presented and examined. The course will also provide an opportunity to examine future options for graduate study and/or career opportunities in Human Services. (3 credits)

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 competencies. (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 addressed in this course. Major topics are 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)

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 070 Business Writing

Business Writing is a foundational course designed to develop writing skills essential to academic success at WIU and in the world of international business. Students learn essay writing techniques, how to write a summary and analysis, methods of research paper completion, business letter writing and ways to successfully answer essay-type exam questions. ESL students may enroll concurrently in one other WIU course. Grading for this course is P/F. (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

ESL 070 Business English for Special Programs

This is a non-degree course designed for international students enrolled in special programs such as the Executive Master of Business Administration (EMBA) degree program. This ESL course is customized to meet the needs of groups at various levels of English proficiency. The course will help students develop their knowledge of business vocabulary and concepts. In addition, academic skill building in the areas of speaking, researching topics and writing may be included. (3 credits)

ESL 080 Basic English Communication Skills

This is a high-beginning course that emphasizes developing a student's English language competence, especially in speaking and listening. Emphasis is also placed on reading as a means of expanding vocabulary and general language ability. (3 credits)
Prerequisite: ESL placement test.

ESL 090 English Communication Skills

This is an intermediate course designed to develop English competency in all language areas. Students practice academic skills such as lecture/note-taking and using the computer as a word-processing and information gathering tool. Basic English vocabulary and concepts for the business world are introduced at this level. (3 credits)
Prerequisite: ESL 080 or ESL placement test

ESL 100 Business English for the Classroom I

This is a high intermediate course designed to give the student maximum exposure to the language needed to survive in university-level classes that have a business focus. All language skills are practiced in the context of general business. Basic library research skills as well as the case study approach to business are introduced at this level. (3 credits)
Prerequisite: ESL 090 or ESL placement test

ESL 110 Business English for the Classroom II

This is an advanced course that combines language practice for the students' future work in business-related courses with an emphasis on strengthening research skills. Special emphasis is placed on formal academic writing and speaking. Students at this level may co-enroll in a regular academic course. (3 credits)
Prerequisite: ESL 100 or ESL placement test

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 412 Working Capital Management

This course introduces the guidelines, objectives and methodologies to successfully manage national and international corporate short-term assets, liabilities and working capital. Emphasis is given to liquidity levels, cash management, credit policies, bank relationships, factoring, inventory controls and current asset and liability management. (3 credits)
Prerequisites: ECO 301 and FIN 317

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 645 Corporate Finance

This course focuses on the various methods necessary to analyze all aspects of corporate financial management. 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, monetary and fiscal policies as they impact corporate financial growth are discussed. Real world situations are emphasized. (3 credits)
Prerequisite: FIN 317 or equivalent

Course Descriptions

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)

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, personal 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 on 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)

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 with student projects to facilitate understanding of financial modeling applications in financial management. (3 credits)

FRN 258 French I

In this introductory level course the focus is on essential vocabulary for basic oral communication and written expression at an elementary level. A brief survey of French culture and commercial/cultural mores, standards and etiquette is included. (3 credits)

FRN 259 French II

Oral and written skills are further developed with an emphasis on practical, business, and travel-related contexts. (3 credits)
Prerequisite: FRN 258

GER 262 German I

In this introductory level course the focus is on essential vocabulary for use in practical and professional contexts of oral and written expression. A brief survey of German culture and commercial/cultural mores, standards and etiquette is included. (3 credits)

GER 263 German II

Oral and written skills are further developed with an emphasis on practical, business, and travel-related contexts. (3 credits)
Prerequisite: GER 262

GOV 250 Economic Geography

Economic Geography examines the environmental factors (such as transport, market demand or 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 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)

HHS 300 Human Service Administrator

This course discusses the roles and responsibilities of administrators in a health and human services organization. It covers recent studies related to changing contexts of human 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)

HHS 320 Health and Human Service in the United States

This course provides an overview of American health and human service systems, including history and structure of both federal and private organizations. It covers the political climate, regulations, inequality of access managed care, and technology. (3 credits)

HHS 330 Legal and Ethical Issues in Health and Human Services

This course explores the history and development of professional ethics and standards and analyzes current ethical and legal controversies in human services. It covers personal ethics related to healthcare issues as they coincide with public laws. Students will use case studies to address conflicts and controversies in dealing with client rights, organizational policies and legal requirements.

HHS 340 Public Policy Development in Health and Human Services

This course focuses on the formation and execution of public policy in local, state, and federal government. It covers the theoretical and comparative studies of public policy with case studies of specific issues in health and human services policies. Students will explore different approaches for accessing government and provider agencies and for implementing effective mechanisms to influence public policy. (3 credits)

HHS 350 Technology in Human Services

This course surveys the use of technology in human services. It covers how technology is affecting the delivery off human services and the use of technology in service delivery. Students will examine the ways in which information systems impact agency and administrative systems. (3 credits)

HHS 360 The Financing of Healthcare and Human Services

This course highlights the economics of healthcare. It covers issues such as the cost effectiveness of prevention, the management of patients and their diseases, various payers (including private, state, and federal entities) as well as the cost of treatment settings. Students will study third-party reimbursements for various sources, ranging from for-profit insurance carriers to charitable donations. (3 credits)

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 & 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 & 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

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 organizations 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

Course Descriptions

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)

INB 414 Economic and Business Environment: Pacific Rim
The cultural and economic differences existing in the many nations situated on the Pacific Rim and their impact on trade are examined in this course. The social, political and legal constraints affecting commercial activities and business ventures in such diverse countries as Australia, Malaysia, People's Republic of China and Thailand are also covered. (3 credits)

INB 415 Economic and Business Environment: North America (eligible students only)
This course reviews the volume, direction, and composition of trade between the United States, Canada and Mexico. This course also looks at the historical, political, social, economic and cultural factors in promoting trade among member countries. Government policies, legal barriers, promotional efforts and market potentials are also examined. (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 601 International Business Environment
This course develops an understanding of the economic, political, social and technological issues of many nations as they relate to the global business environment. Also covered are strategic plans and logistical systems of the multinational firm and how they are adjusted to meet the corporation's goals. Alternative structures of overall corporate policies and strategies as related to the global operation are also examined. (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 601

INB 643 International Business Policy, Strategy, and Long Term Investment
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 601

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 world views 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)

INS 326 Cultural and Social Environment:
Australia and New Zealand

This course addresses pre-colonial and modern world views of Australians and New Zealanders and highlights the effect of historical background on the present day character of their societies. The course emphasis is on relationships with Asian, North American, and European societies. (3 credits)

INS 328 Cultural and Social Environment: Oceania

This course reviews the volume, direction, and composition of the islands of Oceania. These lands include Melanesia, Micronesia, and Polynesia. Topics to be examined include the heterogeneous nature of the islands and the myriad factors and variables that impact the historic, political, social, economic, and cultural elements among the islands. (3 credits)

INS 329 Cultural and Social Environment:
North America (eligible students only)

This course uses comparative and historical methods to focus on how religious, philosophical, historical and cultural aspects of North American 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 in the United States, Canada, and Mexico. Students will also explore current development trends in the area. (3 credits)

IT 110 Fundamentals of Computers

The basic knowledge needed to successfully utilize personal computers and standard software packages is covered in this course. Emphasis will be 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 will focus 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)
Prerequisite: IT 110

IT 302 Visual Basic

This course provides an introduction to Visual Basic, an object-oriented, event-driven application development language used to create macros in such end-user applications as Excel, Access, Word, Project, and PowerPoint. Assuming no prior knowledge of Visual Basic and taking a hands-on approach, the course uses examples and assignments to bring students to a level of proficiency in the material. Assignments are drawn from applications in a wide range of business contexts. (3 credits)
Prerequisite: IT 311

Course Descriptions

IT 306 C++ Programming

This course introduces programming concepts as well as object-oriented design and development using the C++ programming language, a standard programming language used in the Software Engineering industry. This course highlights the concepts the student has learned in IT 311 through code development implementations in the C++ programming language. (3 credits)
Prerequisite: IT 311

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 311

IT 308 XML/HTML Programming

The purpose of this course is to enable the student to understand and apply fundamental web technologies to develop web pages. These technologies are: Hypertext Markup Language (HTML), Cascading Style Sheet Language (CSS), and the Extensible Hypertext Markup Language (XHTML). HTML provides the basic model and example of an application markup vocabulary. CSS is a presentation language that provides additional presentation flexibility for HTML. XHTML, a reformulation of HTML using XML, and is now the web page language of choice. During this course, the student will build and deploy actual web pages using these three basic technologies. (3 credits)
Prerequisite: IT 311

IT 311 Fundamentals of Programming with Algorithms & Logic

This course provides students with a basic understanding of programming practices. Concepts covered include flowcharting, pseudocode methodologies, and an understanding of programming practices. Students will learn how these concepts-when properly applied-improve program design. (3 credits)
Prerequisites: IT 110, IT 300

IT 312 Internet Concepts

This course is an introduction to the Internet and addresses issues ranging from terminology to web development tools. The concepts behind the development of the Web, its history and impact on global commerce and culture are examined. Technical topics will include: how it works, TCP/IP, HTML, and JavaScript. (3 credits)
Prerequisite: IT 300

IT 316 Analysis & Design of Information Systems

This course explores methodologies for determining what data to collect and what software to use/develop to provide appropriate information for decision-making. The major techniques covered are: system analysis, systems design, systems programming, systems implementation and system audit. (3 credits)
Prerequisite: IT 300

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 300

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 300

IT 402 Advanced Visual Basic

This course is a continuation of IT 302, focusing on solving advanced business problems using Visual Basic. Creation of database routines through the use of Visual Basic, Structured Query Language (SQL), Windows API_s and Visual Basic controls are some of the primary methods covered in the course. (3 credits)
Prerequisites: IT 311, IT 302

IT 406 Advanced C++ Programming

Building off of IT 306, this course expands on the concepts that are involved in C++ Object Oriented programming. Object-oriented programming is based upon non-traditional concepts including object, type, implementation hiding, parameterization, inheritance, encapsulation, and abstract data type. This course stresses the inclusion of reusable program code to decrease the software development lifecycle. The course also introduces the implementation of dynamic memory allocation through the use of algorithms, which implement link lists, stacks and queues. (3 credits)
Prerequisites: IT 311, IT 306

IT 407 Advanced JAVA Programming

JAVA programming language has become the language of choice for web-enabled applications. The course will also introduce JAVA advanced topics: JAVA server pages, Servlets, Applets and Applications (GUI), Threads, Database connectivity (JDBC), Network applications, Remote method invocation, (RMI), JAVA Utilities, Collections, JAVA Beans, Bit manipulation and J2EE architecture. (3 credits)
Prerequisites: IT 311, IT 307

IT 408 Advanced XML/HTML Programming
The purpose of this course is to enable the student to understand and apply advanced web technologies that underlie the development of e-Commerce and e-Business applications, as well as general intranet and internet applications. These technologies are Extensible Markup Language (XML), Cascading Style Sheets (CSS), and Extensible Style Sheet Transformation Language (XSLT). This course covers the overall specifications for XML as well as essential extensions such as Namespaces and XML-Schema. CSS is developed as a presentation language that can be applied to XML documents for professional looking rendering in a browser or other target device. XSLT, another application of XML, will be introduced as a mechanism for transforming one XML document into another. The student will learn how to use XML to represent information in a structured document, XSLT to transform that XML document into a target document specific to a client's requirements, and CSS to present the resultant target document's content on a specific device. During this course, the student will build and deploy actual XML applications using these three basic technologies. (3 credits)
Prerequisites: IT 311, IT 308

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 300 & IT 316

IT 423 Software Engineering
This course covers: software product life cycle, software engineering concepts, process models and metrics, requirements-specifications-design-implementation-validation of systems using modern programming languages, reuse of software work products, large scale systems, and the human factors of software engineering. (3 credits)
Prerequisite: IT 300

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 300

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.

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 300

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)
Prerequisites: IT 312 and MGT 426

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 480 IT Management
This course provides an overview of managing the following IT areas: data/information, hardware, software, communications/networks, human resources, financial/budgets, organizational planning and security. (3 credits)
Prerequisite: All other major courses.

Course Descriptions

IT 615 Integrated/Strategic Information Systems

This course discusses the management of the function of information and communications technology and the increasing role they play in shaping and executing the enterprise's strategies. The class focuses on the need to manage information; the strategies needed to integrate the diverse and complex applications and databases that exist in today's global corporations. This course requires a familiarity with software, systems engineering, hardware, communications, and networking concepts. It will expand on that knowledge by examining the corporate strategic planning process and the role of information technology in a global strategy. Students will conduct an information systems study and create a technology plan to support a particular strategy. (3 credits)

IT 619 Principles of Information Technology Outsourcing

This course covers the major principles that govern the successful o 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 cases, the current global marketplace of IT Outsourcing service providers, critical procurement, technology and management 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 will also be covered. (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 the planning and implementation of integration of technology using internal/external human resources for improved performance at the functional level. This course will focus 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 641 Global Information Systems

Designed for the information/business professional involved in developing corporate strategies, this course will emphasize adding to the bottom line of the corporation by effectively combining information and communications technologies to enhance business value and effectively utilize the data and information communicated internally and externally around the world. Global communications carriers are evaluated and solutions analyzed. (3 credits)

IT 642 Information Networks

Class participants learn about the technical fundamentals and business applications associated with information networks. Networking standards for voice, data, and video (including ATM, ISDN, TCP/IP, Ethernet, and wireless communications) are presented, as are network-driven applications (such as the World Wide Web, EDI, and groupware applications). Issues surrounding both local area networks and enterprise/global networks are discussed, with special emphasis on client/server computing and network architectures. Business issues surrounding networking, including electronic commerce, digital cash, security and privacy, virtual organizations and the delivery of business services over the Internet form a major part of the course. (3 credits)

IT 643 Telecommunications/Satellite Systems Engineering

This course provides students with a global perspective of telecommunications technologies and standards worldwide. The course covers the basic building blocks and introduces the most current information on new technologies such as wireless, broadband, and optical networking. (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)

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 and 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

This course analyzes organizational needs, data and storage structures, file design, indexed sequential-clustered-inverted files, DBMS design and hierarchical and relational databases. Special emphasis is placed on the relational database and the client/server environment. (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 data. Also emphasized will be the engineering of hardware/ technology to meet physical data security requirements. (3 credits)

IT 665 Intellectual Property Law & 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

After the design and development of an IT project is complete, it must be tested for product verification and validation. This course will prepare students to plan and execute the project verification and validation process through familiarization with testing tools, metrics, documentation. Future trends in the use of 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 will emphasize the skills and processes that are required to effectively build concurrence between business units and technology managers. Focus will be 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 will be evaluated and incorporated into class case studies. (3 credits)

IT 680 Intrusion Detection and Analysis: Security Beyond the Fire Wall

In today's information age, security needs extend beyond the firewall. This course introduces students to Internet-protocol concepts and domain name service theory. It also teaches students to recognize and respond to normal vs. abnormal network behavior, exploits, scams, Internet attacks, and network intelligence gathering. Future trends in security and intrusion detection will also be explored. (3 credits)
Prerequisite: IT 660

IT 699 Seminar on Issues & 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

ITS 600 Graduate Internship

The Internship is a working-and-learning arrangement, providing opportunities for students to earn academic credit for approved work programs in cooperating businesses or organizations. The internship, which is three to six months in duration, is open to qualified graduate students. Students negotiate internship proposals with the businesses or organizations where they plan to work, and with the University. Students must work at the internship site 320 hours. (3 credits)

ITS 601 Graduate Internship (6 credits)

The Internship is a working-and-learning arrangement, providing opportunities for students to earn academic credit for approved work programs in cooperating businesses or organizations. The internship, which is three sessions (six months) in duration, is open to qualified graduate students. Students negotiate internship proposals with the businesses or organizations where they plan to work, and with the University. Students must work at the internship site 640 hours (approximately 40 hours per week). (6 credits)

Course Descriptions

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 your own leadership style and how leadership styles impact others will be 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. It is recommended that you be in a leadership position or actively seeking a greater leadership role within your organization.

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 will 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.

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. Value systems used by individuals to make judgments and the codes of behaviors promoted by organizations influence everyday decisions and actions in terms of interactions with internal and external stakeholders as well as the larger community. This course will examine ethical systems and how corporate values are reflected in individual and organizational behavior to determine "right versus wrong" and "good versus bad". You 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.

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 will challenge your own assumptions by exploring your personal feelings about change, understanding resistance to change and examining change methods for fostering high performance organizations.

LDR 630 Field Study I in Innovative Leadership
The leadership internship provides students an opportunity to practice leadership in an experiential learning practicum. Students will 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.

LDR 631 Field Study II in Innovative Leadership
The leadership internship provides students an opportunity to practice leadership in an experiential learning practicum. Students will 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. **LDR 631 is a continuation of LDR630 and must be taken in sequence.**

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 your 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 will acquire an understanding of how to assess and define organizational culture and climate. Students will recognize the relationship between cultural bias, productivity, customer service, and competitiveness.

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.

LDR 645 Innovative Leadership in a Global Context

Successful business leaders in the global environment today 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, inter alia, the enhancement of technological innovation, and worldwide cooperation in wealth creation; negotiations and asset management skills; balancing company power and responsibility in foreign countries; managing in-company and cross-cultural diversity; and integrating manufacturing and production across national borders. This course will link issues of globalization to issues of global leadership and management techniques. Comparative leadership styles in different global companies will be studied towards the identification of company best practices and successful leader characteristics. Students will also have the opportunity to simulate situations and leadership responses.

LDR 650 Leadership Intelligence

Innovative leadership requires more than a high IQ, particularly in this rapidly changing and chaotic world. This course will assess what leadership intelligence is; how to apply critical and analytical thinking to business knowledge to make rational choices in uncertain circumstances; identification of impacts of chaos on organizational behavior and mitigating measures for risk management; and exploring the value of thriving on change instead of trying to manage it.

LDR 655 Critical Issues for Innovative Leaders

The nature of leadership implicit in leadership development programs of the past is no longer adequate for dealing with the complex and dynamic nature of the current leadership trends. Although specific themes of this course will vary from year to year, they will focus on cutting edge of leadership issues. This seminar course enables you to explore different philosophical frameworks for understanding innovative leadership.

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 will demonstrate the difference between managing and becoming a transformational leader. Students will 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

How the management of business, including its structure, personnel, activities and concerns is 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)

Course Descriptions

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 427 Managing a Company's Online Presence

This course introduces students to the world of electronic commerce. Conducting business electronically involves understanding how the roles and responsibilities across different organizational departments interface to create an online business presence. This course prepares students to create the necessary specifications to plan, set-up, promote and manage an eCommerce initiative in today's fast moving business environment. (3 credit)

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 credit)

MGT 431 Human-Computer Interaction

This course centers on the way people interact with computers and the integration and management of computers in all facets of business. This course covers an historical overview of the field, the process of developing interactive systems, interacting with computers, psychological factors, and future research. Hands-on computer labs will focus on Web and Software Interface Design theory and practical application. (3 credits)
Prerequisite: IT 300

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 465 Organization Development

This course is designed to introduce undergraduates to the role and practices of internal and external OD change agents. An overview of the diagnostic and intervention techniques used in the organization development process, as well as the functions and methodologies of the change agent are provided. Class activities are highly experiential and interactive, and students explore a variety of OD topics including action research, moving and restraining forces for change, diagnostic models, survey/feedback techniques and behaviorally-based planned change interventions at their individual, group and system level. (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)

MGT 492 Seminar on Strategic Management Issues

A review of management decision areas impacting today's business environment is presented in seminar format. Focus is on the integration and application of management theories to current issues and topics of concern related to selected industries. Course methodology includes electronic research, library and literature reviews, case analysis, and business simulation. As this course builds on content gained in previous courses in the major, students are strongly advised to take this course towards the end of their program. (3 credits)

MGT 625 Strategic Management

This course presents the process for developing and implementing a strategic plan within an organization. Major topic areas that are the focus of the lecture and discussions are: mission and vision statement development and analysis, external environment analysis, company profile, SWOT analysis and decision-making on strategic direction and achieving congruence of corporate objectives, strategies and implementation. Case analysis is used as a method to simulate the strategic planning environment. (3 credits)
Prerequisite: MGT 340 or equivalent

MGT 631 e-Business Strategies

This course focuses on strategies for developing a successful e-Business model and business plan. Students will learn how to use the internet to increase productivity and efficiency, integrate management and marketing initiatives with e-Business partners globally, managing back-end applications and databases and creating strategic business alliances. (3 credits)

MGT 634 Entrepreneurship and Intrapreneurship

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 disequalibrium that may result from implementation of organizational changes. (3 credits)

MGT 642 Legal & 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)

MGT 699 Seminar on Current and Future Trends

Managers must envision an organization not as it is today, but as it can be in the future. Anticipating and understanding management trends provides the insight that results in sound, forward-thinking strategic decisions. This course explores the critical trends that are impacting organizational functioning, from e-business, to mergers, globalization and the accelerating pace of business change. Special contemporary topics and cases will be studied that emphasize integrative analysis and planning. (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, designing effective marketing messages, including updated online consumer behavior models. (3 credits)

Course Descriptions

MKT 422 Promoting a Business in a Connected World (formerly MGT-460)

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 web site 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 will analyze the decision-making process in marketing products globally. (3 credits)
Prerequisite: MKT 308

MKT 465 Developing Products for a Digital World

This course will provide students with the skills and knowledge needed to generate viable business via the internet. This course will explore 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)

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 will be a major focus of this course. Also covered is how to integrate strategies with international marketing functions. (3 credits)

MKT 636 Supply Chain Management

A comprehensive analysis of the strategic design processes in developing supply chain management, including 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 will be 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 the corporate strategies, environmental factors, and new business opportunities; (2) understanding the major buying behavioral, technological and global changes; and (3) a review and analysis of the increasingly important role of marketing in the new millennium. (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 will focus 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 will be discussed. (3 credits)

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, 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 will review case studies and analyze relevant current events in the field of public administration. (3 credits)

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 The 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 will be covered. The systems used by public sector organizations to manage budgets and track expenditures will be analyzed. (3 credits)
Prerequisites: ACC 301 and ACC 302

Course Descriptions

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. Emphasis will be 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 will be 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 & Measurement

This course is designed to acquaint students with methods and design in behavioral research. Students will 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 will be discussed. (3 credits)
Prerequisite: RES 311

RES 600 Graduate Research Methods

Research design and methodology, use of primary and secondary research, and information and data analysis are discussed with a focus on business decision making.. This is the first course in the Applied Thesis sequence so the development of a research proposal for the Applied Thesis is required. This course is the prerequisite for all Master's level courses and must be taken as the first or second course in the Core. (3 credits)

RES 601 Applied Thesis Fundamentals

Orientation to and planning for the Applied Thesis in an independent study format with a selected Thesis Advisor is the purpose of this research course. Attendance at the Applied Thesis Orientation is required along with the development of a topic for study, detailed outline, and timeline. (1 credit)
Prerequisite: RES 600, Completion of all degree prerequisites and the Core.

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 an independent study format with the selected Thesis Advisor. Focus is on integration of knowledge, and skills and achievement of WIU University and Program competencies. (3 credits)
Prerequisite: Completion of all Master's level coursework and have a 3.0 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)

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

SPN 354 Spanish III

With increasing emphasis on global networks, students and employees are increasingly expected to communicate in more than one language (English) at a proficient level. However, the language of business is quite different than the social/cultural aspects. This course uses realistic situations and the specialized vocabulary and grammar that are used in the business world to communicate with Spanish-speaking members of the community in the course of their daily work. (3 credits)
Prerequisite: SPN 255

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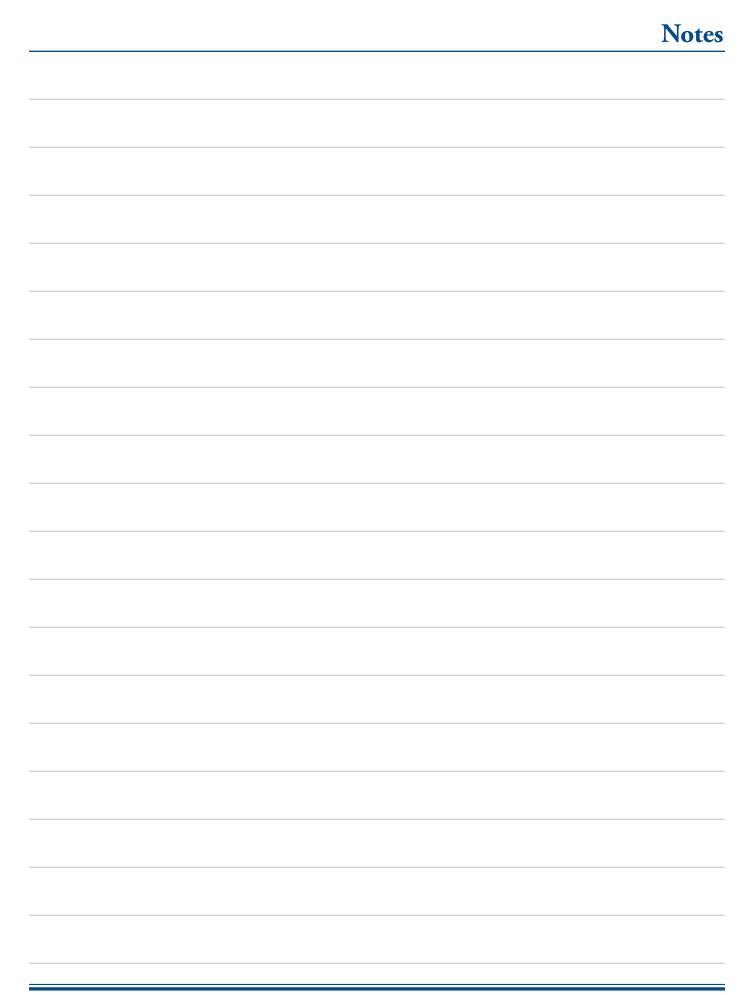Western International University
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