



Western
International
University™

VOL. 2011-01

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Welcome to Western International University

Western International University (WIU) is a private university with some distinctive characteristics. The majority of our students are working adults who thrive on the strength of our educational programs while appreciating the flexibility and convenience of our course schedules and services. Courses are available during the evenings and on weekends, at our local campuses or through our unique WIU Interactive Online format, allowing students to continue to work and raise their families while completing their degree programs. Our two-month sessions, held throughout the year, permit students to design their programs to support their personal, family and business needs.

We have a diverse, multi-cultural student population. Significant portions of our students have come to WIU from abroad - more than 40 different countries are represented in our thriving student body. They recognize that, throughout the world, an accredited American degree is a valuable commodity. Services are available to support these students while they improve their English language skills and become acclimated to our environment and culture.



WIU believes education can be delivered in flexible and convenient ways to accommodate busy adult learners. Online students can start, stop, and restart recorded class sessions at any time if they miss a live class session. Between class meetings, students online and on campus are able to participate whenever they have a few minutes—or a block of time—by answering a Discussion Question or posting a thoughtful response to other student and faculty comments.

Global and technology issues are key themes throughout the WIU curriculum in most degree programs. Many of our faculty has 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?

Alan Drimmer, Ph.D.
President

Effective January 1, 2011

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

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

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

www.west.edu

Toll free phone within the United States 1.866.WIUINFO

Local land line within the United States (602) 943-2311

Toll free fax within the United States 1.877.401.5707

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Western International University

Campus Locations

Phoenix Main Campus

9215 N. Black Canyon Highway
Phoenix, AZ USA 85021
Phone: 602.943.2311
Fax: 602.371.8637
Hours of Operation: M-Th 9am-6:30pm
Friday 9am-4pm



Chandler Campus

55 N. Arizona Place, Suite 101
Chandler, AZ USA 85225
Phone: 602.943.2311
Fax: 480.726.3068
Hours of Operation: M-Th 9am-6:30pm
Friday 9am-4pm



Scottsdale Campus

8860 E. Chaparral, Suite 120
Scottsdale, AZ USA 85250
Phone 602.943.2311
Fax: 480.850.1338
Hours of Operation: M-Th 9am-6:30pm
Friday 9am-4pm



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 subsidiary of one of the leading educational corporations in the United States. In 2010, WIU became a part of Apollo Global, a consolidated subsidiary of Apollo Group, and joined with sister schools in the United Kingdom, Chile, and Mexico to create a global education network.

In keeping with its tradition, Western International University provides programs to a broad, global community of students. WIU welcomes international students to its Main Campus in Phoenix and provides education to students located in various parts of the globe. Students throughout the world 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.

WIU is headquartered in Arizona, the Grand Canyon State. WIU's main campus, in northwest Phoenix, is conveniently located adjacent to the Black Canyon Highway. Additional Phoenix Metro campuses are located in Chandler and Scottsdale. Campus classrooms are designed to encourage students and faculty interaction and discussion. Computer facilities for hands-on instruction are readily available to students, as are various audio visual aids. Learning Resource Centers at each University campus provide access to online research resources. In addition to campus programs, Western International University provides on-site coursework at corporate locations such as the Salt River Project and also offers coursework in virtual classrooms through WIU *Interactive Online*.

Further information regarding Western International University is available on the University's website www.west.edu, or a print copy of the University catalog may be requested by calling 602-943-2311.

Ownership Information

Western International University is a subsidiary of Apollo Global, Inc. Apollo Group, Inc is the majority owner of Apollo Global and The Carlyle Group is the minority shareholder. Apollo Group, Inc (the "Parent") has one class of non-voting stock (Class "A" Common Stock) which is publicly traded on the NASDAQ Stock Exchange under the symbol "APOL". The Parent files quarterly and annual financial statements with the Securities and Exchange Commission and these are

available to the general public. The University's central administration offices are located in Phoenix, Arizona.

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.

Core Values

- *Learning*
- *Academic Quality*
- *Student Service*
- *Global Awareness*
- *Integrity*

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.

230 S. LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1413
312-263-0456



Copies for review of WIU's accreditation and licensure may be obtained upon written request to:

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

Memberships

WIU holds membership in the following associations or organizations:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Council on Education (ACE)
- America-Mideast Educational and Training Services, Inc. (AMIDEAST)
- Arizona Association of Collegiate Registrars and Admissions Officers (AzACRAO)
- Arizona Association of Student Financial Aid Administration (AASFAA)
- Arizona Veterans Program Association (AVPA)
- Association of International Educators (NAFSA)

- Better Business Bureau (BBB)
- Association to Advance Collegiate Schools of Business (AACSB)
- Council on Higher Education Accreditation (CHEA)
- Council for Adult and Experiential Learning (CAEL)
- Datal Users Group (DUG)
- EDUCAUSE
- Higher Education Users Group (HEUG)
- Independent Colleges and Universities of Arizona (ICUA)
- National Academic Advising Association (NACADA)
- National Association of Independent Colleges and Universities (NAICU)
- National Association of College and University Business Officers (NACUBO)
- National Association of Veterans' Program Administrators (NAVPA)
- Pacific Association of Collegiate Registrars and Admissions Officers (PACRAO)
- Professional and Organizational Development Network (POD)
- Transparency by Design
- Service members Opportunity Colleges (SOC)
- University Continuing Education Association (UCEA)
- Western Association of Student Financial Aid Administration (WASFAA)

State Approvals

WIU is licensed by the following states:

Arizona State Board for Private Postsecondary Education

State of Wisconsin Educational Approval Board

State of Georgia Nonpublic Postsecondary Education Commission.

Alabama Department of Postsecondary Education (ADPE)

Alabama Commission for Higher Education (ACHE)

Programs of Study

Degree	Major
Associate of Arts	Business
Bachelor of Arts	Behavioral Science
Bachelor of Arts	Criminal Behavior
Bachelor of Arts	Human Resource Management
Bachelor of Arts	Legal Studies
Bachelor of Arts	Professional Communications
Bachelor of Science	Accounting
Bachelor of Science	Business
Minors:	Accounting
	Business Communications
	Criminal Behavior
	Finance
	Human Resource Management
	Informatics
	Legal Studies
	Management
	Marketing
Bachelor of Science	Business Administration
Bachelor of Science	Informatics
Bachelor of Science	Management
Master of Arts	Human Dynamics
Master of Arts	Innovative Leadership
Master of Business Administration	
Master of Business Administration	Finance
Master of Business Administration	International Business
Master of Business Administration	Management
Master of Business Administration	Marketing
Master of Public Administration	Master of Public Administration
Master of Science	Information Systems Engineering
Accountancy Certificate	

Admissions

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

Since coursework at WIU begins monthly, applications and registrations are accepted on an ongoing basis. Early submission is encouraged to allow sufficient time to process application materials. International students should begin the process well in advance of intended start date. A minimum of three months is recommended. Students must complete all application requirements before being considered for admission. All students applying for admission must submit a complete and accurate application package including all required academic and professional credentials. Credentials from previously attended institutions will not be considered or reviewed beyond 120 days of the admission date. Applications to the University are considered current for 12 months from the date of submission of the Student Enrollment Agreement Admission requirements, including enrollment in coursework, must be met within 12 months of this date. Should this not occur, students will be notified in writing and must reapply for the application process to continue. Special consideration is given to applicants who are active service members or reservists called to active duty.

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

Transcript Requests of Other Institutions

As a service to students, during the application process, the WIU Admissions Office accepts the responsibility of obtaining transcripts from previously attended institutions in the United States. Students must sign a Transcript Request Form for each transcript being requested from educational institutions. However, it remains the student's responsibility to ensure that all transcripts are submitted to the University.

This service does not include obtaining transcripts from national testing programs or continuing education units (CEUs) nor does the University obtain transcripts for students after completion of the admission process.

Because institutions vary in response time to transcript requests, all transcripts should be requested immediately upon submission of an application. University staff will process all transcript requests made at the time of application on behalf of the student. 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.

Western International University will accept mailed or faxed transcripts as official when they are sent directly from the issuing institution. When transcripts are faxed, they will be deemed official only if the following requirements are met:

- Coversheet on Institution's letterhead
- Signature or Stamp/Seal from the Office of Student Records
- Statement from the issuing institution verifying the transcripts are official

Faxes received without one of the above requirements, or by any other means, other than ones previously mentioned, will be considered unofficial.

Official Transcript Time Limits

All official transcripts must show an issuing date not more than one year prior to receipt by the University. This is to ensure that all prior course work is reflected on the transcript. Official foreign records do not have the same time limit, as these documents may be difficult to obtain. The Admissions Office processes all applications, requests official transcripts, and makes decisions regarding acceptance and application of allowable transfer credits to the program of study. For admission and transfer credit purposes, the University recognizes only coursework from and credits earned at regionally or nationally accredited colleges and universities. Students are granted Admitted Status after all documents have been received, the admission file has been evaluated, and all admission requirements have been met.

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

Submitting incomplete, false, or misleading information is considered grounds for denial and dismissal at any time. The University reserves the right to cancel admission or registration of an individual whose attendance at the University, in the opinion of the appropriate administrative officials, would not be mutually beneficial to the student and the institution.

Degree-Seeking Students

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

Students having completed a WIU application and granted an admission status are considered eligible for enrollment. International students on a WIU I-20 must be admitted as degree-seeking. Students applying for financial aid must be accepted for enrollment as degree- or certificate-seeking students prior to financial aid being processed.

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

Bachelor Degree Admission

Eligibility

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

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

Students who complete high school via distance learning or home schooling must provide documentation of a diploma from a recognized regional or national high school accrediting body. If documentation of a recognized diploma cannot be provided, students must pass a state-approved GED exam.

Information about GED testing centers may be found at http://www.acenet.edu/resources/GED/center_locator.cfm.

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 credits of an academic nature college level work from regionally or nationally accredited post secondary institutions must possess a minimum cumulative grade point average (GPA) of 2.0 on a 4.0 scale for all coursework completed. NOTE: Credits must be deemed academic in nature to be considered.
- Applicants entering with fewer than 12 graded semester academic credits of college level work from regionally or nationally accredited post secondary institutions must possess a minimum GPA of 2.5 on a 4.0 scale for all high school coursework, have passed the GED, or completed the International Baccalaureate (IB).
- Official documents verifying English proficiency may be required. Please reference the English Language Proficiency section of this catalog.

Procedures

Candidates for Admission must:

- Submit a complete and accurate WIU Application for Admission listing secondary and all post-secondary institutions attended. Applicants under the age of 18 must provide documented approval of a parent or legal guardian.

Note - Once the application has been received by the University, applicants are responsible for ensuring the completion of their admission file. No applicant will be formally accepted for admission until their admission file is complete and formal written notice is provided by the Admissions Department.

- Pay non-refundable application fee.
- Sign request form(s) for official transcripts from all previously attended regionally or nationally-accredited colleges and universities. Students relying on foreign transcripts for admission must provide official academic records from all institutions attended outside the U.S. Students whose records are on administrative hold at another institution must resolve the issues and provide the required documents to WIU.

NOTE: Applicants may choose to be admitted without receipt of official transcripts by opting to sign a Right to Close Form with the understanding no transfer credits will be applied from these previously attended institutions and that this choice may affect financial aid award levels. At a minimum, the University requires an official degree-posted document qualifying the student for admission to the selected program of study. For applicants with fewer than 12 graded semester credits of college level, academic work from an accredited postsecondary institution, a request for high school transcripts, GED or other acceptable documentation is required.

Master Degree Admission

Eligibility

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

- Conferral of a baccalaureate degree or equivalent from a regionally or nationally accredited college or university. Should the student hold more than one baccalaureate or higher level degree, the most recent credential earned will be considered for admission.
- 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 minimum 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.
- Official documents verifying English proficiency may be required. Please reference the English Language Proficiency section of this catalog.

Procedures

Candidates for Admission must:

- Submit a complete and accurate WIU Application for Admission listing secondary and postsecondary institutions attended.
- Pay non-refundable application fee.
- Sign request form(s) for official transcripts verifying Bachelor degree from a regionally or nationally accredited college or university. Students relying on foreign education for admission must provide official academic records from institutions attended outside the U.S.

Admission Statuses

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

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

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

Students whose previous academic credentials confirm compliance with the University's admission standards will be immediately assigned Admitted Status upon review of complete documentation. All other students will be assigned Admitted Status upon completion of three courses with a cumulative GPA that meets University standards (2.0 undergraduate, 3.0 graduate).

Denial of Admission

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

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

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 the Accountancy Certificate.

General Non-Degree-Seeking Status

Students under a general Non-Degree-Seeking Status may take a maximum of 15 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 I-20s.

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

Professional Studies (Accountancy Certificate)

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.

Students wishing to continue at WIU beyond Non-Degree-Seeking Status must apply to transfer to Degree-Seeking Status by submitting a Change of Program form which indicates the desired degree and major and provide official transcripts that document program eligibility. Requirements of degree-seeking students must then be met.

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

Notification of Admission Status

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

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

NOTE: Students who inadvertently omit a previously attended institution from their application are given 120 days from date of admission to provide an official

transcript for consideration. After that time, the admission process is considered final.

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

Admission Appeals

An applicant, whose admission to the University is denied, may file a written appeal of the decision with the Student Appeals Center. 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 committee will review the appeal and render a decision. Applicants will be notified by mail of the committee's decision, which may include specific requirements and/or recommendations.

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

Readmission

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

International Student Admission

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 Student Exchange Visitor Program (SEVP).

Sessions begin monthly at WIU. Therefore, applications are accepted on a continuous basis. International applicants should begin the admission process well in advance of the desired enrollment date. A minimum of three months is recommended. After receipt of the I-20, students should plan on a minimum of six weeks before beginning coursework in Phoenix.

Eligibility

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

- Appropriate and current visa status allowing University enrollment. Documentation (e.g. copy of visa, government approval notice, and permanent resident card) must be submitted with the application.
- All Bachelor degree applicants must have completed the equivalent of a U.S. high school degree (12th grade-secondary school) at a recognized institution.
- All Master degree applicants must be assessed as possessing the equivalent of a U.S. Bachelor degree.

Standards

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

- All applicants must meet the requirements set forth in the English language proficiency section.
- 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 (B- level) 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. If the applicant has not as yet obtained a passport, other documentation of the legal name will be required.
- Pay non-refundable application and tuition fees.
- Provide official academic records that are required for admission from all secondary and postsecondary schools attended outside the U.S.
- Submit completed and signed Financial Guarantee Statement with Bank Certification (*Applies only to F-1 Students*).

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 a Western International University approved English as a Second Language (ESL) program.

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

F-1 Students only

United States Citizenship and Immigration Services (USCIS) require evidence of current and readily available financial support, verifying that the student has sufficient funds and living expenses available for a minimum of one year of study. 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 notification, all students residing outside the U.S. must remit a tuition deposit for one degree course for students who do not prove English proficiency or two degree courses for students who demonstrate English proficiency. This deposit is fully refundable only upon proof of visa denial.
2. For applicants residing outside the US, upon receipt of a student's tuition course deposit indicating his/her intention to attend WIU and all other documents required for admission, the admission letter and I-20 Form will be sent. Students residing in the U.S. are expected to sign the I-20 Form at the campus.
3. Students residing outside the U.S. are required to present Form I-20 and evidence of financial support to the U.S. Embassy or Consulate to obtain F-1 student visa status. Please refer to your local U.S. Embassy or U.S. Consulate website to obtain information on additional documents required for the visa interview.

A fee of \$400 USD may be assessed for those I-20 seeking students who choose not to continue studies at WIU Main Campus (after all formalities are completed and the fees paid to the U.S. campus) or for those students who do not complete three classes at WIU. The guidelines will be:

- If the student is denied a visa, a full refund will be given upon receipt of documentation that the U.S. Bureau of Consular Affairs has denied the visa.
- If the student decides not go to U.S. for any reason other than denial of visa, a \$400 USD

cancellation fee will be assessed against the tuition deposit, paid by the student to WIU - U.S.

- If the student begins taking classes at WIU - U.S. but does not complete three courses, a \$400 USD fee will be assessed.

NOTE: This fee does not apply to students residing in the state of Georgia.

4. Upon arrival in the U.S., students must contact the Student Services Officer (SSO) and present the signed I-20 Form, passport with visa stamp, and I-94 card.
5. The student must also attend the International Student Orientation, which is held at WIU Main Campus on the day of the program start date on the I-20.

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

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

Prior to enrolling in degree courses, all students will receive and review the WIU International Student Orientation Manual which is available online. http://www.west.edu/getting_started/WIU-International-Student-Orientation.htm

International Transfer Students

International students on an I-20, transferring from a college or university within the United States, must submit the following additional documents:

- Copy of the F-1 student visa or appropriate documentation of F-1 visa status, dates of the valid status, and status number (if applicable).
- Copy of all three pages of the current I-20 Form issued by the current college or university.
- Copy of the front and back of the I-94 card.
- Copy of passport page(s) including biographical information and photo.
- Completed Transfer-In Form for Non- Immigrant Applicants. This form is available from the WIU Student Services Department (SSD).

Applicants on immigration status other than F-1 should contact the WIU Student Services Department (SSD) for guidance.

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 at the discretion of the WIU Admission Department. Under this status, students may attend a maximum of three degree courses during a six-month period, during which satisfactory academic standards must be maintained. 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 granted Admitted Status. Failure to produce official documentation or meet academic standards by the end of the Conditional Admission period will result in academic dismissal.

Under certain circumstances, WIU will allow students, who cannot provide official transcripts or verification of their credentials due to political conditions in their home countries, to attend the University under this status. Applicants from countries that do not issue documents directly to U.S. institutions, or are currently undergoing political strife, may request review by the Admissions Manager for possible eligibility.

Conditional status is not available to students who wish to attend the University on an F-1 immigration status.

English Language Proficiency

All coursework at Western International University is taught in English. To assure students are equipped to succeed in the pursuit of their degrees at the University, demonstration of English proficiency is required. Official documentation of proficiency must be sent directly to the University by the issuing institution and, in certain cases, verification of proficiency may be required prior to enrollment in courses.

For admission purposes, applicants may demonstrate English proficiency by the following methods:

Graduation from an English-speaking high school

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

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

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

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

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

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

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

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

WIU will accept TOEFL scores from tests taken no more than two years prior to application. A minimum score of 500 (paper-based) or 173 (computer-based) is required for admission to Bachelor degree programs. A minimum score of 550 (paper-based) or 213 (computer-based) is required for admission to Master degree programs TOEFL results must be sent to the University directly from the reporting agency. To have results sent or to obtain information regarding testing locations and dates of testing in any country, applicants may write:

TOEFL

Box 6151

Princeton, New Jersey USA 08541-6151

or

Contact TOEFL at their website:

www.toefl.org

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

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

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

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

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

Student Services Department

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

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

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

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

http://www.west.edu/getting_started/WIU-International-Student-Orientation.htm

International Student Responsibilities

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

- Maintaining full-time attendance according to institutional policy. For U.S. Citizenship and Immigration Services (USCIS) compliance purposes, completion of a minimum of 24 credit hours in a 12-

month period is required for undergraduate students and accountancy students. A minimum of 18 credit hours in a 12-month period is required for graduate students.

NOTE: International students attending the University on F-1 visas may enroll in a maximum of one *Interactive* Online course during every 12 months from the start date of the I-20 as a part of their required full-time course load, and when concurrently enrolled in an on-campus course.

- Notifying SSD of any changes in any of the following:

- Name
- Non-Immigrant or Immigrant status
- Country of Citizenship
- Full-time or part-time enrollment
- New I-94 card
- Foreign address
- Education level
- Funding source
- Academic major
- Start date of program
- End date of program
- Next course enrollment date
- Local address
- Local phone number
- E-mail address

- Requesting transfer prior to completing three courses at the University will result in a \$400 administrative fee .
- Notifying the SSO of any extended leave of absence, reduced course load, or vacation in advance. The SSO must endorse student's I-20 prior to any travel outside the U.S.
- Maintaining major medical insurance in accordance with the University's insurance requirements.

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 before completion of the first course at the University and must be submitted to the SSO no later than the end of the first course. It is recommended that a minimum of a six-month policy be obtained from the WIU preferred provider. The SSO will assist students in obtaining this insurance upon arrival. Coverage must be maintained throughout course of study at WIU. Coverage must include:

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

This requirement must be maintained and is monitored by the University throughout students' attendance at WIU. All students must use the WIU preferred provider unless they provide documentation that:

1. They are on a medical insurance plan as a dependent with someone who is employed by a U.S. firm that provides coverage OR
2. The student's home country provides insurance that can be used in the U.S. and meets WIU's insurance requirements.

Optional Practical Training (OPT)

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

Student Support

Western International University (WIU) recognizes the trust placed in it by those who chose the University to pursue higher education. To best assure the success of these individuals, academic and financial guidance is provided to all students throughout their careers at the University.

As students enter the University, Enrollment Counselors assist with the application and admission process as well as the selection of the first three courses. Students are also assigned an Academic and a Financial Counselor who work with them throughout the remainder of their degree programs. Each counselor is in close contact with students as they begin their studies at WIU to assure students understand University processes and are confident as they begin their journey toward their degrees.

Finance Counselors assure students are aware of all costs associated with their studies as well as options for addressing these responsibilities. They are available to assist students with all administrative processes associated with meeting the financial obligations involved with attending the University.

Enrollment Counselors advise students of transfer credit implications and credit alternatives, such as Prior Learning Assessment and national testing programs. They assist in developing plans of study, designed to support the students' successful completion of their academic goals, and assure the students' schedules

incorporate all prerequisite requirements and the appropriate sequencing of courses. Academic Counselors are available to assist with any issues that may affect students' academic performances and to support students' successes until graduation.

Students, in fulfilling their role in their Graduation Team, are responsible for following University policies, knowing their degree requirements, adhering to their plans of study and contacting their Counselors to adjust or extend their schedules.

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 3.7. Graduate members must have completed 18 credits with a minimum GPA of 3.75. Candidates satisfying these requirements are invited to join the society.

Golden Key

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

Its mission is to help members realize their potential. Undergraduate members must have completed 60 credits and have a minimum cumulative GPA of 3.8. Graduate members must have completed 18 credits with a minimum GPA of 3.8. Candidates satisfying these requirements are invited to join the society.

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).

International Student Association

WIU International Friends (WIF)

WIU's International Friends (WIF) is dedicated to establishing a strong community comprised of students, faculty, and staff at all WIU campuses who embrace the cultural diversity at WIU. WIF assists international students with adjusting to American culture and the WIU academic model by providing services such as educational seminars, networking opportunities, social activities, and relocation assistance. WIF serves as a channel of communication between international students and WIU administration. This ensures that international students are aware of institutional opportunities and that the University's ability to meet the needs of international students is enhanced.

Student Support Services

MyWIU

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

- Access to support services
- Relevant University announcements
- Entry to WIU Interactive Online courses and discussion questions
- 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
- Transcript requests
- A private University-related email address
- Additionally, most students have access to Degree Audit, which displays progress toward degree completion

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

Job Placement Disclaimer

By integrating academic theory with practical application, University programs are designed to provide a quality

education that extends and broadens career options for students. However, the University cannot guarantee job placement, advancement, or continued employment.

Learning Resource Center (LRC)

Students have access to Western International University's Learning Resource Center to accommodate their research requirements and quiet educational studying needs. Instruction and assistance in the use of LRC resources is available at each campus LRC.

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

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

Online Library

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

The University Online Library uses current information technology to provide relevant and timely information to its students. An array of subscription databases is available to all students and faculty at any time and from virtually any location where an Internet connection is available. Full text articles, documents, reference sources, directories, and financial data are available to support student research and learning. In addition to the database subscriptions, the University Library maintains selected links to other worthwhile sites on the Web, facilitates user education, offers document retrieval and provides research guidance.

WIU Writing Center

Available to registered students, the WIU Writing Center provides sample proofreading assistance for course writing assignments. All help is provided via email. To use the Writing Center, students may email papers in a Word attachment to wiulrc@apollogrp.edu. Writing Center staff will review up to 25% of the document. A maximum of one paper per student per course will be allowed. (Thesis or Capstone submissions are not accepted.) All documents will be returned within three business days. For any questions about the WIU Writing Center, students may call 602-943-2311.

Tutoring Service

A list of available tutors is posted on MyWIU. Students in need of assistance with specific content areas are encouraged to utilize this resource to make arrangements for support.

University Holidays

WIU administrative offices close in honor of the following holidays:

Labor Day	Monday	September 6, 2010
Thanksgiving	Thursday/Friday	November 25-26, 2010
Christmas	Friday/Monday	December 24 & 27, 2010
New Year's Day	Friday	December 31, 2011
Martin Luther King, Jr. Day	Monday	January 17, 2011
Presidents' Day	Monday	February 21, 2011
Good Friday (afternoon)	Friday	April 22, 2011
Memorial Day	Monday	May 30, 2011
Independence Day	Monday	July 4, 2011

University Policies

Course Calendar

Western International University classes begin the first week of every month and meet eight times over the course of two months. A student can begin a degree program in any month of the year. This calendar allows the adult student to balance the demands of career, family, and education. Students qualifying for financial aid may receive a new award each academic year. An academic year is defined as the period of time in which a student completes at least 24 credit hours and 30 weeks of instructional time.

Course Registration

To assure space in a course, students should register at least two weeks prior to the start of the session. Students are encouraged to register through their Academic Counselors to assure they are choosing the appropriate course(s). Complete registration includes fulfilling all financial obligations for the course. No student will be guaranteed enrollment in a course until registration has been completed.

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

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

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

Books and Course Materials

Books in electronic format, also known as eBooks, are available to students. They are the default option for classroom material. eBooks are downloadable and accessible through MyWIU one year after graduation, as long as students opt into eBooks during their coursework. One flat fee for eBooks, per course, is charged regardless of the number of books required.

For January 2011 courses, eBooks will be provided to all students free of charge. Those students who have purchased textbooks, from the University's Bookstore, in advance for their January 2011 courses are eligible for a refund. After January courses, students can opt out of eBooks and purchase textbooks if preferred.

Most student materials are available in electronic format, at least one week prior to the start of class. Courses without electronic materials will use textbooks, which should be purchased from the University Bookstore to ensure that the correct version or edition is being obtained.

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

Because publishers update textbook editions often, students are encouraged to register sequentially for paired courses that may use the same text (ENG 101/ENG 102, ACC 301/ACC 302, SPN 154/252/253 for example). Students must be aware that copying textbooks is illegal and a violation of the Student Code of Conduct.

Student Contact Information

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

Course Withdrawal Policy

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

Schedule Adjustments

The University reserves the right to cancel any course. Cancellations are posted on MyWIU. Students enrolled in a course that has been cancelled will be contacted in a timely manner. Academic Counselors will assist students in making another course selection. Based upon University faculty and classroom availability, additional sections will be added to courses with registrations exceeding classroom capacity. The University reserves the right to transfer students to newer sections, based on date of registration.

Class Attendance

Since WIU offers non-traditional course schedules, governmental compliance requires tracking of student attendance. Student adherence with the WIU attendance policy is mandatory. Classroom students are responsible for documenting their attendance by signing the class roster at the beginning of the class. 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. Students must attend two of the first three meetings in SSC 105.
2. Students may not miss more than two meetings of an eight meeting course. Students with excessive absences will be administratively withdrawn and receive a grade of W.

NOTE: The University does not differentiate between excused and unexcused absences.

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

It is important for students to understand the difference between attendance and participation; however, absences from a course will impact a student's grade due to lack of participation. 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 WIU Attendance Web which is accessed within their courses. Students are encouraged to retain copies of all sent items related to attendance compliance until the course is complete and grades are issued.

Any exceptions to attendance policies require faculty recommendation and approval from the Office of Student Records.

Independent Study Attendance

Students who have taken at least four courses at WIU, and meet the GPA requirements for their program, are eligible to enroll in an independent study course if available. Undergraduate students may be eligible for up to two independent study courses, while graduate students may only be eligible for one. Courses completed through independent study require weekly live sessions with the assigned faculty member. These attendance contacts must be direct/live communication. The following: phone, fax, email, and viewing recorded sessions do not constitute attendance. 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. Students who do not fulfill Independent Study course requirements will be issued a grade of F.

Withdrawal from the University

Official Withdrawal

Students who provide official notification of the intent to withdraw may complete the University's Official Withdrawal form or notify the designated offices of Enrollment Services, Academic Services and Financial Services to be considered officially withdrawn. The withdrawal date for an official withdrawal is the last date of academic attendance determined from the University's class attendance records.

The date of determination (DOD) for students who officially withdraw from the University is the latter of the student's withdrawal date or the date of notification. The University will return the amount of federal financial aid funds for which it is responsible no later than 45 days after the date the University determines the student has withdrawn.

Exceptions: Students who do not attend a final course meeting, but have complied with the course attendance requirements under University policy, will be considered enrolled through the course end date. The course end date will be used for determining 29-day breaks and leave of absence (LOA) re-entry. Last date of attendance (LDA) for courses that receive a Withdrawn (W) grade will be the actual LDA in the course, not the course end date.

Rescission of Official Notification

Students who rescind their intent to withdraw must provide an electronic or written statement to the University stating their intent to remain in academic attendance through the end of the payment period. If a student subsequently withdraws after rescinding the intent to withdraw, the withdrawal date is the latter of the date the student first provided notification to the University or the last date of academic attendance determined from the University's course attendance records.

The date of determination (DOD) for students who rescind their intent to withdraw and subsequently withdraw from the University without official notification is no greater than 10 days after the 29th day the student was in course attendance.

Unofficial Withdrawal

Students who do not provide official notification of their intent to withdraw to the University are considered unofficial withdrawals. The University will determine the

withdrawal date for an unofficial withdrawal no greater than 10 days after the 29th day the student was in class attendance.

The withdrawal date for a student who ceases attendance at the University, including a student who does not return from an approved leave of absence (LOA), is the last date of academic attendance determined from the University's class attendance records. In the case of a student who has received an approved LOA, the University will review the student record on or after the originally approved return date. The University's review will determine if the student re-entered as scheduled or did not reenter as scheduled and must be withdrawn for the purposes of the return of federal financial aid funds calculation and deferment processing.

Exceptions: Students who do not attend a final course meeting, but have complied with the attendance requirements under University policy for a course, will be considered enrolled through the course end date. The course end date will be used for determining 29-day breaks and LOA reentry. LDAs for courses that receive a Withdrawn (W) grade will be the actual LDA in the course, not the course end date.

The date of determination (DOD) for students who unofficially withdraw from the University is no greater than 10 days after the 29th day the student was in class attendance or failed to return from an approved LOA. The University will return the amount of federal financial aid funds for which it is responsible no later than 45 days after the date the University determines the student has withdrawn.

Re-Entry to the University

Students who allow a time lapse of 12 months since attending their last class meeting are placed on inactive status. To regain active status, students must submit a new Application for Admission. University Re-entry counselors assist students with this process as well as scheduling appropriate coursework following re-enrollment. All re-entering students are subject to admission, academic, and University policies in effect at the time of their re-admission to WIU.

U.S. Military Service members who wish to re-enter the University are accommodated under the Higher Education Opportunity Act (section 484C). Students should contact WIU Admissions Department for specific information.

Residency Requirements

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

- A minimum of 18 credits must be earned through WIU resident courses for issuance of an Associate degree.
- A minimum of 36 upper division (300-400 level) credits must be earned through WIU resident courses for issuance of a WIU Bachelor degree. Students must earn a minimum of 54 upper division credits and a maximum of 72 lower division credits to meet Bachelor degree requirements.
- A minimum of 33 graduate-level credits must be earned through WIU resident courses for issuance of a Master degree.

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

Transfer of Credit

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

Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

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

In certain circumstances, High School credentials will be accepted electronically directly from the issuing institution to WIU.

Non-classroom credit earned through personal, professional and military experience, institutional examinations and assessments, and national tests for credits are also considered for transfer into

undergraduate degree requirements when documented according to University guidelines.

Admission Evaluation of Credit

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

Any questions regarding evaluations should be addressed by students with their Academic Counselor within 120 days of the date of admission notification. The Admission process is deemed final at that time and will not be re-opened. Students are responsible for informing their Counselor of courses they believe have not been accurately assessed and may be asked to provide additional information to support reconsideration. If no reevaluation request is initiated within the 120 day time frame, the evaluation is considered final, and no further review will be considered.

The University engages in transfer credit articulation agreements with various institutions. These agreements are designed to support the academic mission of University programs and supersede standard transfer credit practices. When applicable, the admission evaluation will be based on guidelines outlined in these agreements unless otherwise requested. Any request for reevaluation under standard policies must be made through an Academic Counselor within the 120 day time frame noted above.

Ongoing Credit Evaluation

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

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

Eligible Credits

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

Transfer Limitations

- A maximum of 90 credits may be transferred at the undergraduate level. No more than 72 lower division (100-200 level) credits may be accepted. A maximum of 18 upper division (300-400 level) credits may be accepted.
 - Courses are evaluated as upper or lower division credits based on the levels assigned by the issuing institution. Upper division credits may be applied to lower division requirements.
- Semester hours are transferred with the credit value assigned by the issuing institution. Quarter hours are transferred as two-thirds of a semester credit. A transfer course must bear a minimum weight of 2.5 semester credits to fulfill a specific WIU course requirement.
- A maximum of six credits may be applied to major requirements at the undergraduate level.
- A maximum of six credits may be transferred into graduate programs.
- Graduate coursework may not be applied to undergraduate requirements.
- Non-classroom credits will be accepted only when transcribed by specific course titles, assigned number of credits, and earned grade.
- A maximum of nine vocational or activity credits will be accepted into degree requirements unless specified under a University articulation agreement.
- Only information technology coursework completed within a maximum of five years of transfer credit evaluation will be considered for transfer. Students who have been continually employed in the technology field may petition for special consideration.
- Transfer credit will not be applied to the following WIU courses:
 - SSC 105 Student Success Course
 - CAP 485 Integrated Capstone

Non-eligible Credit

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

baccalaureate degree, remedial, or otherwise considered precollege level is not transferable.

Military Training

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

Servicemembers Opportunity College (SOC)

WIU is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System. Servicemembers Opportunity Colleges Consortium Servicemembers Opportunity Colleges (SOC), established in 1972, is a consortium of national higher education associations and more than 1,700 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense (DOD) and Coast Guard, and veterans. A list of current SOC Consortium member institutions can be found on the SOC Web site at <http://www.soc.aascu.org/>.

SOC Degree Network System

The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military Services to deliver specific Associate and Bachelor's degree programs to servicemembers and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military students, their spouses and college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station.

SOC operates the 2- and 4-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCOAST). Refer to the SOC Degree Network System-2 and -4 Handbooks to view Associate and Bachelor's degree programs, location offerings, and college information. An electronic version of the Handbook is posted on the SOC Web site, <http://www.soc.aascu.org>, on the SOCAD, SOCNAV, SOCMAR, and SOCCOAST home pages.

Applicants to the University must execute SOC/AD Student Agreement form to participate. Residency requirements for SOC/AD undergraduate students are reduced to 30 upper division semester credits. Residency requirements for graduate programs are 27 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 undergraduate level 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)

Prior Learning Assessment (PLA)

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

- Corporate training
- Continuing education
- Licenses
- Diploma or certificates from nationally accredited institutions
- Transcripts from unaccredited schools
- Some professional exams

Meet with your Enrollment or Academic Counselor with assistance of the portfolio process. A maximum of 60 credits may be earned through any combination of PLA and credit by exam toward a Bachelor degree. A maximum of 24 credits may be applied toward an Associate Degree. These credits do not apply as resident coursework.

University Articulation Agreements

Western International University offers Associate degree graduates from selected institutions unique transfer opportunities. With a prequalifying Associate degree, students may fulfill 54-60 credits in the General Education Curriculum, with only 66-72 total credits remaining to complete in a WIU bachelor degree program.

Our Arizona Public Community College Statewide Agreement allows holders of prequalifying Associate of Arts (AA) Associate of Science (AS), or Associate of Business (ABUS) degree, earned since 1990, to automatically fulfill all 54-60 credits in the General Education Curriculum, with 66-72 total credits remaining to complete in a WIU bachelor degree program.

Coconino County Community College

Dine College (formerly Navajo Community College)

Eastern Arizona College

Northland Pioneer College

Pima County Community College District

Tohono O'odham Community College

The Nationwide Block Transfer allows holders of prequalifying Associate of Arts (A.A.) or Associate of Science (A.S.) degrees from any regionally-accredited college or university in the United States to automatically fulfill 54-60 credits in the General Education Curriculum, with 66-72 total credits remaining to complete in a WIU bachelor degree program.

The Nationwide Pathway allows holders of a prequalifying Associate of Applied Science (A.A.S.) degree from any regionally-accredited college or university in the United States to automatically fulfill 60 credits (45 credits general education credits and 15 lower-division credits toward the major), with 66 total credits remaining to complete in the WIU Bachelor of Science in Business (BS.BUS) degree program.

Articulation agreement participants with more than 60 credits on their associate degree transcripts may have additional transfer credits applied to Common Body of Knowledge (CBK) and Core requirements at WIU, if equivalent courses were taken with at least a "C" grade.

Students wishing to participate in an articulation agreement at WIU must submit an official associate degree transcript. For more information students may contact their Enrollment Counselor.

Double 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, Bachelor of Arts) and residency requirements can be met. A minimum of 24 credits must be completed in residence at WIU for the second major. A maximum of nine credits (institutional and transfer) may be shared between both majors.

Students enrolled in Master of Arts or Master of Business Administration, with a specialty, programs may simultaneously complete two majors that lead to the same degree. Students enrolled in the general MBA program are not eligible for double major nor are students in a Master of Science program. A minimum of 15 credits must be completed in residence for the second major. All requirements for each major must be satisfied. No single major course may apply to both majors. The request for a second major must be indicated prior to enrollment in any of the major courses for the second major. Program requirements of the second major will be based on those in effect at the time of the request. Prior transfer and institutional credits will be evaluated for applicability to the new major. Only one diploma will be issued.

Students who wish to pursue the Accountancy Certificate in tandem with a degree program must complete 30 credits specific to the Certificate.

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

Second/Dual Degrees

Students may not be awarded more than one of the same degrees from WIU nor may they simultaneously pursue programs at different academic levels (Associate, Bachelor, or 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, including Information Technology majors, may earn one of each degree type: Master of Arts, Master of Business Administration, Master of Public Administration, and Master of Science. A minimum of 27 credits must be completed for the second degree. Second degrees may be pursued simultaneously or sequentially.

To petition for a second degree without reapplication for University admission, students must meet with their Academic Counselor prior to completion of the first degree. Students electing a second degree after

graduation must complete a new WIU Application for Admission.

Completion of the second degree will be based on degree requirements in effect at the time of request. Prior transfer and institutional credits will be evaluated for applicability to the new degree. All requirements must be met for the second degree including any capstone course. An official notice of acceptance will be issued by the Office of Student Records.

Minors

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

The specific courses required for minors can be found in the Academic Program Requirements section of the catalog.

Choice of Catalog

Students with uninterrupted attendance at the University will graduate under the curriculum and course requirements in effect at the time of their initial enrollment. However specific course prerequisites may change, and those in effect at the time the prerequisite course is taken will apply.

Changes of major or program will be evaluated under catalog requirements in effect at time of request. Students may choose to graduate under their original program requirements or change to the current catalog.

Change of Major or Program

Students who wish to change their major, program 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 Office of Student Records. A fee is assessed for the second and subsequent change requests made.

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

Transcripts

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

Transcripts may be requested in person, by mail or fax from the Office of Student Records. Students may also request transcripts 24/7 through the Transcripts on Demand link found in MyWIU. Requests will not be accepted from, or released to, third parties without a written permission from the student. Transcripts issued to students will be stamped "Unofficial Issued to Student."

Graduation

The University confers degrees on a weekly basis. In order to expedite the degree process students are asked to:

- Sign an exit interview form if they are a financial aid student. Forms are available at the Financial Aid office.
- Be in good academic standing (a cumulative GPA of 2.0 for undergraduate students and a cumulative GPA of 3.0 for graduate students).
- Clear any indebtedness to the University.
- Confirm that their contact information is current.

Once all degree requirements have been completed and the student has been financially cleared, a diploma and a set of transcripts will be mailed to them within five business days. The diploma will be issued with the name that was written on the student's original application.

Students who plan to enroll in an additional program at the University must remain out of attendance until their degree has been conferred. Associates degree recipients are exempt from the out of attendance requirement and may immediately enroll in courses required for the Bachelor degree.

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 12 credits of degree completion at the time of the ceremony are eligible to participate. Students who anticipate using credits transferred from another institution to qualify for participation must assure this has occurred prior to published deadlines. Students are notified by the Office of Student Records of eligibility. Students are allowed to participate in only one ceremony per degree earned. Participation in the commencement ceremony is not mandatory.

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

Graduation Clearance Procedure

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

Diploma Request Procedure

Students may order their diploma through MyWIU upon receipt of their final grade. Students who receive government financial aid must complete and sign an exit interview form available in the Financial Aid office.

The University will issue Associate degree diplomas to Bachelor degree-seeking students who have met the Associate degree requirements, providing the request is made prior to completion of 75 credits of coursework.

Students who have met all degree requirements and financial obligations may request from the Office of Student Records 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

Program completion deadlines have been established to ensure students graduate with a program of study based on current academic theories and disciplines as well as timely completion of relevant research. The following timelines have been determined as the maximums for completion:

- Associate of Arts degree five years
- Bachelor degree eight years
- Master degree six years
- Certificate three years

Credits in transfer will not be accepted after a student's program deadline. Students may request a Change of Catalog and re-evaluation under current program requirements. Deadlines will be calculated from date of matriculation into the new program. Graduation deadlines are not subject to appeal through the Student Appeal Process (SAP).

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:

- No more than two courses at the undergraduate level and one course at the graduate level may be approved as Independent Study.
- Courses available within two months at any reasonable location will not be approved as Independent Study.
- No Withdrawals (W), Drops, or Incomplete (I) grades may be issued for Independent Study courses. Students' earned grades will be posted at the end of the session. Students who do not fulfill Independent Study course requirements will receive an F.
- Once students have registered for an Independent Study, refunds will not be made.

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

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

WIU Writing Style

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

Late Assignment Policy

Acceptance of late assignments or make-up work is at the discretion of the instructor. No coursework is accepted after the end of the course.

If online students are unable to attend a live session they may still receive participation points by viewing the recorded class session and completing the alternative assignment option. However, this opportunity is not available for the last live class session as no assignments are accepted after the end of a course.

Grading Procedures

All credits issued for successfully completed WIU coursework are in semester increments. Students' official grades are posted by the Office of Student Records upon completion of each course. Grade reports indicate the course taken, the credits received and grade assigned.

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

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

Letter Grade	Grade Points	Grade Scale
A	4.00	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.00	63-66
D-	0.67	60-62
F	0.00	<60
I	Incomplete	
P	Pass	
NP	No Pass	
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 and sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next step in progression of ideas.

B= Grasps subject matter at a level considered to be good to very good. Is an active listener and participant in class discussion. Speaks and writes well. Accomplishes more than the minimum requirements. Work in and out of class is high quality.

C= Demonstrates a satisfactory comprehension of the subject matter. Accomplishes only the minimum requirements and displays little or no initiative. Communicates orally and in writing at an acceptable level for a college student, with acceptable understanding of all basic concepts.

D= Quality and quantity of work in and out of class is below average and barely acceptable.

F= Quality and quantity of work in and out of class is unacceptable. An F issued in conjunction with academic dishonesty will be noted as such.

I= INCOMPLETE (see section below).

NP= NO PASS. Quality and quantity of work in and out of class do not meet required competencies.

P= PASS. Quality and quantity of work in and out of class meet required competencies.

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

R= REPEAT. Posted with the first grade earned in a course that is later retaken.

W= WITHDRAWAL. Students who attend at least one class and miss at least three class sessions will receive a W. W grades do not factor into the GPA.

WV= WAIVER. Course academic content alternatively fulfilled. WV does not provide credit.

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

Pass/No Pass Option

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

The following guidelines apply:

- The choice to take a course under this option must be communicated to the Office of Student Records prior to the first class meeting.
- Undergraduate students may use P/NP for General Education courses only.
- Graduate students may use P/NP for undergraduate prerequisite courses only.
- Students under academic sanction may not register for courses using P/NP option.

Incompletes

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

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

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

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

Note: Incompletes are not awarded for Independent Study courses or SSC 105.

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. A fourth registration will not be accepted for any one course. Students who fail a required course three times will be academically dismissed from the University.

Course Audit Option

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

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

Academic Course Load

Students are expected to budget a minimum of two hours out-of-class study for each hour spent in class or completing online activities.

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

Program Sequence

University curriculum is expressly designed to support student progress toward degree completion by building on competencies from course to course. At the undergraduate level, knowledge acquired in lower division courses is utilized in the upper division courses. Specific skills and learning are expanded and deepened as students progress from Common Body of Knowledge to Core and, finally, to Major Coursework. Students are strongly encouraged to progress through degree requirements in the recommended sequence to assure they are best prepared for courses and to maximize success in achieving their degrees. Lower division credit will not be applied to major course requirements unless specifically specified by a WIU articulation agreement

In some cases, the University has identified that knowledge from a specific course is necessary prior to enrollment in a later course. These courses have been connected through a prerequisite requirement system at both the undergraduate and graduate level. Registration for designated courses is not allowed unless the prerequisite requirement has been met.

Additionally, students who do not achieve an acceptable grade (C at the undergraduate level, B at the graduate level) in a prerequisite course must be aware that they may not be adequately prepared for the subsequent course. Courses requiring prerequisites are identified in the Course Description section of this catalog.

Academic Standards

Grade point average (GPA) is determined by number of credits earned times grade points earned divided by total number of credits attempted. Undergraduate students must maintain a minimum GPA of 2.0. Graduate students must maintain a minimum GPA of 3.0.

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 statuses remain in effect for students who move between Axia (WIU) College and WIU programs. Assignment of academic statuses is not subject to review through the University appeal process.

Academic Notice

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

Academic Probation

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

Academic Suspension

Academic Suspension will result if a student fails to clear Academic Probation Status during the three course probationary period. After a period of one year a suspended student may petition through the Student Appeals Process. Upon approval to return, students must achieve an acceptable GPA within three courses. Students need to 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. Readmitted students are subject to admission, academic, and University policies in effect at the time of their readmission to WIU. 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 or Disqualification. Academic Dismissal may also occur due to academic dishonesty and/or plagiarism, violation of the Student Code of Conduct, or three failures of a required course. Students who are academically dismissed from WIU are not eligible for readmission at any future time. There is no appeal to this classification.

Academic Disqualification

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

Student Rights & Responsibilities

Nondiscrimination Policy

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

Family Educational Rights and Privacy Act (FERPA) and Consumer Privacy Policy

University student records are confidential for all schools receiving funding under programs administered by the U.S. Department of Education in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Generally, information pertaining to a student record is not to be released to a third party without written consent via a FERPA Release form, judicial order, or a lawfully issued subpoena.

Access to Education Records

FERPA regulations require the University to comply with the students' right to inspect and review their academic records by responding within 45 days from the time the University receives a written request to access their records. However, The Office of Student Records will respond to student's requests to review their records within 14 days from receipt of the request. Students should submit their request to the Office of Student Records and specify the record(s) they wish to inspect or have a copy.

Note: Under FERPA, a student is defined as an individual who is or has attended at an educational institution. Students with at least one positive attendance posted are considered a student.

Education records are defined as all records, files, documents and materials containing information directly related to a student; and maintained by an educational institution.

The following are not education records:

- Personal records maintained by an individual; must be kept in the sole possession of the individual and are not accessible to others.

- Records of the law enforcement unit of an educational institution
- Personnel records; records related to a person as an employee not used for any other purpose.
- Medical records
- Records created after the student is no longer a student; alumni records.

Release of Information

In compliance with FERPA, a University designated representative without prior written or authorized electronic consent of the student, a judicial order, or a lawfully issued subpoena can release the following education record information, provided the student does not have a FERPA hold on record.

- Student name
- Home address
- Email address
- Home telephone number
- Year of birth
- Date of Admission
- Dates of Attendance
- Program of Study
- Degree completion date and type
- Student current enrollment status
- Most recent previous institution attended and degree
- Grade level
- Photographs
- Honors and awards received
- Participation in officially recognized activities

Exception: If a student submits written request via a FERPA Disclosure Prevention Request form that directory information not be released to a third party, NO INFORMATION can BE RELEASED, absent a judicial order or a lawfully issued subpoena. A FERPA Disclosure Prevention Request is valid throughout the student's enrollment.

To remove a FERPA Disclosure Prevention Request, the student must complete and submit a FERPA Disclosure Prevention Rescind form to the Office of Student Records.

To remove previously authorized parties from his record, the student submit a written request form listing all parties' information should not be released to the Office of Student Records.

Information Not Released

In compliance with FERPA, the following student information shall **not** be released by the University without prior written or authorized electronic consent of the student, a judicial order, or a lawfully issued subpoena. The student's signature on a written request is verified before processing the request.

- Place of birth*
- Month and day of birth*
- SSN/Student ID Number**
- Grades
- GPA
- Course schedules
- Employment information
- Academic performance information
- Admission information
- Financial/ accounting information

*Although this information may be disclosed without prior written consent according to FERPA, the University's policy is to maintain the confidentiality of this student information. The University will notify students to provide contact information directly to a third party when this information is requested.

**Student IDs, SSNs, or PINs should not be released to a third party, unless it is necessary to perform a required task (e.g. Student Financial Agreement, FBI Request, etc.). These non-directory identifiers should not be released or verified, even with a signed FERPA release form, in order to avoid the risk of personal identity theft.

Note: Non-directory information can only be released to third parties via telephone or in-person if the student has provided written or authorized electronic consent including a security word. If the student does not complete the release information, including security word, information is not released via telephone or in-person. In person requests also require a photo ID to validate identity.

Note: Western International University students who are minors and/or dependents are protected by FERPA. All third party inquiries, including parents, require a FERPA Release Form on file unless the third party meets one of the definitions under FERPA allowing access without prior written or authorized electronic consent from the student (e.g. legitimate educational interest, power of attorney, etc.).

Exception: The University can release information to school officials with legitimate educational interest. The University can release information under the following conditions:

- School officials^[1] with legitimate educational interest
- Person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials such as Apollo Group, Aptimus, Protiviti, ACS, UNISA, National Student Clearinghouse, Paradigm, Nelnet Scholarship Management Education Sales Management, Double Positive., and other services.
- Other schools a student seeks or intends to enroll
- Specified officials for audit and evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting studies for, or on behalf of, the school.
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, pursuant to state law.
- U.S. Immigration and Customs Enforcement (formally Immigration and Naturalization Service (INS)), in compliance with the Student Exchange Visitor Information System (SEVIS) program.
- Under uniting and strengthening America by providing appropriate tools required to Intercept and Obstruct Terrorism Act (USA PATRIOT ACT) of 2001, Section 507 amends FERPA and allows institutions to disclose—without consent or knowledge of the student—PII (Personally Identifiable Information) from the student's education records to the Attorney General of the United States or to his designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in section 2331 of title 18 United States Code. Institutions that, in good faith, produce information from education records in compliance with an ex parte order issued under this amendment "shall not be liable to any person for that production."
- Under the Campus Sex Crime Prevention Act, institutions may disclose information concerning registered sex offenders who are required to register under the Violent Crime Control & Law Enforcement Act.

^[1] A school official is defined as:

1. A person employed by the University in an administrative, supervisory, academic, research, or support staff position.
2. A person employed by or under contract to the University to perform a task.
3. A person serving on an institutional governing body or committee.

- The institution may disclose the results of a disciplinary proceeding if the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and found to violate the institution's policies and procedures with respect to the allegation. Disclosures can only be made if the institution determines the student violated policies and such disclosures must only include student name, violation committed, and sanction imposed against the student.
 - The institution must disclose, upon written request, to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased because of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.
 - The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions.
 - If a student initiates legal action against an educational institution, the institution may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the institution to defend itself.
 - The disclosure is to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986.
- o enforce terms and conditions of the aid.
 - Disclosing information to state and local officials to whom this information is specifically allowed to be disclosed pursuant to state laws if the allowed disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released
 - Performing studies on behalf of educational institutions
 - Disclosing information to accrediting organizations carrying out their function
 - Complying with a judicial order or lawfully issued subpoena; provided notification to the student is made before complying with the subpoena
 - Performing responsibilities as committee members

The University can disclose PII, directory and non-directory, without student consent if the disclosure meets one of the following conditions:

1. This disclosure is to other school officials whom we determine have legitimate educational interest.
2. The disclosure is to officials of other schools where the student seeks or intends to enroll.
 - a. The disclosure is, subject to requirements of 34 CFR §99.35, to authorized representatives of the Comptroller General of the United States, Secretary, or state and local educational authorities.
3. The disclosure is in connection with financial aid ^[2]the student has applied for or received, if the information is necessary for such purposes as to determine
 - a. eligibility for aid,
 - b. amount of aid,
 - c. conditions for aid, or
 - d. enforce terms and conditions of the aid.
4. Students requesting demographic or PII on other WIU students for survey/research purposes must be approved.

A school official has a legitimate educational interest if:

- Performing a task specified in his/her job description/contract
- Performing a task related to a student's education
- Providing a service or benefit relating to the student or student's family
- Representing a school in which a student seeks to enroll
- Disclosing information to federal and state authorities auditing compliance of federal or state-support programs
- Disclosing information in connection with financial aid, if the information is necessary for such purposes as to determine
 - o eligibility for aid,
 - o amount of aid,
 - o conditions for aid, or

^[2] Financial aid means a payment of funds (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution [authority: 20 U.S.C.1232g (6)(1)(0)]

5. The University shall retain a record of student information disclosed to a third party if disclosure does not fall under a FERPA exception. This information is made on University computer system containing dates, names, and reasons for release.
6. Students shall have reasonable access to their educational records and may request to review and challenge the contents, which they feel to be inaccurate, misleading, or otherwise in violation of their privacy or other rights. FERPA regulations require the University to comply with the students' right to inspect and review their academic records by responding within 45 days from the time the University receives a written request to access their records. However, the Office of Student Records will respond to student's requests to review their records within 14 days from receipt of the request. Students should submit their request to the Office of Student Records and specify the record(s) they wish to receive copies of or inspect.

Procedure

Students alleging their University records are inaccurate or misleading, or who allege violations of FERPA, may present their challenges to the Office of Student Records.

Students have the right to correct record keeping errors, but not to seek to overturn administration decisions and/or assessments. The Office of Student Records shall review students' challenges and, when appropriate, amend students' records accordingly. Students will be notified within 14 days of the actions by the Office of Student Records and based on the action may request a formal hearing.

- Student must submit request for amendment in writing to the Office of Student Records identifying the specific portion of his/her record s/he wants changed and why s/he believes it's inaccurate or in violation of his/her privacy. The Office of Student Records will respond to the request within 14 days.
- If the University denies the request to change the record, the Office of Student Records will notify the student of the decision and advise him/her of his/her right to challenge the information.
- Students' request for a formal hearing must be made in writing and submitted to the Vice President of Campus Operations. The Office of Student Records will arrange for a hearing, and notify the student within 14 days from the

receipt of the request of the date, place, and time of the hearing. Students may present relevant evidence and may be assisted or represented at the hearings by one or more persons of their choice, including an attorney, at the student's expense.

- A hearing panel appointed by the Office of Student Records shall represent the University. The panel shall consider all relevant evidence supporting students' allegations of inaccurate or misleading information in students' records. Decisions of the panel will be final.
- The University will provide a written decision within 14 days of the hearing based on evidence presented at the hearing and will include a summary of evidence presented and the rationale for the decision.
- If the University decides that the challenged information is not misleading, inaccurate, or in violation of the student's privacy rights, it will notify the student within 14 days of his/her right to place in the record a statement commenting on the challenged information or a statement of reasons for disagreeing with the decision.
- The statement will be maintained as a part of the student's record as long as the contested portion is maintained. If the University discloses the contested portion of the record, it must also disclose the statement.
- If the University decides the information is inaccurate or in violation of the student's right of privacy, it will amend the record and notify the student within 14 days, in writing, that the record has been amended.

Exception: Students may not inspect and review the following, absent a judicial order or legally issued subpoena:

- Confidential letters and recommendations for which they have waived their rights of inspection
- Educational records containing information about more than one student (access is permitted only to that part of the record concerning the inquiring student).
- Records of instructional, supervisory, administrative, and certain educational personnel, which are in the possession of the originator.
- Records connected with an application to attend the University if the application was denied. (e.g., a student is enrolled in an

undergraduate program and applies for admission to a graduate program but is denied.)

- Western International University cannot deny students access to their records
- Copies do not need to be provided, unless by not providing copies, the student's rights are denied.

Exception: The University may not release foreign transcripts to students. Copies of transcripts from other schools can be released if extenuating circumstances exist. These circumstances include schools no longer in existence or are located in countries undergoing civil strife. A fee (\$7) is charged for transcript copies in these circumstances.

- The University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations, absent a judicial order or legally issued subpoena:
 - Student has an unpaid financial obligation with the University.
 - The University issues transcripts for students who have filed for bankruptcy provided WIU obtain a copy of the bankruptcy petition filed with the courts.
 - There is an unresolved disciplinary action against the student.
- Students have the right to file a complaint with the FERPA office in Washington, D.C., inquiries should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
- For a period of 25 years following the death of a student, requests for education records on deceased students must have written authorization from the estate executor
 - Beyond this time, requests for these records may be released to anyone after review and approval from the Office of Student Records.
- Education records are released pursuant to judicial orders or lawfully issued subpoenas, but only after the student are 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:

Office of Student Records
9215 N Black Canyon Highway
Phoenix, AZ 85021
(602) 943-2311 Fax (602) 383-2210

The University is required to provide students a copy of its FERPA policy annually and upon written request from the student. Current and prospective students can obtain a copy of the FERPA policy at:

<http://www.west.edu/pdfs/WIU-Catalog.pdf>.

Solomon Act

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

Disability Services

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

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

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

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

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

Harassment Policy

It is the policy of Western International University that the educational environment at all campuses is free of all forms of improper or unlawful harassment including sexual harassment or sexually offensive conduct. Faculty, staff or student conduct which violates this policy includes, but is not limited to:

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

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

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

Student Code of Conduct

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

By virtue of membership in the University's academic community, students accept an obligation to abide by the Student Code of Conduct. WIU students are expected to uphold the image and reputation of the University. Behavior, either on or off campus, that is determined to impair, interfere, or obstruct the opportunities of others to learn or that disrupts the mission, processes, or orderly

functions of the University will be deemed misconduct and shall be subject to appropriate disciplinary action.

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

- Verbal, written, or physical abuse of any person or conduct that threatens the health or violates the personal safety of any member of the faculty, staff, or member of the student body.
- Obstruction or disruption of teaching or other components of the academic process, administration or University activity.
- Harassment, sexual or otherwise, or intimidation of any kind that has the effect of creating a hostile or offensive environment for a member of the University community.
- Theft of University property or of property of a member of the University community on campus.
- Willful, wanton, or reckless damage to University premises, property or the property of a member of the University community.
- Fraud, forgery, alteration, falsification or unauthorized use of documents, University records, or instruments of identification or presenting false information during a University investigation.
- Failure to comply with published University policies or reasonable directives of University officials while performing their duties.
- Failure to conform to University guidelines regarding use of University computer or communication systems, authorized use of University equipment, intellectual property or information systems.
- Unlawful manufacture, distribution, dispensation, possession, or use of alcohol and/or controlled substances on the University premises or during University activities; participation in any University activity while under the direct or residual influence of any controlled substance, alcohol, misused or overused legal drugs.
- Possession, use, sale or distribution of any firearms, fireworks, explosives, illegal drug paraphernalia, dangerous weapons or any other materials/substances prohibited by law on University premises or at University sponsored events (not applicable to law enforcement officers required to carry firearms at all times).
- Unauthorized use of the University's name or logo that is the property of the University.
- Violation of local, state or federal statutes or University regulations.
- Hazing (any action which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of admission or initiation into or affiliation with a University-sanctioned organization.)

Academic Violations

- Plagiarism – representing the words or ideas of another as one’s own or unlawful use or acquisition of copyrighted works.
- Copyright infringement – Acquisition or use of copyrighted works without appropriate legal license or permission. This includes illegal peer-to-peer file sharing.
- Cheating – intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Submitting work that had been prepared for a different course.
- Facilitating Academic Dishonesty by intentionally or knowingly helping or attempting to help another student violate academic integrity.

Academic Conduct

Academic Integrity is expected of all students. All WIU students are responsible for reading and upholding the Student Code of Conduct, which serves to designate the rules governing academic work so that a healthy community of learning is achieved. A healthy academic community is one in which an individual student’s academic competency is measured and evaluated fairly and honestly and one in which no student is disadvantaged by someone else’s dishonesty. All academic work submitted must be properly cited in the body of work and represent the student’s original effort and product. Where outside sources are used as references, all work submitted by the student must identify the original source and make clear the extent to which the sources have been used. The following acts of dishonesty help define those behaviors which violate academic integrity: plagiarism, cheating on an examination, forging an instructor’s signature, copying themes or tests from other students, stealing an exam that has not yet been administered, deliberately allowing another student to submit your work as his/her own, submitting identical work in more than one course, altering college records, enlisting another person to write a paper for any class, or conduct detrimental to the student or other members of the class. A student found aiding another in the activities is also subject to sanction. Similarly, other forms of academic dishonesty include:

- a. Plagiarism – Intentional or unintentional representation of another’s words or ideas as one’s own in an academic exercise.

Examples of plagiarism include but are not limited to:

The exact copy of information from a source without proper citation and without use of quotation marks or block quotation formatting. If any words or ideas

used in a class posting or assignment submission do not represent the student’s original words or ideas, the student must distinguish them with quotation marks or a freestanding, indented block quotation (for a quotation of 40 or more words), followed by the appropriate citation in accordance with the Publication Manual of the American Psychological Association. When a student copies information from a source, he or she must acknowledge the source with quotation marks or block quotes irrespective of whether or not the source has been formally published.

Paraphrasing statements, paragraphs, or other bodies of work without proper citation using someone else’s ideas, data, language, and/or arguments without acknowledgement.

Presenting work as the student’s own that has been prepared in whole or part by someone other than that particular student. This includes the purchase and/or sharing of work.

Failure to properly cite and reference statistics, data, or other sources of information that are used in one’s submission.

- b. Self-plagiarism, double dipping, or dovetailing – Submission of work that has been prepared for a different course without fair citation of the original work and prior approval of faculty.

Students who submit assignments that were previously submitted in another course are subject to the same consequences they would face if they plagiarized these assignments. The use of one’s previous work in an assignment requires prior approval from the current faculty member and citation of the previous work.

- c. Fabrication – Falsification or invention of any information, citation, data, or document.

This includes the invention or alteration of data or results, or relying on another source’s results in any assignment without proper acknowledgement of that source. Fabrication includes citing sources that the student has not actually used or consulted.

- d. Unauthorized Assistance – Use of materials or information not authorized by the faculty member to complete an academic exercise, or the completion of an academic exercise by someone other than the student.

Students must rely upon their own abilities and refrain from obtaining assistance in any manner that faculty does not explicitly allow. This includes but is not limited to providing or receiving answers to an exam, use of faculty materials or answer keys, or a student having someone take his or her exam.

- e. Copyright infringement – Acquisition or use of copyrighted works without appropriate legal license or permission. This includes illegal peer-to-peer file sharing.
- f. Misrepresentation – Falsely representing the student's situation to faculty when (1) justifying an absence or the need for a complete grade; or (2) requesting a makeup exam, a special due date, or extension of a syllabus or class deadline for submitting a course requirement.
- g. Collusion – Helping or allowing another student to commit any act of academic dishonesty.

Students charged with a violation of academic integrity are subject to progressive disciplinary action under the Student Conduct Review Process

Conduct Review Process

All charges alleging violations of the WIU Student Code of Conduct are subject to a fair and impartial process to determine whether or not a violation has occurred. Depending on the severity of the charge, a violation may result in a warning or review through the following process. Charges alleging violations of the Student Code of Conduct must be submitted in writing to the attention of the Director of Academic Affairs, Associate Director of Student Operations, or their designees. Charges related to student records should be submitted to the attention of the Associate Director of Student Operations.

Investigation

Allegations will be investigated in a prompt and reasonable manner. Relevant evidence may include, but not be limited to, pertinent documents and statements from witnesses. While an alleged violation is under investigation, a student may be removed from class, campus-sanctioned events, and other University functions.

Notification

A student who is charged with a violation of the Student Code of Conduct will be notified of the specific charge(s) in writing by a Charging Letter sent via Certified Mail, Return Receipt Requested, or comparable means, and given ten (10) business days to submit a written response to the designated University official.

Failure of a student to respond to the Charging Letter will result in suspension from the University following completion of the current course if the student is then actively attending classes and is not subject to immediate suspension.

In those instances where the University determines the conduct does not warrant a Charging Letter, it may

choose to issue a Warning Letter and/or provide counseling to the student. Note: A Warning Letter is not appealable.

Student Response

A student response acknowledging guilt will be sent to the Assistant Dean, the Associate Director of Student Operations, or their designee who will determine the appropriate sanctions.

A student response denying the charge(s) will follow the committee process outlined below.

Disciplinary Review

The University Academic Council Review Committee (UACRC) will convene to review the file and make findings and recommendations to the Director of Academic Affairs or the Associate Director of Student Operations, who has the ultimate authority to accept, reject, or modify the recommendations and render a decision.

The decision shall be sent via Certified Mail, Return Receipt Requested, or comparable means.

In accordance with the requirements under the Higher Education Opportunity Act (HEOA), upon written request, WIU will disclose to an alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the alleged crime or offense, the WIU will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

In accordance with the requirements under the HEOA, in cases of an alleged sex offense, both the accuser and the accused will be informed of the committee determination involving an alleged sex offense, including any sanction that is imposed.

Sanctions

If a violation is found, disciplinary sanctions shall be based on the seriousness of the situation and may include, but are not limited to, documented counseling by a University staff member, loss of academic credit, action plan (must be approved by the Office of Dispute Management), suspension and/or expulsion. Students are responsible to pay for courses interrupted by the Conduct Review Process if the investigation results in a sanction.

A recommendation of expulsion by the decision maker shall be reviewed by the WIU Executive Review Committee and the Office of Dispute Management before that sanction is communicated to the student.

Appeals

In those instances where students are found to be in violation of the Student Code of Conduct, they may appeal the decision to the Executive Review Committee (ERC) is usually comprised of the Chief Academic Officer, the Vice President of Operations, and the Executive Director of University Services (or their respective designees). The decision of the ERC is final and shall be communicated directly to the student and the campus, except in the case of a decision by the ERC supporting a campus recommendation of expulsion.

If the sanction against the student is expulsion, the review of the appeal shall be conducted by the University President. The decision of the University President is final and will be communicated directly to the student and administration.

Student Grievance

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. In all situations, it is expected that the parties involved attempt to resolve the issues between themselves. However, when this is not possible, the University grievance process is available to facilitate resolution.

Students who are alleging discrimination, harassment, or a violation of University policy must present their grievance in writing to the Director of Academic Affairs, Associate Director of Student Operations, or designee, as appropriate, within six (6) weeks of the incident. Such grievances are to be heard by the University Academic Council Review Committee (UACRC) which is comprised of University faculty and facilitated by a University administrator. A decision based upon UACRC's recommendation may be appealed to the Office of Dispute Management (ODM) for review by the Executive Review Committee within ten (10) days of the date the student receives the decision from the campus committee.

Other grievances must be submitted in writing to the Office of Dispute Management (ODM), which will determine the appropriate course of action or render a decision. Grievances relating to financial aid, account balances, or collections must be reviewed by University management before being submitted to ODM. When such a grievance is received by ODM, the student will be provided guidance to file an appeal to be reviewed by

the Financial Executive Review Committee (FERC) for a final decision if it cannot be resolved informally. Please Contact:

Office of Dispute Management
4615 East Elwood St
Mail Stop AA-S401
Phoenix, AZ 85040
Phone: 602-557-1621

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 and should be submitted accordingly.

Student Grade Appeal

Students must initiate all inquiries regarding a final course grade within six weeks of the end of the course. Students must first contact the faculty member involved to attempt to resolve the issue. The faculty member is required 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. Appeals must include a letter summarizing the request, all relevant supporting materials, and documentation of attempts to reach the faculty.

No grade appeals will be considered if not submitted within six weeks of the course end date.

Student Appeals Center

Students may submit requests for exception to University policy in writing through their Academic Counselor for submission to the Student Appeals Center (SAC), which will determine the appropriate course of action or render a decision. Certain University policies, such as academic statuses and program deadlines, may not be appealed. It is incumbent upon the student to submit all relevant information and supporting materials with the initial appeal. All appeals must be initiated within published time frames. Transfer credit appeals must include course materials for courses in question. Academic Counselors can provide students further information regarding submission to SAC. Students will receive a written response within two weeks of appeal submission.

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.

Students must contact the State Board for further details.

State Boards

In Arizona, the student may contact the Arizona State Board for Private Postsecondary Education, 1400 W. Washington, Room 260, Phoenix, AZ 85007, telephone (602) 542-5709.

In Georgia, the student may contact the Georgia commission, Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, GA 30084 Telephone: 770-414-3306.

In Tennessee, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830, telephone (615)741-5293.

In Washington, the student may contact the Higher Education Coordinating Board/Degree Authorization, 917 Lakeridge Way SW, P.O. Box 43430, Olympia, WA 98504-3430, telephone (360) 753-7869.

You may obtain a copy of the University's accreditation and/or license documents, or information on how to contact any of the agencies that regulate the University, by contacting Apollo Legal Department at (480) 557-1818.

Student Computer Requirements

All students enrolling at WIU are required to have regular access to a computer with Microsoft Office (at least 3 or 4 times a week) to complete required written coursework and to access discussion questions, 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 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.

Microsoft Windows

• **Minimum hardware**

Processor: Pentium III 1Ghz or equivalent

Memory: 512 MB

Hard Drive: 20 GB

Video Card Memory: 128 MB

• **Recommended hardware**

Processor: Pentium 4 Dual Core or equivalent

Memory: 1 GB

Hard Drive: 160 GB

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Video Card Memory: 256 MB

• **Operating system & software**

Windows XP or newer

Internet Explorer 7 or newer

Mozilla Firefox 3.x or newer

Microsoft Office 2003 or newer

Adobe Reader

Apple OS X

• **Minimum Hardware**

Processor: PowerPC G4

Memory: 256 MB

Hard Drive: 20 GB

Video Card Memory: 64 MB

• **Recommended hardware**

Processor: Intel Core Duo 1.83GHz or faster processor

Memory: 1 GB

Hard Drive: 160 GB

Video Card Memory: 128 MB

• **Operating system & software**

Mac OS X v10.4 or newer

Firefox 3.x or newer

Safari 3.2 or newer

Microsoft Office 2004 or newer

Adobe Reader

Additional Requirements for Online Students

(Windows and OS X)

- Adobe Flash Player 10 or newer
- Acrobat Connect meeting add-in
- High-speed Internet access (DSL/cable or wired connection)
- Headset with microphone
- Monitor with minimum 1024 x 768 resolution
- MS Office – including Word, Excel, and PowerPoint
- Virus protection software with current updates

Laptop Requirement

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

Minimum laptop requirements are as follows:

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

WIU Computer Resources

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

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

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

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

- Nothing may be downloaded from the Internet or saved to the PCs. Materials may be downloaded or saved to portable media.
- The set up of the PC may not be altered in any way, without the express permission of the WIU IT Department.
- No more than one copy of a document may be printed on University provided printers except when students are required to pay for printing.
- Users may occupy only one computer at a time.

- No inappropriate (pornographic or other) websites may be visited.
- During high usage times, use of the computers is limited to 30 minutes.
- No food or drink is allowed in the LRCs or Computer Labs.
- All computer users must adhere to the Student Code of Conduct.
- Students are responsible to report observed violations.
- Staff members must be notified of any computer problems immediately. Users should not attempt to correct problems themselves.

On Campus Rules

The following rules are enforced at all WIU Campuses:

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

Tuition & Fees

Tuition payment is due prior to the first class meeting or in accordance with a student's stated payment plan. See the following pages for details.

Type of Fee	Amount	Amount Active Duty Military*	When Due
Application Fees			
Resident	\$25	\$25	
International	\$25	\$25	
Curriculum Tuition Per Credit			
Undergraduate- Lower Division	\$400	\$250	
Undergraduate- Upper Division	\$425	\$250	
Undergraduate - Lower Division <i>Interactive Online</i>	\$400	\$250	
Undergraduate - Upper Division <i>Interactive Online</i>	\$485	\$250	
Graduate	\$570	\$250	
Graduate - <i>Interactive Online</i>	\$570	\$250	
Credit Awarded (per Credit)	\$75	\$75	Paid upon notification
EBooks			
Undergraduate	\$60	\$60	
Graduate	\$75	\$75	
Miscellaneous Charges:			
Change of Major/Program/Catalog			
First	No Charge	No Charge	
Subsequent Requests	\$50	\$50	Paid Upon Request
Independent Study	One Credit	One Credit	Paid Upon Request
Transcript	\$7	\$7	Paid Upon Request
Overnight/International Rush Transcript	\$50	\$50	Paid Upon Request
Diploma			
Overnight/International Rush Diploma	\$50	\$50	Paid Upon Request
Additional Diploma Copy (limit one)	\$30	\$30	Paid Upon Request
Student ID Card replacement	\$10	\$10	Paid upon notification
Declined Credit Card	\$30	\$30	Paid upon notification
Returned Check	\$25	\$25	

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

TUITION AND RATES ARE EFFECTIVE JULY 1, 20210

ALL FEES ARE NON-REFUNDABLE • TUITION AND FEES ARE SUBJECT TO CHANGE

Financial Policies & Procedures

Payment Plan Policies

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

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

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

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

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

Cash Payment Plan

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

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

Tuition Reimbursement Plan

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

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

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

Third Party Billing Plan

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

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

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

Financial Aid Plan

Students may be eligible for the Federal Pell Grant, Academic Competitiveness Grant (ACG), Science and Mathematics Access to Retain Talent (SMART) Grant, and Supplemental Educational Opportunity Grant (SEOG) Programs and/or the and Federal Direct Loans (Stafford subsidized, unsubsidized and Plus Loans and the Perkins Loan program). All students seeking federal financial aid benefits must be admitted to a financial aid eligible degree or certificate program.

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

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

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

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

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

Veterans Educational Assistance

Formal application for admission to the University should be completed before applying for Veterans Educational Assistance. Each WIU program, course, and location requires separate Arizona Department of Veterans' Services approval for the training of veterans. Students should contact their local campus for information on current approved programs.

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

VA benefit eligibility and assistance rates vary depending on each individual's military history and the educational program being pursued. Only the Department of Veterans' Affairs can determine a VA applicant's eligibility.

To contact a Department of Veterans' Affairs representative, students may call toll free 1-888-442-4551.

To avoid overpayments, VA educational benefit recipients should promptly report any changes in enrollment or dependency status to the VA Administrator at the University and the Department of Veterans' Affairs. The University is required to notify the Department of Veterans' Affairs within 30 days of a change in student status during previously certified periods of enrollment. Changes include withdrawal, reduction in training time, and unsatisfactory academic progress or conduct. Upon receipt of the notice, the Department of Veterans' Affairs is required to take prompt and aggressive action to recover benefit overpayments.

Veteran and Active Duty Spouse Discount

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

DANTES Reimbursement

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

Refund Policy

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

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

1. Withdrawal from a course after only one attendance and prior to the third class meeting of a 3 or 4 credit course. Refund 100% of tuition paid.
2. Withdrawal from a course after two attendances and prior to the fourth class meeting of a 3 or 4 credit course. Refund of 75% of tuition paid.
3. Tuition paid for a course from which the student withdraws during the refund period will remain on account to apply to the next course taken. All requests for refunds must be submitted in writing to the Finance Office. The University requires 30 days for processing.

Please note: The refund policy of the state where online students reside will be used to calculate their refund amount. The refund policy of the state where Ground students attend class will be used to calculate their refund amount.

Georgia

Students in the state of **Georgia** will have tuition refunded using the University's Institutional Refund Policy with the following exceptions:

- 1) Students have the right to a full refund of all monies paid, including application fee, if they withdraw within three (3) business days after signing the Enrollment Agreement.
- 2) Students who withdraw from a course after three or four attendances and prior to the fifth class meeting of an eight week course. Refund 50% of tuition paid.
- 3) Refunds will be paid within 30 days of the student's official withdrawal.
- 4) A student who is out of attendance for 29 days will be considered withdrawn.

Kentucky

Students in the state of **Kentucky** will have tuition refunded using the University's Institutional Refund Policy including the following exceptions:

- 1) A student who cancels his or her enrollment anytime before the start of the first class session in his or her program of study will receive a full refund of all monies paid.
- 2) The University may retain 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less, for students who fail to enroll in the enrollment period for which advanced payment was made.
- 3) Refunds will be paid within 30 days of the student's official withdrawal. A student who is out of attendance for 30 days will be considered withdrawn.

Tennessee

Students in the state of **Tennessee** will have tuition refunded as follows:

- 1) Students who cancel within three (3) business days of signing the Enrollment Agreement will receive a full refund of any tuition paid.
- 2) If the University cancels or discontinues a course, the University will make full refund of all course charges.
- 3) Students are eligible for a tuition refund under the following conditions:
 - a) Withdrawal from a course on or before the first day of class: Refund 100% of all amounts paid for the course enrollment, less a \$100 administrative fee.
 - b) Withdrawal from a course after the course commences and prior to the second class meeting: Refund 75% of amounts paid for the course enrollment, less a \$100 administrative fee.
 - c) Withdrawal from a course after the second class meeting and prior to the third class meeting: Refund 25% of amounts paid for the course enrollment, less a \$100 administrative fee.
 - d) 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 refund must be submitted in writing to the Finance Office. The University requires 30 days for processing.

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

Wisconsin

Students in the state of **Wisconsin** will have tuition refunded using the University's Institutional Refund Policy including the following exceptions:

- Students have the right to cancel enrollment until midnight of the third business day after receipt of the enrollment agreement and receive a full refund of any tuition paid.
- Students may withdraw from a course after instruction has started and receive a pro rate refund for the unused portion of the tuition

paid if the student has completed 60% or less of the instruction or if 60% or less time has elapsed from the scheduled start date, whichever comes first.

- Refunds will be paid within 30 days of receipt of the student's notice of cancellation or withdraw.
- If the University cancels or discontinues a course or educational program, the University will make full refund of all charges.

Additional Refund Policies for Students Receiving Financial Aid

Financial Aid students who drop a course will have any related financial aid funds held on account and applied toward future tuition. Students who have not reentered the program after 29 days, or as of the agreed upon return date, will have a refund calculation done based on federal methodology.

The requirements for federal financial aid when a student withdraws are separate from the *Institutional Refund Policy* and *State Refund Policy*. Therefore, a student may still owe funds to the University to cover unpaid institutional charges. Federal regulations specify how the University must determine the amount of federal financial aid funds earned when a student withdraws from the University.

The percentage of federal financial aid earned for withdrawal is equal to the percentage of the payment period completed by the student. If the day the student withdrew occurs after the student has completed more than 60% of the payment period, the student is considered to have earned 100%. The percentage of the period completed is calculated as follows:

$$\frac{\text{Number of Calendar Days Completed in Payment Period}}{\text{Total Number of Calendar Days in Payment Period}}$$

Return Calculation

The amount of federal financial aid earned by a student will be calculated by determining the percentage of federal financial aid earned and applying this percentage to the total amount of federal financial aid disbursed and that could have been disbursed for the payment period. The payment period is defined as one-half of an academic year.

For purposes of determining earned federal financial aid, a student's aid is considered as disbursed in the return calculation if it is disbursed as of the date the University determined the student withdrew.

Timeline

The University will return the amount of federal financial aid for which it is responsible as soon as possible but no later than 45 days after the date the University determines that the student has withdrawn.

Timeframe for Returning an Unclaimed Credit Balance

If the University attempts to disburse a credit balance by check and the check is not cashed, the University must return the funds no later than 240 days after the date the University issued the check. If a check is returned to the University or an EFT is rejected, the University may make additional attempts to disburse the funds, provided that those attempts are made no later than 45 days after the funds were returned or rejected. When a check is returned or an EFT is rejected and the University does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

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

Financial Requests and Dispute Process

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

All student requests for finance-related policy exceptions or disputes must be submitted through the student's Finance Counselor within six (6) weeks from the disputed charge date. The request must include all relevant documents or statements of support. The Finance Office will review the student's submission as well as any other relevant information and render a written decision within two weeks from receipt of the request.

Appeals of the Finance Office decisions may be submitted to the Office of Dispute Management online at <http://www.west.edu/WIU-Contact-Information.htm> or in writing to the following address.

Office of Dispute Management
4615 East Elwood Street,
Mail Stop AA-G105
Phoenix, Arizona 85040
Phone: 602-557-1621

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

In all cases of financial dispute, if issues cannot be resolved through the University's procedures, students may file a complaint with the state in which the student resides. Please refer to page 36 for State Board information.

Financial Aid

Western International University (WIU) participates in five Federal 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. 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 must reapply for financial aid loans and grants every academic year. Normal processing time is 30 to 60 days. Students must complete the coursework 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 Finance 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 Federal Financial Aid recipients. Those students not making satisfactory academic progress may be academically disqualified and/or financial aid disqualified.

Federal Pell Grant Program

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

Academic Competitiveness Grant

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

This Grant will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are eligible for a Federal Pell Grant and who have successfully completed a rigorous high school program, as determined by the state or local education agency and recognized by the U.S. Department of Education. Second year students must maintain a cumulative grade point average (GPA) of at least 3.0.

The National SMART Grant

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

Federal Stafford Student Loans (Subsidized and Unsubsidized)

William D Ford Federal Direct Loan Program (DL)

Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education; Direct Loans include subsidized and unsubsidized Direct Stafford Loans, Direct PLUS Loans, and Direct Consolidation Loans. The student or parent will repay these loans directly to the U.S. Department of Education.

Federal Stafford Loans are low-interest loans. These loans are not credit-based. A subsidized loan is awarded on the basis of financial need. A student is not charged interest before repayment begins or during deferment periods. The federal government subsidizes the interest during these periods of time.

An unsubsidized loan is not awarded on the basis of need. A student will be charged interest from the time the loan is disbursed until it is paid in full. A student may allow the interest to accrue while in school or during other periods of nonpayment. It will be added to the principal amount of the loan and additional interest will be based on the higher amount. The student may choose to pay the interest as it accumulates.

Students cannot borrow more than his or her cost of education at WIU less any other financial aid received. Other financial aid could include, but is not limited to, tuition assistance, scholarships, or money paid by a third party on the student's behalf for their education. 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 Finance 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.

Federal PLUS Loans

The Federal PLUS Loan is available to parents of dependent and graduate students. This loan is a low-interest, non-need based, credit based federal loan. The Department of Education determines credit worthiness. Normally, repayment begins 60 days from the date the loan is fully disbursed by the Department of Education. However, in some cases, the Department of Education may approve a deferment. Students should contact the Department of Education to receive more information. The loan may be paid back over the course of 10 years. Information regarding the PLUS loan or the application for the PLUS loan can be found at:

http://www.west.edu/getting_started/WIU-Financial-Aid-Links.htm

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 WIU Finance 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. These nine-month periods are 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 Finance Office.

Loan/Grant Disbursement

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

Federal disbursements are made in two payments; at the beginning of the loan period and after successfully completing approximately one-half of the credits and the instructional weeks for that loan period. Any processing fees will be divided in half and deducted from both payments. The University will receive the funds directly from the Department of Education. With authorization from the borrower, the University will apply all financial aid monies toward tuition for the current half of the academic year.

Any excess monies will be refunded to the student. Federal regulations require a delay in disbursement of loan monies to first-time borrowing students until after 30 days of attendance. Since WIU does not have standard fall/spring semesters, funding is borrower-based. Grant disbursements are made to eligible

students at the beginning and midpoint of the grant period.

Statement of Educational Purpose

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

Referrals to the Office of the Inspector General

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

Satisfactory Academic Progress

Students receiving Federal financial (Title IV) funds must maintain Satisfactory Academic Progress to remain eligible for funding. Progress is measured through two standards, a qualitative (grade-based) standard and a quantitative (time-related) standard. Students utilizing financial aid, or who are considered a financial aid student, should familiarize themselves with the standards of this policy. The WIU Satisfactory Academic Progress Policy is printed below in its entirety. Additional questions regarding this policy can be answered by the students' Finance Counselors.

WIU Satisfactory Academic Progress Policy Purpose

Federal Regulations (668.16) require that the University establish for all Title IV student aid recipients a quantitative measurement that consists of a maximum time frame in which a student must complete their educational program as well as a qualitative measurement of the student's work. The University must include a schedule designating the minimum number of credits or amount of work that the student must successfully complete at the end of each increment. The maximum time frame must be divided into increments not to exceed the lesser of one academic year or one-half the published program length. Students must also maintain the minimum GPA as specified by the Federal Regulations (668.7) or by school policy (whichever is stricter).

Policy

Federal financial aid (FA) Satisfactory Academic Progress (SAP) will be assessed by two components for both undergraduate and graduate students:

1. Grade Point Average and Academic Standing, and
2. A maximum time frame to complete the educational program of study

Grade Point Average (GPA) and Academic Standing

1. The qualitative measure of a student's SAP will be the GPA and academic standing at the University. The GPA is monitored on a continuous basis for academic purposes. The University's Academic Standing requirements specify that an undergraduate student whose cumulative program GPA drops below the minimum program cumulative GPA of 2.0 must achieve a 2.0 cumulative program GPA at the conclusion of three consecutive courses. Furthermore, the University's graduation requirements specify that an undergraduate student must ultimately achieve a cumulative program 2.0 GPA (or required minimum, if higher) in order to graduate. Students not meeting the policy will be placed on probation as described in the Academic Policy. Federal financial aid funding will continue during the qualitative probationary period provided all other eligibility requirements are met. The University's Academic Standing requirements specify that a graduate student whose cumulative program GPA drops below the minimum program cumulative GPA of 3.0 must achieve a 3.0 cumulative program GPA at the conclusion of three consecutive courses. Furthermore, the University's graduation requirements specify that a graduate student must ultimately achieve a cumulative program 3.0 GPA in order to graduate. Students not

meeting the policy will be placed on probation as described in the Academic Policy. Federal financial aid funding will continue during the probationary period provided all other eligibility requirements are met.

2. If the student fails to raise his or her GPA to University standards during the probationary period, the student will be Academically Suspended, at which time all Title IV funding will cease. Students may regain eligibility as described in the Reestablishing Academic Progress section of this policy or may appeal the determination of disqualification as described in the Student Appeals section of this policy.
3. Students who are put on Academic Suspension, Academic Dismissal, Academic Disqualification or who are expelled will be considered ineligible and will be placed on financial aid disqualification at which time all Title IV funding will cease. In the case of students who were Academically Suspended or Academically Disqualified, the student must follow the procedures for regaining eligibility as outlined in the University Catalog, by program.

Maximum Time Frame

A maximum time frame establishes an outer time limit for a student's federal financial aid eligibility. Given the nontraditional nature of the University's educational programs and the individual nature of each student's start date, the University measures the maximum time frame by evaluating courses earned against courses attempted, rather than using elapsed calendar time.

For Undergraduate Programs:

1. Progress will be measured in 24-attempted credit increments.
2. The maximum time frame allowed is based on the published program length (in credits), less any degree applicable transfer, waived and/or assessed, times 150%. This is the maximum number of

degree applicable credits the student can attempt. The completion rate required for each increment will be at least 67% in order for the student to demonstrate they are capable of being within the maximum time frame.

Exception: For programs that are less than 48 credits in length, the increments will be the lesser of the academic year (24 credits), or one-half the program's published length. The number of credits required for completion per increment will be based on the length of the program. The completion rate required for the increment will be at least 67%.

3. Incremental progression against the 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 or drop and re-enter will have their progression evaluated based on the courses that apply to the new program.
4. Successfully completed courses, for the purpose of this policy, are those degree applicable course grades indicated in the "Grading Procedures" section of the University Catalog. Each degree applicable course of the student's program that the student attends counts as an attempted credit with the exception of courses where a student only attends once and drops during the drop period specified in the University Catalog Drop/Add Policy and Refund Policy. Course work taken as Pass/No Pass will count toward attempted progression. The courses that have a "P" (Pass) grade or "HP" (High Pass) grade will also be counted as successfully completed. Courses with an "NP" (Not Passed) grade will only count as attempted. Only courses that are successfully completed count as completed.
5. The following will not be counted as completed courses:
 - a. A grade of I (Incomplete) will not be counted as successful credits or as attempted credits. When the grade is posted the course will be counted based on the quality points awarded.
 - b. Grades of less than D-, or less than the minimum grade requirement for the course, will count as attempted but not completed. If the course is later repeated and quality points are awarded, the repeated course will be counted as attempted and successfully completed credits.
 - c. Courses that are repeated that are not required (repeated for GPA reasons) will be counted as attempted in each case; however, the most recent will be counted as successfully completed.
 - d. A grade of W (Withdrawal) will be counted as credits attempted but not as credits successfully completed.
 - e. Audited courses will not be counted as attempted or completed. Audited courses are not used in the calculation of GPA, or included in degree completion requirements. A non-grade symbol of "X" is assigned. Tuition for audited courses is not covered by financial aid.
6. Students who are not making satisfactory progress will be placed on Financial Aid Probation for a 24 credit increment. Students placed on probation will be given an opportunity to demonstrate they can earn sufficient credits to complete their educational program within the maximum time frame of 150% of the length of that student's educational program.

Once a student falls below 16 credits or 67% in a given increment, the student will be placed on probation.

A student on probation will have progress monitored at the completion of each course. If the student cannot earn at least 67%, or is more than 8 credits deficient while on probation, the student becomes disqualified. If a student on probation successfully completes the probationary period but still has a credit deficiency, the student will continue to be monitored for credit deficiency until the completion of the next increment. If at any point, it is clear that the student cannot meet the 67% completion standard, the student will be placed on financial aid disqualification. Conversely, if the student on probation successfully completes each course, the student is allowed to receive financial aid.

For Graduate Programs:

1. Progress will be measured in 18-credit increments.
2. The maximum time frame allowed is based on the student's individual program length, less any degree applicable transfer, waived and/or assessed credits times 150%. This is the maximum number of degree applicable credits the student can attempt. The completion rate for each increment will be at least 67% in order for the student to demonstrate they are capable of being within the maximum time frame.
3. Incremental progression against the 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 or drop and re-enter will have their progression evaluated based on the courses that apply to the new program.
4. Successfully completed courses, for the purpose of this policy, are those degree applicable course grades indicated in the "Grading Procedures" section of the University Catalog. Each degree applicable course of the student's program that the student attends counts as an attempted credit with the exception of courses where a student only attends once and drops during the drop period specified in the University Catalog Drop/Add Policy and Refund Policy. Course work taken as Pass/No Pass will count toward attempted credits. Courses that have a "P" (Pass) grade or "HP" (High Pass) grade will be counted as successfully completed. Courses that have an "NP" (Not Passed) grade will count as attempted. Only courses that are successfully completed count as completed. The following will not count as completed courses:
 - a. A grade of I (Incomplete) will not be counted as successful credits or as attempted credits. When the grade is posted the course will be counted based on the quality points awarded.
 - b. Grades of less than D-, or less than the minimum grade requirement for the course, will count as attempted but not completed. If the course is later repeated and quality points are awarded, the repeated course will be counted as attempted and successfully completed credits.
 - c. Courses that are repeated that are not required (repeated for GPA reasons) will be counted as attempted in each case; however, the most recent will be counted as successfully completed.
 - d. A grade of W (Withdrawal) will be counted as credits attempted but not as credits successfully completed.

- e. Audited courses will not count toward progression or completion. Audited courses are not used in the calculation of GPA, or included in degree completion requirements. A non-grade symbol of "X" is assigned. Tuition for audited courses is not covered by financial aid.
5. Students who are not making satisfactory progress will be placed on Financial Aid Probation for an 18-credit increment. Students placed on probation will be given an opportunity to demonstrate they can earn sufficient credits to complete their educational program within the maximum time frame of 150% of the length of that student's educational program. Once the student falls below the 67% in a given increment, the student will be placed on probation. A student on probation will have progress monitored at the completion of each course. If the student cannot earn 67% or is more than 6 credits deficient while on probation, the student becomes disqualified. If a student on probation successfully completed the probationary period but still has a credit deficiency, the student will continue to be monitored for credit deficiency until the completion of the next increment. If at any point, it is clear that the student cannot meet the 67% completion standard, the student will be placed on financial aid disqualification. Conversely, if the student on probation successfully completed each course, the student is allowed to receive financial aid.

Student Academic Progress Appeals Process

Students who failed to meet Satisfactory Academic Progress required for an academic program, and who were not able to meet the minimum requirements during the probationary period, may appeal the disqualification in order to regain eligibility for student financial aid. If there are extenuating circumstances that should be considered during the appeal process, student financial aid reinstatement may be possible. Appeals are only considered if the reasons preventing successful academic progress are serious and compelling. For example:

- Medical issues
- Family difficulties, to include divorce, illness, death
- Other special circumstances

To appeal student financial aid disqualification, the student must submit an appeal letter along with any supporting documentation to the student's Finance Counselor. The documentation from the student must explain the nature and timing of the circumstances, a description of how the circumstances prevented the student from meeting the standards, and how the circumstances have been resolved to allow the student to once again meet the requirements of satisfactory academic progress. The counselor will conduct a preliminary review of the appeal and will then forward it to the Professional Judgment Committee. The appeals will be evaluated by the Committee on a case-by-case basis. The decision of the Professional Judgment Committee is final.

Re-establishing Academic Progress

Students may not regain financial aid eligibility by merely paying for courses or sitting out for an increment. Students who have been disqualified for financial aid due to a violation of the qualitative component may reestablish financial aid eligibility without filing an appeal by meeting the cumulative GPA criteria or academic standing required by the program of study.

Students who have been disqualified for financial aid due to a violation of the quantitative component may regain financial aid eligibility by earning enough credits out of the credits attempted to demonstrate, through the appeals process, that they will be able to graduate within the maximum timeframe allowed.

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 Finance Office.
2. Under most circumstances only one LOA can be granted in any rolling 12-month period.
3. Under most circumstances the LOA should not exceed one two-month term.
4. The LOA Request Form should be received in WIU's Finance 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 Finance Office. An LOA may also affect the amount of funding that the student may receive. The WIU Finance 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.

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.west.edu/safety/. Paper copies are available upon request at the WIU Finance Office.

Sexual Assault Prevention Programs and Sexual Harassment

Sexual Assault Prevention programs and literature are available from the local law enforcement agency. If a student is sexually assaulted, it is recommended that the local law enforcement agency be notified immediately (dial 911). Students who believe they have been sexually harassed by faculty, administrative

personnel, or other students, are urged to report these incidents to the Executive Director of University Services.

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

Student Completion Rate

In accordance with the Higher Education Act of 1965, each educational institution must publish its student completion rate for first-time undergraduate students. The completion rate for first-time freshmen who started between 9/1/02 and 8/31/03 was 16.8%.

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 is prohibited while attending class or meeting with campus personnel.

Associated Health Risks

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

Marijuana

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

Cocaine

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

cause malnutrition, seizures and loss of brain functions.

Heroin

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

Hallucinogens (PCP, LSD, Ecstasy)

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

Amphetamines

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

Sedatives

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

Alcohol

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

Sanctions the School will Impose

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

www.usdoj.gov/dea/agency/penalties.htm.

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
- Helpline: 1-800-843-4971
- National Drug and Treatment Referral: 1-800-662-HELP

University Teaching and Learning Model

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

The WIU Teaching and Learning Model is a unique one: combining both the traditional and non-traditional approaches that best serve our adult and international student populations. Each session is eight weeks in length, and new sessions start every month. On-ground classes meet eight times during that two-month period and are scheduled for three hours each, generally from 6 pm to 9 pm, 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, online and in-class 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, research and computer skill development.

It is the University's belief that any student who might benefit from enrollment in its programs is welcome. However, academic standards remain rigorous and require that students come to WIU prepared for university-level work or seek the preparation they need either before they begin their coursework or during their initial enrollment period. Learning is a social, and often a sequential, experience. Therefore, it is critical that students enroll with the commitment to attend and actively participate in all classes. It is important to take classes in the recommended order as detailed in the following program descriptions. All course prerequisites must be met prior to enrolling in courses which require them.

Assessment of Student Learning

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

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

will be sampled in pre-determined courses to check progress on mastery of the learning outcomes and provide feedback to the faculty for course improvement.

At the graduate level, RES 600 has been modified to include the opportunity for students to assess their writing and research skills, and to brush up on those skills if needed. Throughout their programs, students demonstrate their mastery of the Graduate Learning Outcomes and program-specific outcomes. Similar to the undergraduate process, samples of student work will be reviewed throughout the course of their program and changes made to address any areas of concern.

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

WIU Learning Outcomes

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

WIU Writing Intensive Courses

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

WIU Policy for Graded Group Projects

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

WIU 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. To ensure the best user experience, please refer to the minimum and recommended computer requirements listed on page 39 of this catalog. Online students will also need to make sure they meet the "Additional Requirements" listed below. University curriculum has been adapted to the WIU Interactive Online format. Information regarding this program may be obtained from the University Enrollment or Academic Advisement Departments. Additional information can be found at:

http://www.west.edu/why_wiu/WIU-Interactive-Online.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.

- Virus protection software with current updates

WIU Interactive® Online Quick Look

- Live Sessions
- Real-time interaction with faculty and students
- Audio- and visual-based presentations
- Recorded Sessions
- Flexibility of Any-time and Any-place
- Audio- and visual-based lectures
- Alternate Assignment
- Virtual Classroom
- Web-based interaction between faculty and peers
- View progress, download files, submit assignments, and more

Academic Program Requirements

General Education Requirements

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

Total General Education Requirements - 60 Credits

General Education Core Requirements - 42 Credits

(All courses are 3 credits)

Student Success - 3 Credits

SSC 105 Student Success Course

The following are available only to students required to take SSC 101 and/or SSC 102 following SSC 105

SSC 101 English Success Course

SSC 102 Math Success Course

Writing & Communication - 12 Credits

ENG 101 English Composition I

ENG 102 English Composition II*

CRT 201 Critical Thinking

COM 159 Basic Presentation Skills

Language & Culture – 6 credits

Select two of the following Language/International Studies courses:

CHI 152 Introduction to Mandarin Chinese

SPN 154 Introductory Spanish Conversation for Global Communication

SPN 252 Beginning Spanish Conversation for Global Communication*

SPN 253 Intermediate Spanish Conversation for Global Communication *

INS 320 Cultural and Social Environment: Pacific Rim

INS 321 Cultural and Social Environment: Europe and Russia

INS 323 Cultural and Social Environment: Latin America

INS 330 Cultural and Social Environment: Contemporary Middle East and North Africa

INS 331 Cultural and Social Environment: Sub-Saharan Africa

Humanities - 6 Credits

Select two of the following courses:

HUM 127 Religions of the World

HUM 201 World Culture and the Arts

LIT 205 World Literature

PHI 101 Introduction to Philosophy

Social & Behavioral Sciences - 6 Credits

ETH 123 Cultural Diversity

Select one of the following courses:

BEH 221 Introduction to Behavioral Science

(required for all BA students)

ECO 276 Money and Banking

GOV 250 Economic Geography

GOV 260 Government Systems of the World

GOV 380 World Political and Economic Systems

HIS 268 World History

HIS 378 History of the World Economies*

SOC 101 Introduction to Sociology

SOC 122 Cultures of the Southwest

Mathematics - 6 Credits

Select one of the following two courses:

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

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

Required: MAT 110 Algebra I*

Science - 3 Credits

Select one of the following courses:

IT 110 Fundamentals of Computers

SCI 244 Geology

SCI 264 General Physics

SCI 270 Environmental Science

*Indicates courses requiring a prerequisite

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.

Common Body of Knowledge (CBK)

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

Common Body of Knowledge (CBK) Requirements - 18 credits

Courses providing competencies common across all degree programs at WIU:

ECO 301	Economic Theory
INB 300	International Business
IT 330	Emerging Technologies
MGT 340	Organization Theory and Behavior
MGT 352	Political, Legal and Ethical Issues in Business
RES 311	Quantitative Methods for Decision Making*

Associate of Arts in Business Degree

General Education Core and Common Body of Knowledge courses provide students with a solid background of general knowledge in addition to a broad-based business foundation. The AAB degree is designed to prepare students to successfully progress into Core and Major course work.

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.

One hundred twenty-six (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.

All new and reentry undergraduate students must complete SSC 105, Student Success Course as their first course. SSC 105 must be successfully completed prior to further enrollment in University courses. Students may not be enrolled in concurrent or overlapping courses during SSC 105, with the exception of Internal Transfer Students who have a minimum of 60 credits and have met WIU residency. Students may be required to complete SSC 101, English Success Course and/or SSC 102, Math Success, to further assure their success in University coursework. New students who transfer in a posted Associate Degree are waived from taking SSC 105. Students with posted Associate Degrees have demonstrated introductory undergraduate skills. Likewise, WIU students who have completed 18 credits in residency and met WIU General Education requirements in English, Math, and computer technology; or who have completed 36 upper

*Indicates courses requiring a prerequisite

division credits in residency and have 60+ credits overall, are also waived from taking SSC 105. These students have demonstrated introductory undergraduate skills. Students who waive SSC 105 must replace three lower division credits toward their degree requirements.

Total numbers of credits required - 126

Bachelor Degree Requirements:

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

Additional Requirements:

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

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

Integrated Capstone Course

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

Utilizing the skills and knowledge learned at WIU, students address real world issues in a collaborative format, and deliver results in a professional presentation at the end of class.

Although the process is collaborative in nature, students are individually assessed and graded.

The University reserves the right to make course substitutions.

Core Requirements

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

College of Business and Technology

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

- Accounting (ACC)
- Business (BUS)
- Business Administration (BA)
- Management (MGT)

Business Core - 15 credits

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

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

Technology Core - 15 credits

Core requirements for Informatics are as follows:

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

Business Mission Statement

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

*Indicates courses requiring a prerequisite

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

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

College of Liberal Arts

The mission of the Liberal Arts Core at Western International University is to cultivate an intellectually stimulating environment by providing Bachelor of Arts students with a sturdy foundation that allows for critical and creative thinking and cultural acceptance through the specialized programs listed below:

- Behavioral Science
- Criminal Behavior
- Human Resource Management
- Legal Studies
- Professional Communication

Liberal Arts Core – 15 Credits

Core Requirements will enable students to think critically and analytically to obtain personal and professional development and success. The dual intent of the core is to provide foundational value and relevancy to the various degree programs and as they apply to the workplace.

Core requirements for are as follows:

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

Bachelor of Arts in Behavioral Science

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

General Education Requirements - 60 Credits

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

Major Requirements - 33 Credits

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

Credits Required for Degree: 126

Bachelor of Arts in Criminal Behavior

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

General Education Requirements - 60 Credits

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

Common Body of Knowledge and Liberal Arts Core - 33 Credits

Major Requirements - 33 Credits

BEH 317 Biological Basis of Behavior
BEH 318 Addictions
BEH 411 Lifespan Development
BEH 430 Theories of Counseling*
BEH 440 Abnormal Psychology*
CRB 300 Foundations of Criminal Behavior

CRB 320 Criminology
CRB 340 Juvenile Justice Procedure
CRB 360 Communication in the Criminal Justice System

CRB 370 Criminal Investigation
CAP 485 Integrated Capstone*

Bachelor of Arts in Human Resource Management

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

General Education Requirements - 42 Credits

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

Additional Degree Requirements - 3 Credits

MAT 109 Business Math*

Selectives - 15 Credits

Common Body of Knowledge and Liberal Arts Core - 33 Credits

Major Requirements - 33 Credits

BEH 407 Motivation and Achievement
HRM 460 Labor/Management Relations*
MGT 445 Corporate Training and Development*

COM 423 Group Dynamics: Teambuilding, Negotiation and Conflict Resolution

HRM 430 Employment Law*
HRM 410 Staffing and Employment Practices*

HRM 420 Health and Safety in the Workplace*

MGT 370 Operations Management*
2 upper division electives
CAP 485 Integrated Capstone*

Credits Required for Degree: 126

*Indicates courses requiring a prerequisite

Bachelor of Arts in Legal Studies

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

General Education Requirements – 60 Credits

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

Common Body of Knowledge and Liberal Arts Core – 33 Credits

Major Requirements – 33 Credits

LGS 300 Legal Research and Writing*
GOV 380 World Political and Economic Systems

LGS 310 Justice System in America
LGS 320 Alternative Dispute Resolution
LGS 330 Ethics and the Administration of Justice

LGS 370 Criminal Procedure
LGS 400 Comparative Law*
LGS 410 American Constitutional Law and History

LGS 420 Criminal Law*
LGS 430 Civil Procedure
CAP 485 Integrated Capstone*

Credits required for Degree 126

Bachelor of Arts in Professional Communication

The Bachelor of Arts in Professional Communication is designed to prepare students to communicate effectively in a variety of settings with a variety of individuals. Coursework promotes analysis, synthesis, evaluation of

communication contexts, and application of strategies that are appropriate to specific audiences.

The major is designed to build knowledge of, and enhance skills in, communication. Students will study how differences in gender, culture, and relationship impact the communication process. In addition, students will learn various methods and techniques of problem solving.

Graduates of the program will be better prepared for professional success in fields including public relations, marketing, advertising, mass media, technical writing, government, law, and the arts; as well as personal success in their daily relationships.

General Education Requirements – 60 Credits

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

Common Body of Knowledge and Liberal Arts Core – 33 Credits

Major Requirements – 33 Credits

COM 310 Practical Application of Communication Theory
COM 321 Gender Communication
COM 323 International and Intercultural Communication*
COM 325 Rhetoric and Analysis*
COM 330 Communication Technology and Media
COM 340 Business and Professional Communication
COM 359 Advanced Presentation and Persuasion*
COM 423 Group Dynamics: Teambuilding, Negotiation, and Conflict Management
COM 440 Leadership and Managerial Communication*
COM 490 Communication Research and Strategy*
CAP 485 Integrated Capstone*

Credits Required for Degree: 126

*Indicates courses requiring a prerequisite

Bachelor of Science in Accounting

The Bachelor of Science degree in Accounting is designed to provide students with the professional background necessary for a rewarding and challenging career in public, private, or governmental accounting. Students learn to develop and maintain accounting records and prepare financial statements. At the intermediate and advanced levels, students will examine reporting and processes from an in-depth perspective through examination of accounting standards and requirements. To enhance the student's expertise, they will also be exposed to courses pertaining to cost accounting, individual, partnership and corporate tax, as well as accounting information systems. The foundation courses needed for professional certification are included in the curriculum.

General Education Requirements - 60 Credits

Common Body of Knowledge and Business Core - 33 Credits

Major Requirements - 33 Credits

ACC 304	Intermediate Accounting I*
ACC 306	Intermediate Accounting II*
ACC 311	Cost Management*
ACC 317	Auditing*
ACC 319	Federal Income Taxation*
ACC 450	Corporate Taxation*
ACC 405	Accounting Information Systems*
ACC 406	Governmental Fund Accounting*
ACC 460	Advanced Accounting*
ACC 413	Forensic Accounting and Theory*
CAP 485	Integrated Capstone*

Credits Required for Degree: 126

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 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, COM, CRB, FIN, GOV, HIS, HRM, IT, LGS, MGT, or MKT. No more than 3 total from BEH / INS or
- Students may also elect to declare one or two minors as part of this program by concentrating 5 of the major courses in one discipline. [Note: Minors carry specific requirements.]

CAP 485 Integrated Capstone*

Credits Required for Degree: 126

Accounting Minor Requirements

The Bachelor of Science in Business Accounting Minor is designed to provide students with both a theoretical understanding, as well as hands-on learning opportunities. Intermediate courses focus on theory and techniques for preparing financial statements, as well as further study of corporate financial statements and accounting requirements. The student will also be exposed to auditing principles, cost accounting concepts, and federal income taxation for individuals, partnerships and corporations.

ACC 304	Intermediate Accounting I*
ACC 306	Intermediate Accounting II*
ACC 311	Cost Management*
ACC 317	Auditing*
ACC 319	Federal Income Taxation*

Credits required for minor: 15

Business Communication Minor Requirements

The minor in Business Communication will provide a broad base of knowledge for students employed in a variety of business fields. In addition, students looking to change careers may find that, with enhanced skills in media use, presentation, business writing, and organizational communication, they may be more qualified for positions in advertising, training, public relations, and even the media.

COM 330	Communication Technology and Media
COM 340	Business and Professional Communication
COM 359	Advanced Presentation and Persuasion*
COM 440	Leadership and Managerial Communication*
COM 423	Group Dynamics: Teambuilding, Negotiation, and Conflict Management

Credits required for minor: 15

Criminal Behavior Minor Requirements

The Criminal Behavior minor is designed to provide the knowledge needed to be successful in a law enforcement or criminal justice environment. Courses in criminology, communication, juvenile justice and criminal investigation provide a foundation for anyone aspiring to a management position within a law enforcement, justice, or social services agency. In addition, a new foundation course provides a link between behavioral science and criminal justice principles.

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

Credits required for minor: 15

Finance Minor Requirements

Finance professionals are equipped to track and predict the flow of capital for individual entities as well as for national and global markets. The finance minor offers foundational skills needed for personal and professional investing. Students also learn about the workings of capital markets and various actors that influence the flow of capital.

FIN 325	Portfolio Management*
FIN 333	Personal Financial Planning
FIN 344	Foundations of Financial Markets and Institutions*
FIN 455	International Finance*
FIN 480	Introductory Financial Modeling*

Credits required for minor: 15

Human Resource Management Minor Requirements

Human resource professionals are responsible for recruiting and cultivating talent to contribute to successful establishments. In the Human Resource Management minor, students gain a solid understanding of human resource processes and functions. Courses also explore contemporary human resource issues such as health and safety, and labor relations.

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

Credits required for minor: 15

Informatics Minor Requirements

The minor in Informatics is designed to introduce undergraduate business students to the role of IT in a successful business environment. Through exposure to the basic concepts of systems analysis, programming, project management, database design, and networking, students will be better equipped to work collaboratively with their organizations' IT staff to tackle complex business intelligence issues. Furthermore, students who successfully complete the required coursework in the Informatics minor will have satisfied the majority of the undergraduate prerequisites needed to enroll in WIU's MSISE program at a later date.

IT 316	Analysis and Design of Information Systems
IT 317	Fundamentals of Programming in a Web Context*
IT 319	Computer Networking
IT 440	Project Planning and Execution
IT 421	Database Management*

Credits required for minor: 15

Legal Studies Minor Requirements

The Legal Studies minor is designed to provide undergraduate business students with the basic knowledge that will help them understand the

role of law in business and commerce. Courses focus on topics ranging from legal research and writing to civil law. Students whose jobs require them to conduct legal research or interface with corporate legal departments will find this minor to be of particular benefit to their success.

Courses in the Legal Studies minor are interdisciplinary and build a basic foundation for students to understand the role of law, justice and governance and the impact it has on society, government and business. The knowledge gained in these courses can also provide a solid base for advanced study in the field of law.

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

Management Minor Requirements

The Management Minor is designed to prepare students for further graduate study. Students completing the minor are expected to demonstrate effective personal and professional communication skills, maximize creative thinking for organizational change management, innovation and process improvement, and demonstrate techniques for successful management of operations, process control, project management and quality initiatives.

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

Select three from the following seven courses:

HRM 460	Labor/Management Relations*
MGT 429	Digital Business Strategies and Applications
MGT 445	Corporate Training and Development*
MGT 452	Managerial Communication
MGT 461	Project Management
MGT 463	Management of Small Business
MGT 466	Organizational Change*

Credits required for minor: 15

*Indicates courses requiring a prerequisite

Marketing Minor Requirements

The Marketing minor is an excellent choice: Marketers have the skills to select and satisfy profitable worldwide customers, set and sell strategic plans internally, and execute tactics externally to meet plan goals, with high expectations and ethical standards. Marketing becomes the company's engine for success and long term survival. New, sophisticated tools to succeed in and manage a global/computer-driven/ Internet/ social network business environment will be explored as student advance through the degree program.

Select five of the following courses:

MKT 415	Buyer Behavior Issues and Analysis
MKT 423	Business Development in the Digital Economy
MKT 434	Consumer Communications and Sales Management
MKT 452	International Marketing*
MKT 454	Marketing Research Methods
MKT 470	Strategic Issues in Marketing

Credits required for minor: 15

Bachelor of Science in Business Administration

Many organizations are interested in employees who have general business-related skills. Broad-based business skills are obtained by taking courses in the Common Body of Knowledge area and at least one course in each of the other business-related major areas.

General Education Requirements - 60 Credits

Common Body of Knowledge and Business Core - 33 Credits

Major Requirements - 33 Credits

ACC 413	Forensic Accounting and Theory*
FIN 344	Foundations of Financial Markets and Institutions*
IT 316	Analysis and Design of Information Systems
HRM 335	Human Resource Management
MGT 429	Digital Business Strategies and Applications
MGT 466	Organizational Change*
MKT 434	Consumer Communications and Sales Management
3 upper division electives	
CAP 485	Integrated Capstone*

Credits Required for Degree: 126

*Indicates courses requiring a prerequisite

Bachelor of Science in Informatics

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

General Education Requirements – 60 Credits

Common Body of Knowledge and Technology Core - 33 credits

Major Requirements – 33 credits

IT 307	JAVA Programming*
IT 407	Advanced JAVA Programming*
IT 421	Database Management*
IT 423	Software Engineering Methodologies*
IT 445	IT Security and Information Assurance*
IT 450	Evaluation, Selection and Implementation of Application Software*
IT 460	Quality Assurance and Configuration Management*
IT 400	Advanced .Net*
IT 408	Advanced XML/HTML Programming*
IT 481	Enterprise Service Oriented Architecture*
CAP 485	Integrated Capstone*

Credits required for Degree: 126

*Indicates courses requiring a prerequisite

Bachelor of Science in Management

Today's dynamic business environment requires business professionals skilled in decision-making and equipped with a broad-based, interdisciplinary understanding of business processes. Such highly equipped professionals achieve bottom-line results today, while meeting the challenges of the future with creative and innovative approaches that ensure success. The Management degree curriculum provides graduates with the qualitative and quantitative capabilities they need to be effective leaders.

General Education Requirements - 60 Credits

Common Body of Knowledge and Business Core - 33 Credits

Major Requirements - 33 Credits

HRM 335	Human Resources Management
MGT 429	Digital Business Strategies and Applications
MGT 452	Managerial Communication
MGT 461	Project Management
MGT 463	Management of Small Business
MGT 466	Organizational Change*
HRM 460	Labor/Management Relations*
MGT 445	Corporate Training and Development*
COM 423	Group Dynamics: Teambuilding, Negotiation and Conflict Management
	1 upper division elective (3 credits)
CAP 485	Integrated Capstone*

Credits Required for Degree: 126

Master Degree Programs

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

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

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

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

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

39 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.

Non-degree seeking students, who wish to take Graduate level courses, must have a Bachelors degree substantiated by official or unofficial documentation.

Undergraduate Prerequisite Requirement

Students must earn a C or better in coursework to be applied to undergraduate prerequisite requirements. Students may utilize the Pass/No Pass option if they do not want these courses factored into their overall graduate GPA. 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 courses. At a minimum, prerequisites must be completed prior to enrollment in any major courses. Failure to complete prerequisite requirements prior to completion of related graduate courses will not waive or remove this requirement.

Core Requirements

As part of the Core Requirements, all new and reentry graduate students must complete or transfer in RES 600, COM 623, and LDR 620.

Major Requirements

Students must achieve a cumulative grade point average of at least 3.0 for all graduate work at WIU.

The University reserves the right to make course substitutions.

Master of Arts in Human Dynamics

No Undergraduate Prerequisites Required

The Master of Arts in Human Dynamics is designed to prepare students of all professional and educational backgrounds to understand, function within, and effect change in organizations of many types. Students will receive a foundation in sociology, human resources, and psychology topics which will prepare them to critically analyze the structure and behavior of organized groups and identify changes that would enhance effectiveness on a macro level.

Instruction in the major will focus on organizational structure, relationship dynamics, organizational psychology, strategy, and social psychology. Participation in this program will also enhance an understanding of diversity at both national and international levels. This program is designed to provide the graduate with skills and knowledge that can be applied in a variety of human services, business, and industrial settings. Graduates will be better prepared to function successfully within organizations and propose structural and personnel changes that will enhance the effectiveness of a variety of organization types.

Core Requirements - 24 Credits

RES 600	Graduate Research Methods
COM 623	Global Communication for Professionals
LDR 620	Ethical Leadership and Corporate Social Responsibility
LDR 610	Leadership Styles
LDR 615	Interpersonal Communication Skills
LDR 625	Leading Organizational Change
ORG 610	Organizational Culture and Style
ORG 620	Behavior in International Organizations

Major Requirements - 15 Credits

ORG 630	Diversity in Organizational Settings
ORG 640	Human Relationships in Organizations
ORG 650	Negotiation and Resolution Strategies
ORG 660	Dynamics of Decision-Making
ORG 670	Organizational Learning

Program Total - 39 Credits

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 - 24 Credits

RES 600	Graduate Research Methods
COM 623	Global Communication for Professionals
LDR 620	Ethical Leadership and Corporate Social Responsibility
LDR 610	Leadership Styles
LDR 615	Interpersonal Communication Skills
LDR 625	Leading Organizational Change
ORG 610	Organizational Culture and Style
ORG 620	Behavior in International Organizations

Major Requirements - 15 Credits

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*

Program Total - 39 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 - 24 credits

Major Requirements - 15 credits

Total number of graduate credits required – 39

Master of Business Administration Undergraduate Prerequisites - 9 Credits

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

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

Managerial Core Requirements - 24 Credits

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

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

RES 600	Graduate Research Methods
COM 623	Global Communication for Professionals
LDR 620	Ethical Leadership and Corporate Social Responsibility
MGT 625	Strategic Management
IT 620	Information Resource Management
INB 605	Political Economy of Global Business
MKT 646	Strategic Concepts in Marketing
FIN 645	Corporate Finance*

*Indicates courses requiring a prerequisite

**Credits not applied toward degree requirements

Master of Business Administration

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

MBA Undergraduate Prerequisites – 9 Credits**

Managerial Core Requirements – 24 Credits

Major Requirements – 15 Credits

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

Credits Required for Degree: 39

Master of Business Administration in Finance

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

MBA Undergraduate Prerequisites - 9 Credits**

Managerial Core Requirements - 24 Credits

Major Requirements - 15 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*

Credits Required for Degree: 39

Master of Business Administration in International Business

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

MBA Undergraduate Prerequisites - 9 Credits**

Language/International Studies Course Prerequisites - 6 Credits**

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

Choose two from the following:

CHI 152	Introduction to Mandarin Chinese
INS 320	Cultural and Social Environment: Pacific Rim
INS 321	Cultural and Social Environment: Europe and Russia
INS 323	Cultural and Social Environment: Latin America
INS 330	Cultural and Social Environment: Contemporary Middle East and North Africa
INS 331	Cultural and Social Environment: Sub-Saharan Africa
SPN 154	Introductory Spanish Conversation for Global Communication
SPN 252	Beginning Spanish Conversation for Global Communication*
SPN 253	Intermediate Spanish Conversation for Global Communication*

*Indicates courses requiring a prerequisite

**Credits not applied toward degree requirements

Managerial Core Requirements - 24 Credits

Major Requirements - 15 Credits

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

Choose one graduate elective

Credits Required for Degree: 39

Master of Business Administration in Management

Key leaders in organizations of all types must be able to think critically, plan strategically, communicate effectively, and act decisively in an ever-changing, global marketplace. These qualities are essential for implementing business solutions that create competitive advantage—the difference between mediocre results and outstanding performance. The MBA in Management program equips graduates with the insight and the foresight to excel.

MBA Undergraduate Prerequisites - 9 Credits**

Managerial Core Requirements - 24 Credits

Major Requirements - 18 Credits

MGT 634	Entrepreneurship and Intrapreneurship
LDR 625	Leading Organizational Change
MGT 665	Corporate Power, Politics and Negotiation*
MGT 675	Management of Innovation and Creativity*
MGT 671	Executive Strategy

Credits Required for Degree: 39

Master of Business Administration in Marketing

Modern business faces numerous challenges: ethical concerns, globalization, increased competition, and rapid changes in technology. The strategy development to meet these challenges, and the focusing of the company's efforts to overcome them, are led by the marketing function. The MBA Marketing student is prepared for the increased responsibility of business leadership, and the graduate is armed with modern tools to execute profitable strategies and perform professionally.

A Marketing Degree prepares students for a wide range of careers in any industry or business, large or small, new or traditional, including product development, advertising, public relations, business analysis, and market research as well as, marketing and business management.

MBA Undergraduate Prerequisites - 9 Credits**

Managerial Core Requirements - 24 Credits

Major Requirements - 15 Credits

MKT 610	International Marketing
MKT 636	Supply Chain Management
MKT 642	Buyer Behavior and Sales Promotion
MKT 654	Marketing Research and Intelligence
MKT 660	E-Commerce Marketing

Credits Required for Degree: 39

*Indicates courses requiring a prerequisite

**Credits not applied toward degree requirements

Master of Public Administration Program

The goal of WIU's Master Degree Program in Public Administration is to furnish students with the ability to exercise responsible leadership in a public service setting. It is designed to provide the theoretical, professional, and practical skills and knowledge needed to ethically implement public policies, projects and programs in government agencies (local, state, federal), non-profits, tribal governments, non-governmental organizations, research and advocacy groups.

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**

MPA Core Requirements - 24 Credits

RES 600	Graduate Research Methods
COM 623	Global Communication for Professionals
LDR 620	Ethical Leadership and Corporate Social Responsibility
IT 620	Information Resource Management
MPA 610	Strategic Planning and Implementation in Public Administration
MPA 625	Strategic Management in the Public Sector*
MGT 665	Corporate Power, Politics and Negotiation*
MPA 630	Managing Public Policy

Major Requirements - 15 Credits

MPA 642	Public Finance: Government Accounting and Control*
MPA 646	Procurement and Contract Administration
MPA 650	Human Behavior and Resource Administration
MPA 667	Public Finance: Politics of the Budgetary Process
MPA 670	Public Administrator and the Law*

Credits Required for Degree: 39

*Indicates courses requiring a prerequisite

**Credits not applied toward degree requirements

Master of Science Program

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

MS Undergraduate Prerequisites - 9 credits**

Information Technology Core - 24 Credits

Major Requirements - 15 credits

Total number of graduate credits required - 39

Master of Science

Undergraduate Prerequisites - 9 Credits

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

IT 316	Analysis and Design of Information Systems
IT 317	Fundamentals of Programming in a Web Context*
IT 307	JAVA Programming*

Master of Science Core - 25 Credits

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

RES 600	Graduate Research Methods
COM 623	Global Communication for Professionals
LDR 620	Ethical Leadership and Corporate Social Responsibility
IT 620	Information Resource Management
IT 630	Technology Project Management
IT 638	Economics of Information Systems and Proposal Management
IT 645	Internet Business Strategy
IT 654	Integrated Data Resource Management

Master of Science in Information Systems Engineering

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

Information Systems

Undergraduate Prerequisites - 9 Credits**

IT Core Requirements - 24 Credits

Major Requirements - 15 Credits

IT 643	Telecommunication/Satellite Systems Engineering
IT 650	Software Engineering Methodology
IT 660	Security Systems Engineering
IT 670	Project Verification and Validation*
IT 680	Intrusion Detection and Analysis: Security Beyond the Firewall*

Credits Required for Degree: 39

Professional Studies

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

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

Enrollment Process:

Applicants for admission into the Certificate program must:

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

Accountancy Certificate

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

Certificate Program Prerequisites

MAT 109	Business Mathematics*
or	
MAT 110	Algebra I* and
ECO 301	Economic Theory
RES 311	Quantitative Methods for Decision Making*

Certificate Requirements

ACC 301	Financial Accounting
ACC 302	Managerial Accounting*
ACC 304	Intermediate Accounting I*
ACC 306	Intermediate Accounting II*
ACC 311	Cost Management*
ACC 317	Auditing*
ACC 319	Federal Income Taxation*
ACC 405	Accounting Information Systems*
ACC 406	Governmental Fund Accounting*
ACC 413	Forensic Accounting and Theory*
ACC 450	Corporate Taxation*
ACC 460	Advanced Accounting*
MGT 352	Political, Legal and Ethical Issues in Business

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

FIN 317	Financial Management*
FIN 325	Portfolio Management*
FIN 333	Personal Financial Planning
FIN 344	Foundations of Financial Markets and Institutions*
FIN 455	International Finance*
FIN 480	Introductory Financial Modeling*
HRM 335	Human Resources Management
MGT 337	Supervision and Leadership
MGT 340	Organization Theory and Behavior
MGT 370	Operations Management*
MGT 445	Corporate Training and Development*
MGT 463	Management of Small Business
HRM 460	Labor/Management Relations*
MGT 466	Organizational Change*
MKT 308	Marketing Management
MKT 415	Consumer Behavior Issues and Analysis
MKT 434	Consumer Communications and Sales Management
MKT 452	International Marketing*
MKT 423	Business Development in the Digital Economy
MKT 470	Strategic Issues in Marketing

*Indicates courses requiring a prerequisite

Course Descriptions

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

- -: indicates courses taught in a computer classroom.
- 8 indicates courses that require a laptop.
- ? indicates writing intensive courses.

ACC 301 Financial Accounting

This course introduces the basic concepts of the financial accounting process, as well as the role of governmental and regulatory agencies. Students receive hands-on experience in the accounting cycle by preparing and recording financial data and statements. Topics include Generally Accepted Accounting Principles (GAAP), inventory methods, and the double entry system.

(3 credits)

ACC 302 Managerial Accounting

This course covers the fundamental concepts of managerial accounting and its role in the decision making process. Students compare the accounting needs of various business organizations and discover different methods of cost allocation. Themes include government and for-profit organizations, cost accounting, cash flow, and long-term liabilities.

(3 credits)

Prerequisite: ACC 301

ACC 304 Intermediate Accounting I

This course provides a detailed discussion of the theory and techniques necessary for financial statement preparation. Students learn the intricacies of the accounting cycle and measurement process, with special emphasis on the Generally Accepted Accounting Principles (GAAP). Subjects include time value of money, assets, liabilities, and revenue calculation.

(3 credits)

Prerequisite: ACC 302

ACC 305 Financial and Managerial Accounting

This course illustrates the role of accounting in making key business decisions. Students gain experience in the preparation and analysis of financial statements in order to determine the financial health of an organization. Subjects include accrual accounting, differential and capital investment analysis, budgeting, and assets.

(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 a comprehensive study of corporate financial statements. Students focus on the tenets for recording transactions and developing financial statements. Topics include stocks, bonds, leases, and various long-term investments.

(3 credits)

Prerequisite: ACC 304

ACC 311 Cost Management

This course introduces the use of internally generated information for decision making, control, and motivation. Students gain an understanding of cost behavior and responsibility in accounting for proper cost management. Subjects include budgeting, cost control, and product costing.

(3 credits)

Prerequisite: ACC 306

ACC 317 Auditing

This course investigates the role audits play in modern business and their importance to good corporate governance. Students learn the process of both internal and external auditing while adhering to Generally Accepted Auditing Standards (GAAS). Topics include corporate ethics, legal liability, statistical sampling techniques, and risk assessment.

(3 credits)

Prerequisite: ACC 306

ACC 319 Federal Income Taxation

This course focuses on the current federal tax structure, highlighting individual tax issues. Students integrate techniques for tax preparation, planning, and management. Subjects include gross income calculations, deductions and losses, depreciation, and property transactions.

(3 credits)

Prerequisite: ACC 306

ACC 405 Accounting Information Systems

This course incorporates the design and operation of accounting information systems and current developments related to the field. Students apply their knowledge through the use of currently available software and explore concerns arising from the integration of accounting and information systems. Themes include REA modeling, internal control, business cycles, and Quickbooks.

(3 credits)

Note: During the first half of this course, the traditional lecture format will be used and during the second half of the course, students will meet in the computer lab to prepare assignments using QuickBooks software. :

Prerequisite: ACC 302

ACC 406 Governmental Fund Accounting

This course introduces the basic accounting procedures for governmental and non-profit entities. Students apply contemporary financial and compliance auditing standards using a simulation model for a small city government. Themes include developing account groups, major fund accounts, budgets, and financial statements.

(3 credits)

Prerequisite: ACC 302 or ACC 305

ACC 413 Forensic Accounting and Theory

This course concentrates on accounting issues that arise from potential or current litigation. Students evaluate the forces that have contributed to Generally Accepted Accounting Principles (GAAP) and address contemporary accounting concerns. Subjects include accounting theory and conceptual framework, financial reporting, and fraud investigation.

(3 credits) ?

Prerequisite: ACC 302

ACC 450 Corporate Taxation

This course investigates corporate income taxation as it relates to current federal laws. Students learn to differentiate between accounting income and taxable income and are also exposed to the taxation of partnerships, estates, limited liability companies, and trusts. Topics include corporate tax returns, partnership formation and operation, S corporations, and corporate liquidation.

(3 credits)

Prerequisite: ACC 319

ACC 460 Advanced Accounting

This course presents the fundamental concepts required for advanced accounting procedures. Students gain hands-on experience in the preparation of partnership allocations for ownership, profit, and losses. Subjects include mergers, acquisitions, consolidated financial statements, foreign currency transactions, and derivative financial instruments.

(3 credits)

Prerequisite: ACC 306

BEH 221 Introduction to Behavioral Science

This course provides a solid foundation in the basic principles of psychology and an overview of its subfields. Students discuss major concepts of cognitive psychology and discover how psychological, social, and biological factors interact to impact human behavior. Topics include human development, personality theory, and psychological disorders.

(3 credits)

Required of all BA students.

BEH 304 Ethics and Values in a Free Society

This course examines core social and cultural values, norms, and ethics in a free and democratic society. Students compare modern and traditional value systems and explore contemporary ethical issues. Themes include consequentialist and non-consequentialist theories of morality, absolutism versus relativism, and social conflict theory. (3 credits)

BEH 311 Social Psychology

This course surveys topics involved in social psychology that shape interpersonal relationships. Students determine the impact of social influences on self-concept and behavior, as well as strategies for promoting healthy relationships. Subjects include social attraction and perception, discrimination, assertiveness, and aggression. (3 credits)

BEH 312 Personality Theories

This course explores concepts of behavioral genetics as they relate to major theories and approaches to understanding human personality. Students develop a composite personality theory based on readings, lectures, and other information sources. Topics include social learning theories, psychodynamic theories, humanistic theories, behaviorist models, and sociobiology. (3 credits)

BEH 317 Biological Basis of Behavior

This course introduces theories regarding the biological basis of behavior and explores the role of genetics and technology in behavioral research. Students discover the basic structures and functions of the nervous and endocrine systems, as well as their contributions to human functions and behavior. Topics include brain development, cognition, sensory systems, common neurological disorders, and destructive behaviors. (3 credits)

BEH 318 Addictions

This course addresses the issues that exist due to the ongoing problem of chemical dependency and other addictions. Students discover methods for identifying addictions and gain an understanding of interventions and treatment methods. Themes include addiction models, the Diagnostic and Statistical Manual of Mental Disorders (DSM), 12-step programs, and recovery. (3 credits)

BEH 331 Human Relationships and Interpersonal Communication

This course analyzes communication within interpersonal relationships. Students learn the distinctions between effective and ineffective communication, as well as the differences between functional and dysfunctional relationships. Subjects include interpersonal relationship theories, conflict management, verbal and non-verbal communication, listening skills, and cross-cultural exchanges. (3 credits)

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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 that increase personal effectiveness and facilitate achievement. Themes include positive and negative emotions, assertiveness, creativity, and effective goal setting. (3 credits)

BEH 411 Lifespan Development

This course introduces the principles of human development from the prenatal period through advanced years. Students investigate case studies to discover the effect of environmental continuities and changes on the psychosocial, cognitive, and physical aspects of human development. Topics include cross-cultural and gender theories, life stages, and nature versus nurture. (3 credits)

BEH 414 Humanistic Psychology

This course covers the basic ideas and principles of humanistic psychology with an emphasis on positive psychology. Students explore practical applications to everyday life, as well as new research and trends in the field. Themes include personality assessment, person-centered education, social action, personal myths, spirituality, and bereavement. (3 credits)

Prerequisite: BEH 312

BEH 430 Theories of Counseling

This course explores various theoretical approaches to counseling and psychotherapy. Students examine case studies to discover the legal and ethical issues that guide counselors. Topics include fundamental counseling theories, assessment and diagnosis, person-centered approaches, and major psychological disorders. (3 credits)

Prerequisite: BEH 312 or BEH 411

BEH 440 Abnormal Psychology

This course examines major categories of emotional, psychological, and mental disorders using both the textbook and the Diagnostic and Statistical Manual of Mental Disorders (DSM). Students study psychological influences, lifespan development, cultural factors, and societal change as they pertain to the manifestation and treatment of psychopathology. Subjects include abnormal behavior, self-actualization, emotional intelligence, and suicide. (3 credits)

Prerequisites: BEH 221 or BEH 312

CAP 485 Integrated Capstone

This course combines the knowledge and skills learned in the General Education and Common Body of Knowledge classes, with the functional, theoretical, and technical skills acquired in the Core and Major classes. Students demonstrate mastery of university and program competencies, as well as the ability to succeed in individual, collaborative, and leadership roles. Subjects include management, communication, problem solving, technology, marketing, globalization, and ethics. (3 credits) ?

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

CHI 152 Introduction to Mandarin Chinese

This course provides a foundation in Mandarin Chinese and prepares students to communicate at a basic level. Students learn basic pronunciation and tones, as well as how to use their computers to type characters. Topics include listening skills, syntax, vocabulary, and cultural awareness. (3 credits)

COM 159 Basic Presentation Skills

This course introduces the foundational skills crucial for presenting information to diverse audiences. Students explore the nature of presentation anxiety and how to harness its energy to become effective communicators. Themes include listening skills, observation and analysis techniques, and increasing confidence. (3 credits)

COM 310 Practical Application of Communication Theory

This course presents a practical approach to the study of contemporary human communication and communication theories. Students study the evolutionary nature of communication and its connection to survival and social needs. Subjects include interpersonal, small group, intercultural, business, family, gender, public, and mass communications. (3 credits)

COM 321 Gender Communication

This course examines the impact of gender on communication in personal and professional circles. Students formulate strategies in which communication differences related to gender can be leveraged in a positive manner. Themes include the effect of gender on verbal and nonverbal communication, group dynamics, decision making, and conflict management. (3 credits)

COM 323 International and Intercultural Communication

This course explores the impact of national origin and cultural identity on the communication process, both domestically and abroad. Students examine the general concept of culture and how it relates to different communication strategies. Topics include the intercultural communication spectrum, universal cultural systems, and cultural patterns. (3 credits)

Prerequisite: ETH 123

COM 325 Rhetoric and Analysis

This course examines communication delivered in various settings through the use of assorted media. Students learn to communicate effectively, as well as analyze, interpret, and evaluate messages. Topics include rhetorical theories, critiquing messages, and visual communication. (3 credits)

Prerequisite: CRT 201

COM 330 Communication Technology and Media

This course investigates the historical and contemporary use of communication technologies, with special emphasis on the interrelationships among technology, economics, policy, society, and culture. Students assess the power of the media in maintaining social order and facilitating social change. Subjects include the Internet, legal and ethical issues in domestic and international media, and media research techniques. (3 credits)

COM 340 Business and Professional Communication

This course focuses on communication strategies for business and professional settings. Students practice effective communication and apply their new knowledge in their daily lives. Themes include dyadic communication, presentations for small and large groups, interviewing, and written forms of business communication. (3 credits)

COM 359 Advanced Presentation and Persuasion

This course further develops presentation skills and provides advanced techniques for communicating with audiences of various sizes. Students analyze the role of persuasion in sales, marketing, advertising, and labor relations. Topics include audience persuasion, motivation, and the effective use of technology and visual aids for presentation enhancement. (3 credits)

Prerequisite: COM 159

COM 423 Group Dynamics: Teambuilding, Negotiation and Conflict Management

This course explores effective versus ineffective communication in groups and how leaders emerge. Students participate in role-playing activities in order to enhance problem solving skills and encourage trust in team development. Themes include the principles of interpersonal and group dynamics, experiential learning, and conflict resolution. (3 credits) ?

COM 440 Leadership and Managerial Communication

This course focuses on the changing role of communication within organizations and its role in the development of leadership skills. Students improve decision making skills and acquire a system for meeting communicative challenges. Subjects include theories of organizational communication, current topics in leadership and managerial communication, and organizational change. (3 credits)

Prerequisite: COM 340

COM 490 Advanced Communication Seminar

This course assesses the student's ability to apply their acquired knowledge to solve a variety of communication challenges at the individual, social, and organizational levels. Students review, refine, and update research techniques in order to evaluate existing communication theories and media influence. Topics include communication research development, content analysis, participant observation, and research presentation.

(3 credits)

Prerequisite: RES 311

COM 623 Global Communication for Professionals

This course provides an overview of critical topics related to professional communication and develops techniques for successful intercultural exchanges. Students analyze global communication differences in relation to organizational decision making and labor relations. Themes include communication models, research methods, proxemics, and negotiation processes.

(3 credits)

CRB 300 Foundations of Criminal Behavior

This course introduces the behavioral aspects of crime and explores the structure of the criminal justice system in the United States. Students investigate contemporary issues in domestic social policy, as well as global crime statistics, justice administration, and rehabilitation methods. Topics include policing, juvenile and drug-related crimes, trial and sentencing activities, and the prison system. (3 credits)

CRB 320 Criminology

This course examines the psychological and societal causes of criminal behavior. Students assess society's influence and reaction to crime while learning criminological methods of inquiry. Subjects include theories of criminality and the economic, social, and psychological impacts of crime. (3 credits)

CRB 340 Juvenile Justice Procedure

This course introduces the unique nature of the juvenile justice system and the complexities of working with juvenile offenders. Students learn appropriate practices for handling, detaining, and processing juveniles. Themes include the causes of juvenile delinquency, juvenile justice procedure, and rehabilitation methods. (3 credits)

CRB 360 Communication in the Criminal Justice System

This course develops the written and verbal communication skills necessary for working in the criminal justice system. Students explore strategies for effective communication using a variety of channels. Topics include communicating with diverse populations, the proper use of investigative reporting forms, interviews, and interpersonal communication within the criminal justice system. (3 credits) ?

CRB 370 Criminal Investigation

This course explores the investigative principles of criminal investigation. Students discover the proper techniques for collecting, classifying, and preserving evidence. Subjects include accident scenes, research methods, information sources, and questioning techniques. (3 credits)

CRT 201 Critical Thinking

This course is designed to help students develop the ability to think clearly and critically. Students focus on the recognition of manipulative techniques used in various forms of communication. Themes include fallacious reasoning, unclear or misleading language, sexism, and connotative terms.

(3 credits)

ECO 276 Money and Banking

This course examines the relationship between money and economic conditions in all developed countries. Students investigate the monetary and fiscal policies of government and their effects on economic activity, with an emphasis on the U.S. economy. Topics include the Federal Reserve System, instruments of central banks, and electronic banking. (3 credits)

ECO 301 Economic Theory

This course introduces fundamental economic theory in both microeconomics and macroeconomics. Students apply mathematical concepts to real-world concerns in order to collect and analyze data efficiently, build effective business models, and explain issues in quantitative terms. Topics include supply and demand, inflation, interest rates, labor markets, and economic growth. (3 credits)

ENG 101 English Composition I

This course provides the foundation for academic study and promotes standard reading and writing skills. Students will utilize all steps in the writing process to create clear, concise, and unified essays in different modes. Topics include literary devices, American Psychological Association (APA) style guidelines, grammatical usage, and the research paper process. (3 credits) ?

ENG 102 English Composition II

This course builds upon the knowledge acquired in ENG 101 and enhances research writing skills. Students explore strategies for organizing, writing, and documenting a research paper in the American Psychological Association (APA) style. Themes include gathering resources, grammar, parallel structure, rhetorical devices, and citation. (3 credits) ?

Prerequisite: ENG 101

ETH 123 Cultural Diversity

This course provides insight regarding issues of cultural diversity and promotes a more respectful and inclusive society. Students develop a deeper understanding of the human experience by exploring cultural distinctions and similarities. Subjects include race/ethnicity, gender, sexual orientation, age, disabilities, and class. (3 credits) ?

FIN 317 Financial Management

This course explores the relationship between accounting and finance and the concepts of financial management. Students interpret the effects of financial decisions as they relate to cash flow and how choices are influenced by risk analysis. Topics include financial statements, asset management, capital markets, and interest rates. (3 credits)

Prerequisites: ACC 301 and ACC 302 (or ACC 305 for MBA prerequisites)

FIN 325 Portfolio Management

This course presents an overview of the information required for making successful investments. Students study the effects of national and international government policies on portfolio management. Themes include portfolio theory, risk and return analysis, stock and bond management, and market efficiency. (3 credits)

Prerequisite: FIN 317

FIN 333 Personal Financial Planning

This course introduces the concepts of the personal financial planning process. Students apply theory to the development and review of their own individual financial plans. Topics include establishing financial goals, money management, investment alternatives, taxation, and retirement planning.

(3 credits)

FIN 344 Foundations of Financial Markets and Institutions

This course covers individual and institutional participants in national and global financial markets, as well as their principal economic functions. Students evaluate how markets and institutions are affected by financial innovation, information technology, and regulatory environment. Themes include primary and secondary markets, interest rates, bank obligations, and corporate securities. 3 credits) ?

Prerequisite: ECO 301

FIN 455 International Finance

This course examines the fundamental aspects of major and emerging international markets. Students explore international financing alternatives and the effects of government actions. Subjects include international business and financial environments, currency, fluctuation sources, international lending policies, and balance sheet effects.

(3 credits)

Prerequisite: FIN 317

FIN 480 Introductory Financial Modeling

This course introduces quantitative models in corporate finance and bridges the gap between theory and practice. Students use Microsoft Excel to build financial models and explore its use as a tool to solve financial problems. Topics include financial statements, forecasting, valuation, and capital budgeting.

(3 credits) :

Prerequisite: FIN 317

FIN 645 Corporate Finance

This course focuses on the analytical methods required for corporate financial management in domestic and international firms. Students interpret financial statements and perform stock, bond, project, and firm valuations using various methodologies. Subjects include dividend theoretical models, risk and return valuation, capital budgeting, and short-term financing. (3 credits)

Prerequisite: ACC 305 and FIN 317

FIN 660 Security Analysis

This course provides the methodology for analyzing, constructing, and managing investment portfolios and individual securities. Students develop an analytical framework for the valuation of risk and return relationships among investments. Topics include portfolio management, derivatives, insurance, and the global financial environment. (3 credits)

Prerequisite: FIN 645

FIN 665 Money and Capital Markets

This course examines national and international monetary and fiscal policy, as well as their effects on global capital markets. Students review the functions of the U.S. Federal Reserve, World Bank, International Monetary Fund, and other governmental agencies. Themes include interest rates, inflation, currencies, futures markets, and the economic growth of individual countries. (3 credits)

Prerequisite: FIN 645 ?

FIN 670 Mergers and Acquisitions

This course analyzes the planning, structure, development, and eventual execution of mergers and acquisitions. Students evaluate rationale and strategies for the successful completion of a merger or acquisition. Subjects include asset valuation, leverage, debt, interest rates, tax and agency effects, divestiture, and restructuring. (3 credits)

Prerequisite: FIN 645

FIN 675 Multinational Financial Management

This course describes the financial management of multinational enterprises. Students analyze the key financial decisions of multinational businesses and the impact of global events on the decision making process. Subjects include international monetary relationships, international financial institutions, international capital markets, and currency implications.

(3 credits)

Prerequisite: FIN 645

FIN 680 Financial Modeling

This course focuses on the use of spreadsheet functions to perform financial analyses and produce complex interactive financial models. Students develop the financial modeling skills applicable to various subspecialties in the field of financial management. Topics include basic financial calculations, efficient portfolio creation, option strategies, and financial risk assessment.

(3 credits) :

Prerequisite: FIN 645

GOV 250 Economic Geography

This course examines the environmental factors that determine the location of economic activities. Students identify major areas of economic development and evaluate how changes in the global economy affect cultures, political systems, and social relationships. Subjects include transport, market demand, business regulation, and future regions of economic growth. (3 credits)

GOV 260 Government Systems of the World

This course examines world political systems. Students focus on political philosophy and comparative government. Themes include democratic, authoritarian, and developing government systems. (3 credits)

GOV 380 World Political and Economic Systems

This course surveys the political and economic structures of various countries. Students explore the differences between North American, Asian, and European free enterprise systems. Topics include political and economic systems, socialism, social democracy, and authoritarian regimes. (3 credits) ?

HIS 268 World History

This course provides a basic overview of world history. Students acquire a solid knowledge base regarding major developments in global history. Subjects include art, economics, literature, politics, and science. (3 credits)

HIS 378 History of the World Economies

This course focuses on the competition for world markets and the struggle for economic empires. Students trace the history of world economies to discover how conflict, trade, and colonial interests have influenced modern history. Topics include global economic systems, natural and cultural resources, colonialism, agriculture, and industrialism. (3 credits)

Prerequisite: ECO 301

HRM 335 Human Resources Management

This course provides a general overview of the key employment practices necessary to effectively manage human resources within an organization. Students learn the process of planning, recruiting, selecting, training, and evaluating employees. Topics include federal and state regulation compliance, company policies and procedures, and contemporary trends in human resources. (3 credits)

HRM 410 Staffing and Employment Practices

This course evaluates current issues affecting staffing and employment practices and their impact on an organization's ability to compete in the marketplace. Students learn to develop and maintain a successful work force while complying with labor laws and regulations. Themes include labor markets, organizational models, staffing procedures, and the role of public policy. (3 credits)

Prerequisite: HRM 335

HRM 420 Health and Safety in the Workplace

This course increases awareness of the internal and external factors that negatively affect occupational safety. Students learn how to maintain and improve health and safety in the workplace, with emphasis on organizational commitment and involvement. Topics include the Occupational Safety and Health Administration (OSHA), hazards, exposures, injuries, illnesses, and fatalities. (3 credits)

Prerequisite: HRM 335

HRM 430 Employment Law

This course provides an overview of the key legislation that impacts employer and employee rights. Students discover the importance of effective management practices to ensure federal and state regulatory compliance. Themes include training, consumer protection, compensation, benefits, labor relations, workplace behavior, and safety. (3 credits)

Prerequisite: HRM 335

HRM 460 Labor/Management Relations

This course analyzes historical and modern labor relations in the United States, as well as their impact on the strategies of an organization. Students discover the importance of selecting organizational benefits that will attract and maintain a quality labor pool. Subjects include labor unions, contract negotiations, the National Labor Relations Board (NLRB), and arbitration procedures. (3 credits) ?

Prerequisite: HRM 335

HUM 127 Religions of the World

This course compares the major world religions and their impact on the cultures in which they are prevalent. Students evaluate various attitudes toward wealth and personal achievement with a focus on religious tolerance in the modern world. Themes include Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism, and Taoism. (3 credits)

HUM 201 World Culture and the Arts

This course emphasizes the complex role of culture and the arts in enriching and influencing the human experience. Students analyze the function of art in various civilizations and search for universal themes. Subjects include cultural systems and values, architecture, literature, music, and contemporary alternative media. (3 credits)

INB 300 International Business

This course surveys the financial, socioeconomic, legal, and political factors involved in expanding a business outside national borders. Students analyze the interrelationships between people and cultures in making business decisions and completing transactions. Topics include international trade theories, operational strategies, domestic and foreign economies, and foreign market analysis. (3 credits) ?

INB 605 Political Economy of Global Business

This course offers an overview of the political and economic aspects of global business. Students consider the emerging and increasingly central role of rulemaking bodies that challenge the leadership of national states, international organizations, and multinational corporations. Topics include world population dynamics, international trade and exchange, agricultural and industrial production, income stratification, and governing philosophies. (3 credits)

INB 641 Managing in the Global Cross-Cultural Environment

This course provides an in-depth study of current conditions existing in the global economy and business world. Students develop effective management strategies for the cross-cultural environment and analyze how cultural barriers impact operations. Themes include the global workplace, cultural synergy, business in specific global regions, and management systems. (3 credits) ?

Prerequisite: INB 605

INB 643 International Business Policy and Strategy

This course focuses on strategic planning for organizing, financing, and managing international operations. Students assess the international trade environment to identify the strategic behavior of governments, firms, and industries in the global marketplace. Subjects include ethics, financing, licensing, and managing export operations. (3 credits)

INB 650 Structure of the Global Economy

This course is a survey of world populations, resources, and patterns of economic development. Students explore the changing nature of agricultural and industrial production, with an emphasis on newly developed and emerging nations. Topics include global trade, global trade financing, lending practices, and debt. (3 credits)

Prerequisite: INB 605

INB 670 Legal Environment of International Business

This course examines the legal environment of international business. Students study the interrelationships among laws of various countries and inter- and non-governmental organizations, as they affect individuals and businesses attempting to operate internationally. Subjects include transborder contracts, liabilities, and the role of attorneys. (3 credits)

INS 320 Cultural and Social Environment: Pacific Rim

This course examines how religious, philosophical, historical, and cultural aspects of Pacific Rim civilizations impact modern problems, processes, and outcomes. Students evaluate the growing importance and strength of China's economy and describe the competitive advantages of the region. Topics include geography, development trends, the impact of colonialization, and prevalent Asian religions. (3 credits)

INS 321 Cultural and Social Environment: Europe and Russia

This course describes the impact of historical, cultural, and social developments on regional and subregional relations within Europe and Russia. Students compare regional history and the results of modern state development, as well as the role and effect of communism in these regions. Themes include great wars, the Soviet period, post-communist transitions, and the European Union. (3 credits)

INS 323 Cultural and Social Environment: Latin America

This course examines the historical, social, political, and economic development of Latin America and its relationship with the United States. Students analyze the conflicts that exist between the colonial, social, and democratic orders developing throughout the region. Subjects include organization of culture, race relations, the underground economy, and immigration. (3 credits)

INS 330 Cultural and Social Environment: Contemporary Middle East and North Africa

This course investigates the impact of religious, philosophical, historical, and cultural aspects of the Middle East and North Africa on modern problems, processes, and outcomes. Students explore the diversity of human thought and behavior that characterize various cultures in the region. Subjects include traditional values and practices, Islam, and Western interventions. (3 credits)

INS 331 Cultural and Social Environment: Sub-Saharan Africa

This course investigates the cultural, social, and political traditions of historical and contemporary Sub-Saharan Africa. Students explore the diversity of human thought and behavior that characterizes different cultures in the region. Topics include conflicting world views, ethnic and religious conflicts, Western and Islamic influences, and the post-apartheid legacy. (3 credits)

IT 110 Fundamentals of Computers


This course covers the basic knowledge needed to successfully utilize personal computers. Students focus on the primary software tools for everyday business operations, as well as the use of the Internet for e-mail and research. Subjects include Netscape and Explorer Internet browsers, Microsoft Word, Excel, Access, and PowerPoint. (3 credits) :

IT 307 JAVA Programming


This course provides a general introduction to programming, with an emphasis on object-oriented programming. Students explore the syntax and semantics of the Java language and the role of the information technology (IT) professional in a changing business environment. Topics include repetition and switch structures, methods and arrays, graphical user interfaces, and common programming errors. (3 credits) 8

Prerequisite: IT 317

IT 316 Analysis and Design of Information Systems

This course explores various methodologies for the development of information systems. Students gain an understanding of principles and concepts as they walk through hypothetical cases that emphasize each phase of the development process. Topics include the analysis, design, programming, implementation, and maintenance of information systems. (3 credits)  ?

IT 317 Fundamentals of Programming in a Web Context

This course provides an overview of programming fundamentals within a familiar desktop browser environment. Students use JavaScript, a simple programming language, to build a foundation for future advanced programming, such as JavaScript or .NET. Topics include HTML, CSS, algorithms, procedures, and event and object models. (3 credits) 

Prerequisite: IT 330

IT 318 Information Systems Architecture

This course covers the major components of computer hardware, operating systems, software applications, and utilities. Students identify computer architecture and hardware operation, as well as how the computer understands different data formats. Themes include memory, number systems, input/output devices, and functionality. (3 credits)

IT 319 Computer Networking

This course introduces information technology (IT) networking and focuses on functional details rather than broad-based theory. Students gain a thorough understanding of contemporary networking schemas and industry practices. Subjects include network topologies, telecommunication techniques, and security. (3 credits)

IT 330 Emerging Technologies

This course examines emergent technologies and their impact on communications, employee relations, and the global economy. Students gain an understanding of best practices and how organizations of all types align, partner, and communicate through the use of technology. Topics include nanotechnology, biotechnology, media technology, disruptive technologies, and security. (3 credits)

IT 400 Advanced .Net

This course builds upon the foundations provided in IT 307, focusing on solving advanced business problems using the Microsoft .NET environment. Students create database routines using .NET while incorporating various reference tools that assist in the application development process. Themes include .NET language, Structured Query Language (SQL), Windows Forms, ASP.NET, and .NET controls.

(3 credits) 

Prerequisite: IT 307

IT 407 Advanced JAVA Programming

This course introduces the software concepts that are prevalent in today's enterprise-level software systems. Students focus on advanced Java programming and explore its widespread use for many web-enabled applications. Subjects include Java Persistence API (JPA), component architectures, mobile applications, network applications, concurrent programming techniques, web-based technologies, and messaging systems. (3 credits)

Prerequisites: IT 307

IT 408 Advanced XML/HTML Programming

This course describes how to conceptually integrate and apply the advanced Extensible Markup Language (XML) technologies that underlie the development of web applications, web services, and enterprise services. Students transform XML to Hypertext Markup Language (HTML), Cascading Styles Sheets (CSS), and JavaScript. Subjects include XML Schema, server-side programming languages, and middleware. (3 credits) 8

Prerequisite: IT 317

IT 421 Database Management

This course offers an overview of the simple, hierarchical, network, relational, and object-oriented structure models of database management. Students create a simple database using one of the popular packages and explain the roles and duties of a database administrator (DBA). Topics include relational database management systems (RDBMS), entity-relationship models (ERM), and data normalization.

(3 credits) 8

Prerequisites: IT 316

IT 423 Software Engineering Methodologies

This course presents the significant features of software engineering and how the analysis, synthesis, and implementation of these combined features determine the success or failure of software intensive systems. Students investigate modern approaches to software development that utilize Unified Modeling Language (UML). Themes include project management, process models, user interfaces, and software testing.

(3 credits) 8

Prerequisites: IT 307 and IT 316

IT 440 Project Planning and Execution

This course concentrates on the planning and execution phases of project management. Students become familiar with project management software and learn the importance of team member participation. Subjects include specifications, project schedule development, project plan implementation, and business process modeling. (3 credits) 8

IT 445 IT Security and Information Assurance

This course introduces the concepts of information systems and network availability, integrity, and confidentiality. Students evaluate security disciplines to understand how each is critical to the creation of effective security controls and processes. Topics include IT security and information assurance methodologies, security models and architectures, access control systems, ethics, and legal implications. (3 credits) 8

Prerequisite: IT 319

IT 450 Evaluation, Selection and Implementation of Application Software

This course focuses on the interrelationship between information technology (IT) and business functions in the process of selecting, acquiring, and implementing new software applications. Students prepare a request for proposal (RFP), evaluate potential vendors, and appraise the future impact of their chosen software on IT organizations. Subjects include in-house, outsourced, and prepackaged software solutions, risk analysis, and contract negotiations. (3 credits) ?

Prerequisite: IT 316

IT 460 Quality Assurance and Configuration Management

This course focuses on techniques used to successfully test and implement information systems applications. Students examine policies and procedures to ensure new software will be tested and put into production without causing server disruptions to the organization. Topics 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 the proper installation and configuration of hardware and operating system software. (3 credits)

Prerequisite: IT 423

IT 481 Enterprise Service Oriented Architecture

This course investigates the integration of business and technological domains in order to create an overall enterprise service-oriented architecture (SOA). Students demonstrate how to analyze, synthesize, and refactor business services and activities into business processes. Topics include web services, technical supporting architecture, and security. (3 credits)

8

Prerequisite: IT 307

IT 619 Principles of Information Technology Outsourcing

This course presents the major principles that govern the successful outsourcing of an enterprise's business activities, with an emphasis on information technology support and services. Students consider the political, social, and ethical dimensions associated with outsourcing, as well as its effect on organizational roles and planning. Subjects include the history and evolution of outsourcing, IT outsourcing, the identification and selection of outsourcing opportunities, relationship management, and service provider engagement. (3 credits)

IT 620 Information Resource Management

This course includes the techniques and methodology of managing data, information, and knowledge at all levels of an organization. Students describe the business environment within the structures of the information age and how information management informs organizational strategies. Themes include information systems planning, systems development, outsourcing, and leadership. (3 credits)

IT 630 Technology Project Management

This course highlights the importance of project management skills in the delivery of complex information technology projects. Students learn the process of project management at all levels, from defining requirements to successfully closing out projects. Themes include time and cost management, quality management, human resources and communications management, and risk management. (3 credits) 8

IT 638 Economics of Information Systems and Proposal Management

This course develops the skills needed to manage IT cost within an organization and acquire resources from prospective providers. Students focus on the planning and implementation of information systems using internal/external human resources for improved performance at the functional level. Topics include proposal development, interpretation of requirements, cost information, and financial presentations. (3 credits) ?

IT 643 Telecommunications/Satellite Systems Engineering

This course provides a global perspective on telecommunications technologies and standards. Students create a business/technology network-oriented plan to support a particular organizational strategy. Themes include wireless, broadband, and optical networking, mobile technology, and competing services. (3 credits)

IT 645 Internet Business Strategy

This course explores how new technology enables a competitive advantage by transforming relationships with customers, suppliers, and business partners. Students demonstrate the transition from current business approaches to e-business strategies with the preparation of an e-business plan. Subjects include e-commerce, supply chain management (SCM), Enterprise Application Integration (EAI), and customer relationship management (CRM). (3 credits)

IT 650 Software Engineering Methodology

This course explores the formal methods and principles of modern software engineering. Students design and implement medium-sized software projects from specifications while applying key principles to ensure that the software is accurate, efficient, modular, reusable, structured, and well documented. Topics include software tools, object-oriented design, object-oriented programming, and project management. (3 credits) 8

IT 654 Integrated Data Resource Management

This course analyzes the organizational needs, technology, and management necessary to store and manipulate data with an emphasis on using databases in client/server, distributed, and service-oriented environments. Students compare common database architectures and demonstrate their efficient management. Topics include internet-based, object-oriented, and enterprise databases, Structured Query Language (SQL), and Extensible Markup Language (XML). (3 credits) 8

IT 660 Security Systems Engineering

This course concentrates on the engineering of security tools that can be integrated into systems software, applications software, and communications software. Students discover the importance of engineering defenses that meet the various levels of confidentiality and physical security required for business data. Subjects include cryptography, database and data mining security, privacy in computing, and legal and ethical issues in computer security. (3 credits)

8

IT 665 Intellectual Property Law and Ethics

This course focuses on the definition of a copyright and how it is obtained, protected, and used from both a legal and ethical perspective. Students investigate the impact of technology, global communications, and the Internet on intellectual property rights. Themes include computer viruses and worms, legal and ethical implications of uploading/downloading information via the Internet, and protective measures. (3 credits)

IT 670 Project Verification and Validation

This course demonstrates the process taken to verify and validate a product. Students gain knowledge of how to plan and execute the project process and explore future trends in the use of independent verification and validation. Topics include test system architecture, bug tracking databases, staffing, and organizational challenges for test managers. (3 credits)

Prerequisite: IT 650

IT 674 Leadership Skills for Technology Managers

This course emphasizes the skills and processes that are required to effectively create congruence between business units and technology managers. Students learn to critically evaluate available technology resources in relation to organizational goals. Subjects include e-commerce, leadership styles, management strategies, and labor relations. (3 credits)

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

This course examines enterprise security needs and suggests necessary security procedures. Students explore the use of intrusion detection system tools to recognize normal vs. abnormal network behavior. Topics include Internet Protocol, network traffic analysis, internet attacks, network intelligence procedures, and future trends in network security and intrusion detection. (3 credits) 8

Prerequisite: IT 660

IT 699 Seminar on Issues and Trends in Information Technology

This course predicts the evolution of information technology (IT) issues and trends based on current and projected environments. Students analyze developing concerns in ethics, security, and privacy issues related to IT. Themes rotate on a regular basis with a consistent focus on the impact of IT on enterprise resource planning (ERP), supply chain management (SCM), and customer relationship management (CRM). (3 credits) ?

Prerequisite: All IT major courses

LDR 610 Leadership Styles

This course is intended for those in, or actively seeking, a leadership position and focuses on traits and strategies for successful leaders. Students explore leadership theories and apply them to their personal leadership style in order to increase effectiveness. Topics include the personality of leaders, assessment tools, testing for leadership, and the evolution of leadership. (3 credits)

LDR 615 Interpersonal Communication Skills for Leaders

This course explores the complex process of communication in the workplace and how to develop relationships that make for powerful and successful human interactions. Students participate in experiential learning in order to gain an understanding and mastery of the communication skills necessary for maximum leadership effectiveness. Topics include listening skills, communication customs for the global workplace, cultural interpretations, communication challenges, negotiations, and conflict resolution.

LDR 620 Ethical Leadership and Corporate Social Responsibility

This course examines ethical systems and how corporate ideals are reflected in individual and organizational behavior. Students investigate ethical dilemmas to discover how congruence between individual and corporate values is developed and maintained. Themes include the nature of morality, disparate legal systems, and business ethics. (3 credits)

LDR 625 Leading Organizational Change

This course emphasizes the importance of leadership in times of organizational change. Students learn to assess internal and external forces, communicate the change vision, and develop strategies to deal with resistance. Subjects include philosophies of change, the open systems model, stakeholders, and fostering high performance organizations. (3 credits)

LDR 635 Leadership, Organizational Climate, and Culture

This course presents the importance of organizational climate and culture for success in contemporary global business. Students learn how to define organizational climate and culture, as well as assess the assumptions, values, and norms of different organizations. Topics include cultural bias, productivity, customer service, and competitiveness. (3 credits)

LDR 640 Building Stakeholder Relationships

This course provides a foundation for creating business value through stakeholder relationships. Students discover the significance of stakeholder dynamics when it comes to achieving organizational objectives. Subjects include the global business environment, the identification and engagement of stakeholders, and future stakeholder relationships. (3 credits)

LDR 645 Innovative Leadership in a Global Context

This course focuses on the rapidly changing global environment that places high premiums on leadership competencies. Students investigate the underlying forces driving globalization, as well as the adjustments it requires in order to remain competitive. Topics include the international context, leadership strategies, transnational organizational development, and cross-border collaboration. (3 credits)

LDR 650 Leadership Intelligence

This course defines leadership intelligence and demonstrates the impact of both intelligence quotient (IQ) and emotional quotient (EQ) on organizational behavior. Students learn how to use critical and analytical thinking to make rational choices in uncertain or chaotic circumstances. Themes include decision making, risk management, the value of change, and operational intelligence. (3 credits)

LDR 655 Critical Issues for Innovative Leaders

This course expands upon traditional leadership theories in order to address the complex and dynamic challenges facing modern leaders. Students explore different philosophical frameworks for understanding innovative leadership within the current global environment. Topics rotate on a regular basis with a consistent focus on emerging leadership issues. (3 credits)

Prerequisites: LDR 610, 615, 620, and 625

LGS 300 Legal Research and Writing

This course introduces the basic skills required for legal analysis, research, and writing. Students research and write legal memoranda and other documents of increasing length and complexity. Subjects include legal ethics, legal research, editing, drafting, and revising.

(3 credits) ?

Prerequisites: ENG 101, ENG 102, and CRT 201

LGS 310 Justice System in America

This course examines the criminal justice system, as well as the underlying structure of law in the United States. Students analyze the criminal justice process and identify the roles of law enforcement, adjudication, and corrections. Topics include law enforcement agencies, the adversarial system, plea bargaining, punishment, rehabilitation, and correctional institutions. (3 credits)

LGS 320 Alternative Dispute Resolution

This course surveys the variety of techniques and processes that are often used in lieu of traditional judicial processes. Students explore a variety of scenarios in which alternative dispute resolution may be preferable to litigation. Themes include negotiation, mediation, and arbitration. (3 credits)

LGS 330 Ethics and the Administration of Justice

This course explores the standards, ethics, and responsibilities of professional organizations and agencies in the criminal justice and legal systems. Students analyze the impact of ethics in the modern justice setting, as well as the development of individual morals and behaviors. Topics include ethical theories, morality, distributive and retributive justice systems, and criminal justice policy. (3 credits) ?

LGS 370 Criminal Procedure

This course explores the role of the legal team in the investigative process. Students study prosecution and defense activities, with an emphasis on arguing for or against the admission of evidence. Subjects include the presumption of innocence, evidence collection, burden of proof, and expert witnesses. (3 credits)

LGS 400 Comparative Law

This course examines the role of law in different nations and provides a foundation for further study. Students investigate the differences and similarities of various legal systems throughout the world. Topics include constitutional, criminal, and civil law, foreign legal systems, and the global economy. (3 credits) ?

Prerequisites: LGS 300

LGS 410 American Constitutional Law and History

This course introduces the fundamental laws of the United States as determined by the Constitution. Students explore the historical and theoretical foundations of constitutional law and the role of the Supreme Court in American government. Themes include federalism, separation of powers, due process, Supreme Court review, and constitutional interpretation. (3 credits)

LGS 420 Criminal Law

This course introduces substantive and procedural criminal law through the study of its foundations, practices, and limitations. Students examine case studies to gain a practical understanding of the topic. Subjects include offense classifications, jurisdiction, punishment, rehabilitation, and criminal law legislation. (3 credits)

Prerequisite: LGS 370

LGS 430 Civil Procedure

This course covers both substantive civil law and civil procedure, with special emphasis on federal civil procedure. Students explore the distinctions between criminal and civil procedure and the role of participants in civil litigation. Topics include service of process, pretrial discovery, trial procedure, and judgment. (3 credits)

LIT 205 World Literature

This course explores prose and poetry by major world authors. Students evaluate universal literary themes and values, as well as the creative techniques that appear in great works. Subjects include social, cultural, and philosophical viewpoints, reading comprehension, literary elements, and literary critique. (3 credits) ?

MAT 105 Basic Mathematics

This course introduces the principles of mathematics while developing mathematical reasoning and skills. Students perform basic operations as they relate to whole numbers, fractions, decimals, and polynomials. Topics include graphs, exponents, linear equations, simple geometry, and algebraic concepts. (3 credits)

Students must complete MAT 105 before taking MAT 109 or 110.

MAT 109 Business Mathematics

This course expands upon mathematical principles with an emphasis on business applications. Students evaluate formulas used in business operations and solve basic accounting, retail, and finance equations. Themes include banking, taxes, interest, depreciation, financial reports, and business statistics. (3 credits)

Prerequisite: MAT 105

MAT 110 Algebra I

This course focuses on the fundamental concepts of algebra as they pertain to business and industry. Students apply algebraic concepts to real-world situations in order to efficiently collect and analyze data, build effective business models, and express issues in quantitative terms. Subjects include variable expressions, polynomial operations, graphing, and quadratic equations. (3 credits)

Prerequisite: MAT 105

MGT 337 Supervision and Leadership

This course demonstrates the difference between being a manager and being a transformational leader. Students engage in self-analysis to identify and implement leadership strengths, as well as overcome weaknesses. Topics include effective management styles, communication strategies, motivation techniques, and labor relations. (3 credits)

MGT 340 Organization Theory and Behavior

This course introduces the principles, philosophies, and theories of management and organizational behavior as used in both public and private organizations. Students explore these ideas through realistic case studies, group exercises, and self-assessment. Themes include organization theory, individual and group dynamics, conflict resolution, and decision making. (3 credits) ?

MGT 352 Political, Legal and Ethical Issues in Business

This course explores how government policies and regulations impact business structure, management, and personnel activities. Students discover how to balance corporate and community commitments while maintaining a successful business model. Subjects include the key functions of the law, ethical business practices, contracts, and labor relations. (3 credits) ?

MGT 370 Operations Management

This course provides a thorough investigation of how an organization manages its activities, decisions, and responsibilities. Students learn quantitative methods for achieving success as an operations manager, as well as within an operating department. Topics include corporate and operational strategies, scheduling, forecasting, logistics, and customer satisfaction. (3 credits) ?

Prerequisite: RES 311

MGT 429 Digital Business Strategies and Applications

This course examines digital business strategies and applications from a nontechnical perspective and provides an overview of the digital business environment. Students familiarize themselves with the methods, challenges, benefits, and risks of digital business. Subjects include electronic communication systems, software applications, operational and financial objectives, customer service, and competitive advantage. (3 credits)

MGT 445 Corporate Training and Development

This course explores corporate training and development methodologies, technologies, and best practices. Students learn how to analyze, design, and develop training programs that align with corporate goals. Topics include training program development, monitoring and evaluation, behavior issues, and performance management. (3 credits)

Prerequisite: MGT 340

MGT 452 Managerial Communication

This course addresses basic communication theories and examines the key concepts that contribute to effective managerial and organizational communication. Students engage in hands-on exercises and activities designed to improve professional writing, speaking, and presentation skills. Subjects include effective communication strategies, professional writing, and labor relations. (3 credits)

MGT 461 Project Management

This course focuses on implementing strategies to successfully achieve an objective. Students discover how to efficiently manage projects in order to establish authority, assign responsibility, and allocate resources. Themes include a project's task hierarchy and life cycle, schedule requirements, budget adherence, and performance measurement. (3 credits)

MGT 463 Management of Small Business

This course explores topics and issues unique to the small business environment. Students focus on the business planning process and apply their knowledge by completing a formal business plan. Topics include ownership forms, managerial policies, working capital, financing, product/service selection, marketing, inventory, and technology. (3 credits)

MGT 466 Organizational Change

This course concentrates on the necessity of change within an organization, as well as the impact of that change on organizational systems and personnel. Students determine how to successfully identify the need for change, as well as develop an appropriate plan for its implementation. Subjects include internal and external assessment, creating and sustaining a competitive advantage, and negotiation processes. (3 credits)

Prerequisite: MGT 340

MGT 625 Strategic Management

This course presents the process for developing and implementing a strategic plan in order to gain a competitive advantage. Students focus on case studies to reinforce the application of theory to contemporary business realities. Topics include microeconomic foundations of competitive strategy, mission statement development and analysis, and strategy evaluation. (3 credits) ?

Prerequisite: MGT 340

MGT 634 Entrepreneurship and Intrapreneurship

This course explores the distinctions between entrepreneurship and intrapreneurship, as well as their advantages and disadvantages. Students demonstrate their understanding through the development of a comprehensive business plan. Themes include types of business ownership, feasibility assessment, financing, and valuation. (3 credits)

MGT 665 Corporate Power, Politics and Negotiations

This course investigates various forms of power, politics, and negotiations in the corporate realm and how they affect the decision making process. Students evaluate the interpersonal skills and political strategies of successful managers and organizations in order to develop personal strengths. Themes include strategic power planning, management styles, and conflict resolution strategies. (3 credits) ?

Prerequisite: MGT 625

MGT 671 Executive Strategy

This course is intended to be taken at the end of the management program as it reinforces the skills learned in lower division courses. Students concentrate on quantitative data by conducting business and competitive analyses of realistic environments. Topics include competitive dynamics, corporate strategy, and the legal environment of business. (3 credits)

MGT 675 Management of Innovation and Creativity

This course examines the use of innovative and creative strategies within an organization in order to ensure its long-term sustainability. Students discover how to generate, manage, and adopt new products and technologies that are compatible with organizational objectives. Subjects include business intelligence, marketplace positioning, strategic alliances, life cycles, and disruptive technology. (3 credits)

Prerequisites: RES 600 and MGT 625

MKT 308 Marketing Management

This course illustrates the importance of marketing in modern global business and introduces critical strategies for success. Students learn to manage internal resources while fostering external relationships with vendors, partners, and customers. Topics include marketing plan components, product introduction and promotion, market segmentation, pricing, and distribution channels. (3 credits)

MKT 415 Consumer Behavior Issues and Analysis

This course focuses on understanding and influencing consumer perceptions and decisions. Students explore the basic methods and techniques necessary for analyzing and interpreting consumer behavior. Themes include target markets, product positioning, effective marketing design, online consumer behavior, and decision making. (3 credits)

MKT 423 Business Development in the Digital Economy

This course provides the skills and knowledge needed to generate viable business via the internet. Students learn the importance of online customer data and how to use a website to create customer value. Topics include online consumer psychology, branding, product development, life cycle product management, website integration, 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 communication methods that reach and influence customers. Students investigate how public relations can manage and enhance marketing campaigns. Subjects include advertising, sales promotion, direct marketing, individual selling, and the Internet. (3 credits)

MKT 452 International Marketing

This course focuses on the design of global marketing strategies. Students analyze cultural, economic, and political settings in order to create successful international marketing campaigns. Themes include decision making, cultural awareness, market research, and competitive advantage. (3 credits)

Prerequisite: MKT 308

MKT 454 Marketing Research Methods

This course concentrates on research methods that will lead to timely and accurate analysis in consumer, industrial, and international markets. Students explore marketing research techniques, as well as the collection, analysis, and interpretation of data. Subjects include strategic planning, marketing research design, and database development. (3 credits) ?

MKT 470 Strategic Issues in Marketing

This course concentrates on the social, cultural, technological, economic, and legal issues that impact product and service marketing. Students explore ethics and social responsibility in marketing practices, as well as major marketing issues effecting modern organizations. Topics include consumer behavior, promotion, packaging, pricing, positioning, and distribution strategies. (3 credits)

MKT 610 International Marketing

This course provides an advanced exploration of the concepts and practices of marketing in the global environment. Students build upon their understanding of international marketing and assess the modifications and adaptations necessary to compete in the global marketplace. Subjects include decision making, intercultural communication, global marketing strategies, technology, and strategic management. (3 credits)

MKT 636 Supply Chain Management

This course provides a comprehensive analysis of the strategic design process central to effective supply chain management. Students explore the role of supply chain management in the overall product/service marketing continuum. Themes include the distribution channel network, vertical marketing systems, manufacturing, wholesaling, retailing, JIT inventory, logistics, and technology. (3 credits)

MKT 642 Buyer Behavior and Sales Promotion

This course provides management strategies that align with consumer behavior and business-to-business buying. Students examine the key factors that influence consumers and affect sales promotion. Topics include advertising, direct marketing, public relations, and the Internet. (3 credits)

MKT 646 Strategic Concepts in Marketing

This course analyzes the role of marketing in modern, cross-cultural businesses. Students formulate strategies that segment markets, analyze the competition, distribute products, and successfully generate profits. Topics include environmental analysis, creating customer value, branding, and marketing communications. (3 credits)

MKT 654 Marketing Research and Intelligence

This course addresses the new technologies that have revolutionized the methods and techniques of information gathering, strategic thinking, and marketing research. Students focus on methods that make competitive market information more accessible to analyze and interpret, leading to more timely and accurate decision making. Topics include consumer, industrial, and international markets, research designs, sampling, and measurement. (3 credits) ?

MKT 660 E-Commerce Marketing

This course presents strategies for e-commerce marketing. Students develop a comprehensive marketing plan for an e-commerce business or software/multimedia product whose main marketing channel is the Internet. Subjects include partnerships, co-branding, customer service, and traditional marketing integration. (3 credits)

MPA 610 Strategic Planning and Implementation in Public Administration

This course provides an overview of public administrative and management processes, procedures, and structures. Students investigate strategic planning and implementation at the local, regional, and federal levels. Themes include public administrator roles and responsibilities, ethics, and contemporary practices. (3 credits)

MPA 625 Strategic Management in the Public Sector

This course highlights the role of strategy formulation in the development and sustainment of agency competitive advantage. Students demonstrate an ability to design analytic methodologies to deal with changes in the public policy landscape. Topics include public sector management, stakeholders, organizational strategy, benchmarking, mission statements, and global influences. (3 credits)

Prerequisite: MGT 340

MPA 630 Managing Public Policy

This course focuses on the theoretical, conceptual, and practical understanding of public policy management. Students develop the insight and skills necessary to plan, organize, implement, and manage policy programs and operations. Topics include public policy planning, policy evaluation, and management strategies. (3 credits)

MPA 642 Public Finance: Government Accounting and Control

This course examines the finance and accounting principles and procedures used by public administration professionals. Students learn the importance of sound accounting practices as they pertain to the management of public organizations. Subjects include financial reporting, budget and control issues, revenue and expense recognition, auditing, and governmental performance measures. (3 credits)

Prerequisite: ACC 305

MPA 646 Procurement and Contract Administration

This course presents the skills necessary to develop the interoffice policies and procedures used to procure goods in the public sector. Students explore the rules, regulations, and laws that are critical to the development, negotiation, and administration of contracts at all levels of government. Themes include the procurement planning process, contracting methods and phases, and management strategies. (3 credits)

MPA 650 Human Behavior and Resource Administration

This course provides a realistic approach to the organizational theories and behaviors found within the public sector. Students analyze the economic, political, and social factors that affect human resource management. Topics include management strategies, individual and group behavior, organizational behavior, and conflict management. (3 credits)

MPA 667 Public Finance: Politics of the Budgetary Process

This course explores fundamental political issues in public finance, as well as the creation and management of public budgets. Students identify the key elements of the budget process in federal, state, and local governments and critique budget justifications. Themes include budget cycles, revenues, horizontal and vertical equity standards, expenditures, and budget reforms. (3 credits)

MPA 670 Public Administrator and the Law

This course analyzes the public administrator's role in relation to the law. Students explore how legal and moral forces guide decision making within the public sector. Subjects include the Administrative Procedures Act, legislative and judicial processes, and regulatory review. (3 credits)

Prerequisite: MGT 352

ORG 610 Organizational Culture and Style

This course is intended for those in, or actively seeking, a leadership position and introduces the concept of organizations as social organisms. Students assess their own leadership styles and discover the interrelationship between an organization's culture and the individuals who work for the organization. Themes include organizational stratification, worker behavior, leadership personalities, and testing for leadership. (3 credits)

ORG 620 Behavior in International Organizations

This course explores organizational theories and their relation to international organizational behavior. Students examine the effect of globalization on management theories and practices. Topics include motivation, leadership, cultural diversity, management strategies, and virtual teams. (3 credits)

ORG 630 Diversity in Organizational Settings

This course introduces management functions and principles within an atmosphere of increasing globalization and workforce diversity. Students explore the necessity of implementing organizational programs for diversity awareness in order to plan, lead, and manage personnel and operations. Subjects include communication strategies, motivation, appraisal and discipline, labor relations, and unions. (3 credits)

ORG 640 Human Relationships in Organizational Settings

This course focuses on the development of human relationships within organizational settings. Students learn how to build effective relationships based on the individual and collective attributes of their respective organizations. Themes include peer, client, and supervisor-subordinate relationships, work-life balance, workplace romance, and the impact of globalization on workplace relationships. (3 credits) ?

ORG 650 Negotiation and Resolution Strategies

This course explores major concepts and theories of negotiation and resolution. Students develop skills to manage relationships and develop negotiation and resolution strategies. Topics include techniques for dealing with difficult negotiations and methods for identifying the impact of gender, culture, and personality on negotiation and resolution styles. (3 credits)

ORG 660 Dynamics of Decision Making

This course addresses how organizational structures affect social influence and decision making. Students investigate the psychological principles associated with decision making and develop their personal decision making skills. Subjects include individual and group behavior, organizational structure and culture, decision making processes, and decision analysis. (3 credits)

ORG 670 Organizational Learning

This course focuses on implementing or improving organizational training and education programs. Students explore learning program proposal procedures and evaluate existing programs in multinational corporations. Themes include the Multi-Facet Model, organizational culture, learning styles, and motivation. (3 credits)

PHI 101 Introduction to Philosophy

This course examines the significance of philosophical issues as they pertain to the understanding of daily life. Students explore the nature of reality, enhance critical thinking skills, and develop personal philosophy of life statements. Subjects include Greek, European, and non-Western philosophers, postmodern philosophy, and the relationship between philosophy and history. (3 credits)

RES 311 Quantitative Methods for Decision Making

This course explores the quantitative methods vital to organizational decision making. Students select the most appropriate techniques to analyze, summarize, and interpret information. Topics include statistics, sampling methods, normal distribution, probability, and hypothesis testing. (3 credits)

Prerequisite: MAT 110

RES 321 Behavioral Research Design, Tests and Measurement

This course concentrates on research methods and research design in behavioral science. Students explore 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. Topics include research tools, statistical concepts, and problem analysis. (3 credits)

Prerequisite: RES 311

RES 600 Graduate Research Methods

This course provides graduate students with the tools necessary for completing the in-depth research, reading, writing, and speaking activities central to all coursework at WIU. Students advance their studies of research design and methodology and apply these skills to their personal studies. Subjects include primary and secondary research, descriptive and inferential statistics, regression and correlation analysis, and research presentation. (3 credits), ?

SCI 244 Geology

This course explores two billion years of geological history on earth. Students experience hands-on learning while visiting unique geological environments and participating in laboratory activities. Themes include the geologic time scale, rocks and minerals, weathering and erosion, stratigraphic principles, plate tectonics, volcanism, and economic geology. [A lab fee may be required.] (3 credits)

SCI 264 General Physics

This course presents a general introduction to the principles of Newtonian and modern physics. Students concentrate on concepts rather than computations, building a strong foundation for further study and a widely applicable knowledge base. Topics include energy, mechanics, properties of matter, atomic and nuclear physics, and the theory of relativity. (3 credits)

SCI 270 Environmental Science

This course presents scientific methodologies for the analysis of current and future issues facing the global environment. Students examine these concerns from scientific, social, business, and individual perspectives. Themes include ecosystems, biological diversity, natural resources, environmental hazards, waste management, and human health. (3 credits)

SOC 101 Introduction to Sociology

This course introduces the principles of collective human behavior and the origins, functions, and dynamics of social institutions. Students explore sociological theories, identify a variety of social research techniques, and describe the power of media to transform social thinking. Themes include culture, group behavior, social stratification, and contemporary issues in social change. (3 credits)

SOC 122 Cultures of the Southwest

This course highlights Hispanic, Native American, and other cultures of the American Southwest. Students investigate the Southwest's environmental history and the impact of civilization on its ecology. Topics include historical development, social structures, religious beliefs, art forms, and the impact of Southwestern cultures on contemporary society. (3 credits)

SPN 154 Introductory Spanish Conversation for Global Communication

This course is designed for individuals with minimal or no previous Spanish instruction and develops skills for global communication. Students learn basic pronunciation, vocabulary, and sentence structure in order to become effective Spanish speakers. Subjects include listening skills, grammar, and cultural awareness. (3 credits)

SPN 252 Beginning Spanish Conversation for Global Communication

This course is intended for individuals with a fundamental understanding of Spanish and builds upon the skills learned in SPN 154. Students continue to develop their Spanish language proficiency while exploring the intricacies of cross-cultural communication. Topics include communicative goals, language functions, and cultural awareness. (3 credits)

Prerequisite: SPN 154

SPN 253 Intermediate Spanish Conversation for Global Communication

This course is designed for students who have successfully completed at least two years of high school Spanish, one year of university-level Spanish, or SPN 252. Students continue to advance their Spanish language proficiency and focus on intermediate level conversation skills. Themes include comparatives and superlatives, commands, future tense, present subjunctive tense, and Spanish speaking cultures. (3 credits)

Prerequisite: SPN 252

SSC 101 English Success Course

This course teaches the essential English skills needed to meet the minimum WIU requirements for written communication. Students focus on composition skills with an emphasis on planning, composing, revising, and editing. Topics include syntax, rubrics, peer review, and American Psychological Association (APA) style conventions. (3 credits) *Prerequisite: SSC 105*

SSC 102 Math Success Course

This course provides incoming undergraduate students with an overview of basic math concepts. Students discuss practical applications of math in a variety of real-life situations. Subjects include arithmetic, decimals, fractions, ratios, and percentages. (3 credits)
Prerequisite: SSC 105

SSC 105 Student Success Course

This course provides incoming undergraduate students with an overview of WIU and the services available to the adult learner. Students' current skill levels in English, math, and information technology are assessed in order to focus improvement in required areas. Themes include learning tools, technology, and strategies for academic success. (3 credits) :

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