Course Catalog

2016-2017

WESTERN
INTERNATIONAL
UNIVERSITY

west.edu | 866-948-4636

Welcome

At Western International University (West), we've been teaching working adults — people with jobs, families, and other responsibilities — for more than 35 years. West was born in response to a huge, unmet need in the United States: quality post-secondary education for adults. Though we began as a campus-based university in Phoenix, Arizona, over the years, we've evolved our model to keep pace with the economy, changing technology and student expectations, making it more manageable for today's student. A college degree can help propel your career and life. At West, you can earn a degree in one of these fast-growing fields: Accounting, Business, Information Technology, and Behavioral Science.

As part of our mission, we are committed to preparing students for leadership positions in a dynamic, global marketplace that is shrinking and simultaneously becoming more complex. We emphasize global awareness in both our general education and program-specific courses and we emphasize leadership skills, as we believe the world will look very different for our students when they graduate.

Further, as our nation faces new challenges around higher education, we've re-engineered our offerings and improved our course delivery method, making it more manageable for you to fit it into your busy life, and also more affordable. At West, we are continuously evolving education to meet the needs of students so more people can achieve their educational goals and help advance their careers.

Sincerely,

Tracy K. Lorenz
President

Catalog 2016-2017

Effective July 1, 2016

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 West 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 1.866.948.4636

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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The University

Western International University (West) was founded in 1978 as a private, nonprofit institution and was regionally accredited in 1984. In 1995, West was acquired by Apollo Education Group, Inc., and became a for-profit subsidiary of one of the leading educational corporations in the United States.

In keeping with its mission, Western International University provides programs with a broad educational foundation to prepare students for leadership positions.

West is headquartered in Arizona, the Grand Canyon State. Its ground campus is conveniently located in Tempe, Arizona. Campus classrooms are designed to encourage student and faculty interaction and discussion. Computer facilities for hands-on instruction are readily available to students, as are various audio-visual aids. The state-of-the-art Learning Resource Center at the Tempe campus provides access to many resources. West offers degree programs at its Tempe-campus as well as online.

Further information regarding Western International University is available on the University's website www.west.edu. A print copy of the University Catalog may be requested by calling (602) 943-2311 or 1(866) 948-4636.

Ownership Information

Western International University is a subsidiary of Apollo Education Group, Inc. The University's central administration offices are located in Tempe, 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

Accreditation

Western International University is accredited by the Higher Learning Commission (http://hlcommission.org). Since 1984, Western International University has been continually accredited by the Higher Learning Commission and its predecessor. Western International University obtained its most recent 10-year Reaffirmation of Accreditation in 2012-13. A comprehensive evaluation is scheduled for 2016-17, and the next Reaffirmation of Accreditation is scheduled for 2022-23. For more information about Western International University accreditations and licensures, please visit http://west.edu/why-west/accreditation.html.

For additional information, contact ncahlc.org

Copies for review of Western International University accreditation and licensure may be obtained upon written request to: Office of the President Western International University 1601 W. Fountainhead Parkway, Tempe, AZ 85282

State Approvals

Western International University is licensed by the following state regulatory agencies:

- Arizona State Board for Private Postsecondary Education

- State of Wisconsin Educational Approval Board Certification

Click here (http://west.smartcatalogiq.com/en/2016-2017/Catalog/State-Specific-Requirements) for further State-Specific Information.

State Authorization Reciprocity Agreement

Western International University is an approved institution under the State Authorization Reciprocity Agreement (SARA), and therefore has reciprocity for approval of distance education with other SARA-approved states.

SARA is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. SARA is overseen by a National Council and administered by four regional education compacts.

For more information visit the National SARA Council www.nc-sara.org, or the Arizona SARA Council www.azsara.arizona.edu.

Memberships

Western International University holds membership in the following associations or organizations:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO) American Council on Education (ACE)

- Arizona Veterans Programs Association (AVPA)

- Better Business Bureau (BBB)

- Council for Adult and Experiential Learning (CAEL)

- Council on Higher Education Accreditation (CHEA)

- Independent Colleges and Universities of Arizona (ICUA)

- NAFSA: Association of International Educators (NAFSA)

- Pacific Association of Collegiate Registrars and Admissions Officers (PACRAO)

- Professional and Organizational Development Network (POD)

- University Continuing Education Association (UCEA)

- Western Association of Student Financial Aid Administrators (WASFAA)

Degree Programs

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
Bachelor of Science	Business Administration
Bachelor of Science	Informatics
Bachelor of Science	Information Technology Management
Bachelor of Science	Management
Master of Arts	Human Dynamics
Master of Arts	Innovative Leadership
Master of Business Administration	Master of Business Administration
Master of Business Administration	Accounting
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	Accounting
Master of Science	Information Systems Engineering
Master of Science	Information Systems
Professional Studies Certificate	Accountancy

Admissions

Applications to the University are considered active for twelve (12) months from the date of submission of the Student Enrollment Agreement. During the pre-admission process, West reserves the right to cancel an individual's admission request. Special consideration is given to applicants who are active service members or reservists called to active duty.

West begins all degree coursework with a required introductory course that applies toward the degree requirements for each program. This required introductory course is a three-credit course and credits may be eligible for transfer to other colleges and universities (please refer to Transfer of Credit section for more information on credit transfer eligibility).

There are two types of admission statuses at West:

- Provisionally Admitted (PV): Students who meet general admission eligibility criteria are initially admitted to their selected program with a PV status and an admission date that reflects the start date of the required introductory course. Student must complete the required introductory course and earn the requisite GPA in this course to be granted an unconditional, Admitted (AM) status. (See Undergraduate Degree Admission and Graduate Degree Admission sections of the Catalog).

- Admitted (AM) Status: Students who meet general admission eligibility criteria and who earn the requisite GPA in the required introductory course (See Undergraduate Degree Admission and Graduate Degree Admission sections of the Catalog) are granted an Admitted (AM) Status.

Transcript Requests of Other Institutions

West will accept mailed, faxed or electronic 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 Registrar

- Statement from the issuing institution verifying the transcripts are official

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

Degree-Seeking Students

Candidates for admission must submit a complete and accurate West Admission Application. Applicants under the age of 18 must provide documented approval of a parent or legal guardian.

Once the application has been accepted by West, the applicant is admitted to the selected program under a Provisionally Admitted (PV) status as a degree-seeking student and is eligible for registration in the required introductory course. The applicant will receive written notification from the University upon Provisional Admission.

Students in a PV status may enroll in only the required introductory course. A student is moved from a PV status to an Admitted (AM) status upon completing the required introductory course and earning the requisite GPA. (See Undergraduate Degree Admission and Graduate Degree Admission sections of the Catalog).

Note: If the grade for the required introductory course is still pending at the start of the second course, the student may be allowed to start the second course while awaiting the grade. If the student does not earn the requisite GPA for the required introductory course, the student will be removed from the second course.

Undergraduate Degree Admission

Eligibility

All applicants for Associate and Bachelor degree programs must meet the following University eligibility requirements to be considered for admission:

- Have a high school diploma or equivalent from an institution that is regionally or nationally accredited and/or state licensed.

- 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: https://ged.com/

- Applicants residing in the United States, must have United States citizenship or must have an appropriate legal status allowing for University enrollment.

- English Proficiency. Official documents verifying proficiency may be required. Please refer to the English Language Proficiency section of the Catalog.

- In addition, West accepts students who have been approved for Deferred Action of Childhood Arrivals (DACA). Students who have DACA approval will need to submit a copy of the Approval Notice for DACA (issued by the USCIS).

Note: Financial Aid is not available for DACA students

Standards

All applicants must meet the eligibility requirements to be considered for admission to West. Applicants will be admitted with a Provisionally Admitted (PV) status when the following have occurred:

- The applicant's admission file is complete.

- Eligibility criteria have been met.

- Formal written notice is provided by the Registrar's Office.

Students may attend only the required introductory course while in a PV status. The required introductory course for all Undergraduate programs is the CUL 100 course. To be granted Admitted (AM) status, a student must earn a GPA of 1.67 or higher in the required introductory course. Formal written notice is provided by the Registrar's Office when the student is granted AM status.

Note: If the grade for the required introductory course is still pending at the start of the second course, the student may be allowed to start the second course while awaiting the grade. If the student does not earn the requisite GPA for the required introductory course, the student will be removed from the second course.

Graduate Degree Admission

Eligibility

All applicants for Master degree programs must meet the following University eligibility 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.

- Applicants residing in the United States must have United States citizenship or must have an appropriate legal status allowing University enrollment.

- In addition, West accepts students who have been approved for Deferred Action of Childhood Arrivals (DACA). Students who have DACA approval will need to submit a copy of the Approval Notice for DACA (issued by USCIS).

Note: Financial Aid is not available for DACA students.

Standards

All applicants must meet the eligibility requirements to be considered for admission at West. Applicants will be admitted with a Provisionally Admitted (PV) status when the following have occurred:

- The applicant's admission file is complete.

- Eligibility criteria have been met.

- Formal written notice is provided by the Registrar's Office

Students may attend only the required introductory course while in a PV status. The required introductory course for all Graduate programs is the CUL 623 course. To be granted Admitted (AM) status, a student must earn a GPA of 2.67 or higher in the required introductory course. Formal written notice is provided by the Registrar's Office when the student is granted AM status.

Note: If the grade for the required introductory course is still pending at the start of the second course, the student may be allowed to start the second course while awaiting the grade. If the student does not earn the requisite GPA for the required introductory course, the student will be removed from the second course.

Denial of Admission

Applicants will be denied admission to the University if, after all documentation has been provided, it is determined that the published admission eligibility and standards requirements (See Undergraduate Degree Admission or Graduate Degree Admission) have not been met.

Students have three attempts to complete the required introductory course before a denial of admission will be applied (see the Course Repeat Policy).

Non-Degree-Seeking Students

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

Students under a general Non-Degree-Seeking Status may take a maximum of 18 credit hours at West. Non-degree-seeking students are not eligible to receive federal financial aid or veterans' benefits. Although official documentation of previous coursework is not required to complete coursework under this status, applicants must submit an unofficial transcript, academic history or professional documentation verifying proficiency in course prerequisite requirements, if applicable. Students taking graduate level coursework will be required to submit documentation of a conferred bachelor degree.

Students who decide to continue into a degree program will need to meet all admission criteria for the program in order to be admitted. Credits completed under the non-degree status will be applied to the program as appropriate.

Notification of Admission Status

Students are notified of admission decisions by mail within two (2) weeks of receipt of all application materials and completion of the first course. Once a student is registered, they are scheduled in a new course each month following West's course sequence

Admission Appeals

An applicant whose admission to the University is denied may file a written appeal of the decision to Academic Appeals. Students are not allowed to register for courses during the appeals 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.

When the university receives the written appeal and supporting information, it 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 twelve (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

Students who interrupt their enrollment for more than twelve (12) consecutive months must apply for readmission by completing a new West Application for Admission. Refer to the Re-Entry to the University (p. 4542) section of this catalog for further information.

International Student Admissions

Western International University (West) welcomes students from around the world. International students are defined as those who are neither citizens nor permanent residents of the United States. West is authorized to accept and enroll qualified, degree-seeking, non-immigrant students (F-1 status) by the Student Exchange Visitor Program (SEVP). At this time West is not currently issuing Form I-20s for new students.

Sessions begin monthly at West. Therefore, applications are accepted on a continuous basis. International applicants should begin the admission process well in advance of the desired enrollment date (at least 2 months is recommended).

International Eligibility

International candidates for admission to West are expected to meet the same requirements for admission as applicants from the United States. These include:

- **All applicants**: If you reside in the U.S. you must have a visa status that allows for University enrollment, and documentation (e.g., copy of visa, government approval notice, permanent resident card) submitted with the application

- **Bachelor's degree applicants**: The equivalent of a U.S. high school diploma (12th grade, secondary school) at a recognized institution

- **Master's degree applicants**: The equivalent of a U.S. bachelor's degree

International Standards

Applicants must also meet the following standards:

- **All applicants**: Meet the requirements set forth in the English language proficiency section.

- **Bachelor's degree applicants:** Must meet Undergraduate Degree Admission requirements.

- **Master's degree applicants**: Must meet Graduate Degree Admission requirements.

NOTE: To be considered, credits must be deemed academic in nature and represent college-level work.

International Procedures

International candidates (may also apply to domestic international candidates) for admission must:

- Submit a signed West 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 yet obtained a passport, other documentation of the legal name will be required.

- Provide official international academic records (both the native language documents and the certified word-for-word English translations, if those documents are not issued in English) that are required for admission from all secondary and postsecondary schools attended outside the United States.

- NOTE: For students requesting admission to a master's degree program, the submission of the secondary school completion documents are preferred but not required.

- Submit completed and signed Financial Guarantee Statement with Bank Certification (applies only to F-1 students).

- Submit official documentation of English language proficiency.

  NOTE: Some students may not be required to provide proof of English proficiency - Refer to the English Proficiency Policy.

- Meet all other admission requirements.

Any official academic record/document must meet the following requirements:

- Be an original or true copy.

  NOTE: Copies must be certified or attested to by an official of the institution attended, the Ministry of Education, U.S. Consular Office, an educational foundation (e.g., USIEF, Fulbright Commission, AMIDEAST, Education USA, etc.), or U.S. Information Agency office.

- Include an institutional seal or stamp, and/or signature of the registrar or equivalent.

- Be in English or accompanied by a certified English word-for-word translation.

- Indicate graduation date, degree earned (if applicable), courses, grades, and years of attendance. Students desiring transfer credit must furnish catalogs and/or course descriptions.

Providing all of the official international academic records that are required for admission allows West to consider the student's entire educational background in order to determine the equivalent semester credits and/or degree(s) earned upon admission.

The University reserves the right to request that official documents be sent directly from the issuing institution.

English Language Proficiency

All coursework at Western International University is taught in English. To ensure 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, state-licensed secondary school or a recognized post-secondary institution, where the language of instruction is English. Student must have completed a minimum of two (2) years of coursework in residency and earned a cumulative GPA of 2.0 on a 4.0 scale (C level).

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

  Student must have completed at least twenty-four (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. Student should also have achieved a grade of C or better for two semesters of English Composition equivalent to ENG 101 and ENG 102.

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

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

- **Completion of an approved English Language Examination**

  West will accept the following minimum scores on approved language examinations taken no more than two (2) years prior to application to the University (official documentation required):

Test Type	Minimum Passing Score
ELS Exam	
Undergraduate	112
Graduate	112
TOEFL Paper-Based Test (PBT)	
Undergraduate	500
Graduate	550
TOEFL Internet-Based Test (IBT)	
Undergraduate	61
Graduate	79
IELTS Exam	
Undergraduate	6
Graduate	6.5
CELSA Exam	
Undergraduate	65
Graduate	70
TOEIC Exam	
Undergraduate	550
Graduate	750
Pearson PTE Academic Exam	
Undergraduate	53
Graduate	59
Berlitz Online Exam	
Undergraduate	57
Graduate	80

Scholastic Aptitude Test (SAT) - Verbal	
Undergraduate	530
American College Test (ACT) - English	
Undergraduate	22
West African Examination Council - English	
Undergraduate	C6
Cambridge International Exams O - Level English	
Undergraduate	C
Cameroon General Certificate of Education (GCE) O - Level English	
Undergraduate	C

Cambridge ESOL Exams	Undergrad Minimum Score	Graduate Minimum Score
Preliminary English Test (PET)	70	n/a
First Certificate in English (FCE)	45	60/C/Pass
Certificate in Advanced English (CAE)	45	45
Certificate of Proficiency in English (CPE)	45	45
Business English Certificate (BEC) Preliminary	65	n/a
Business English Certificate (BEC) Vantage	45	60/C/Pass
Business English Certificate (BEC) Higher	45	45
International Legal English Certificate (ILEC)	B2 or Pass	B2 or Pass
International Certificate in Financial English (ICFE)	B2 or Pass	B2 or Pass
Skills for Life - Entry 3	Pass/Band 2	n/a
Skills for Life - Level 1	Pass/Band 2	Pass/
Skills for Life - Level 2	Pass/Band 2	Pass/ Band 2
BULATS Online	40	60

West 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.

Students may need to contact the above-mentioned examination agencies through which they wish to complete the examination to find out the testing schedules and/or fees (if any) involved.

International Student Responsibilities

While attending West, each international student is responsible for understanding and complying with the following student visa and West policies:

- Per U.S. government regulations, maintaining full-time attendance requires I-20 students to attend courses in the classroom unless otherwise authorized to take a West Interactive Online class by a West Designated School Official (DSO).

- In accordance with U.S. government regulations, undergraduate students and accountancy students are required to complete a minimum of twenty-four (24) credit hours in a 12-month period. Graduate students are required to complete a minimum of eighteen (18) credit hours in a 12-month period.

   NOTE: International students attending the University on F-1 visas may now enroll in a maximum of two (2) Interactive Online courses during every twelve (12) months from the start date on the Form I-20 as a part of their required full-time course load and when concurrently enrolled in an on-campus course upon approval from DSO.

- Students must notify DSO of any changes in either of the following situations:

   - Non-Immigrant or Immigrant status

   - Country of Citizenship

- Students must notify the DSO of any extended leave of absence, reduced course load, or vacation in advance. The DSO must endorse student's Form I-20 prior to any travel outside the United States.

- Students must maintain 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 United States, major medical insurance coverage is mandatory for all students attending the University from other countries. Students must obtain coverage before completing the first course at the University and must submit to the DSO no later than the end of the first course.

It is recommended that students obtain a minimum of a six-month policy from a West-preferred provider. The DSO will assist students in obtaining this insurance upon arrival. Coverage must be maintained throughout course of study at West. Coverage must include the following components:

- Minimum dollar coverage of $250,000

- Outpatient care coverage (doctor visits, outpatient surgery)

- Hospitalization

- Medical evacuation and repatriation benefit

This requirement must be maintained and is monitored by the University throughout students' attendance at West. All students must use the West preferred provider unless they provide documentation that one of the following conditions is true:

- They are on a medical insurance plan as a dependent with someone who is employed by a U.S. firm that provides coverage.

- The student's home country provides insurance that can be used in the United States and meets West's insurance requirements.

Optional Practical Training (OPT)

Students may apply for Optional Practical Training (OPT) as early as ninety (90) days before the expected completion of the entire degree program. Please contact the DSO for more information about OPT.

Scheduling

Course Calendar

Online classes at West begin the first Tuesday of every month. The CUL 100 and CUL 623 courses begin the first and third Tuesday of every month. Interactive Online courses and On-Campus courses begin the first week of every month.

All course formats meet for eight sessions over the course of two (2) months. A student may 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 36 weeks of instructional time.

Determining Enrollment at the University

Active enrollment is determined by a student's continuous attendance at the University. A student is considered to be in continuous attendance as long as no more than 14 days exist between academically related activities. For exceptions to this 14-day requirement, please refer to Withdrawing from the University section. For additional information, please see Academically Related Activities.

Students may have one of the following active enrollment statuses based upon the academic workload for his/her program:

Active Full-Time: The student's required academic workload for his/her program is at least 6 credits for an academic year, the student is actively attending class and the student's official last date of attendance based on Academically Related Activities (ARAs) does not exceed 14 days. Institutionally Scheduled Breaks and Incomplete Grade Extensions are excluded from the 14 day out of attendance calculation.

Active Less Than Half-Time: The student's required academic workload for his/her program amounts to less than the 6 credits for an academic year, as determined by the institution. In addition, the student is actively attending class and student's official last date of attendance based on ARAs does not exceed 14 days. Institutionally Scheduled Breaks and Incomplete Grade Extensions are excluded from the 14 day out of attendance calculation.

Note: A student must be considered enrolled and attending the University to maintain financial aid eligibility.

Course Attendance Policy

Since West offers non-traditional course schedules, governmental compliance requires tracking of student attendance. Student adherence with the West attendance policy is mandatory. Course attendance requirements are as follows:

1. Students must post at least one attendance within the first eight calendar days of a course.

2. Students must post at least one attendance every 14 calendar days.

Online attendance will be taken every time one of the following activities is completed by the student:

- Submitting the Knowledge Check associated with a lecture video
- Submitting weekly assignments
- Completing graded tests and quizzes

West Interactive Online course attendance will be taken every time one of the following activities is completed by the student:

- Attending a live online session
- Submitting the alternative assignment through MyWest after viewing a recorded session
- Submitting assignments through MyAssignments on MyWest
- Submitting exams or quizzes through MyAssessments on MyWest

- Answering or replying to a discussion forum On-campus attendance will be taken every time one of the following activities is completed by the student:

- Physically attending a class session on campus

- Submitting assignments through MyAssignments on MyWest

- Submitting exams or quizzes through MyAssessments on MyWest

- Answering or replying to a discussion forum

On-campus students are responsible for documenting their attendance by signing the class roster during class. All other attendance will be captured automatically as activities are completed.

Attendance will be recorded on the date of the activity based on Arizona time. 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. Students are encouraged to retain copies of all sent items related to attendance compliance until the course is complete and grades are issued. Success in a course is based on the substance of coursework, not attendance.

Independent Study Attendance

Courses completed through independent study require weekly live sessions with the assigned faculty member. These attendance contacts must be direct/live communication. Phone, fax, email, and viewing recorded sessions do not constitute attendance. It is the student's responsibility to initiate weekly contacts with the instructor for each of the scheduled weeks of the course. Students who do not fulfill Independent Study course requirements will be issued a grade of "F."

Academically Related Activities

Academically related activities (ARAs) are used to determine a student's official last date of attendance and corresponding enrollment status at the University. ARAs are also used to determine the effective date of active and withdrawn enrollment statuses.

Academic attendance is captured when students complete academically related activities (ARAs). The following activities in a program applicable course will constitute an academically related activity.

- On campus course – physically attending a ground course

- On campus course and Interactive online course – posting to a discussion board

- Online course - submitting a Knowledge Check

- Interactive online course - attending a live online course

- Interactive online course - submitting an alternative assignment through MyWest after viewing a recorded session

- All courses - submitting an assignment through MyAssignments on MyWest

- All courses - submitting exams or quizzes through MyAssessments on MyWest

Course Registration

Once admitted, students will be registered into courses based on the West preferred course sequence. Courses will be registered to start every month.

Prerequisite Policy

A prerequisite course is a course that must be successfully completed before taking a more advanced course. A prerequisite should be established on a course only when the content of the prerequisite course is required for success in the course with the prerequisite.

Some courses at West have prerequisite coursework required. These requirements must be met in order to take the course.

Students may transfer in prerequisite requirements.

Transfer students will be required to take any prerequisites not transferred in during the evaluation process. Block transfer students must complete any prerequisite coursework not completed during their Associate degree.

In the event that a prerequisite requirement is added to a current course, students will be held to the requirements outlined in the catalog year of their program, not the new requirements.

If a prerequisite requirement is removed from a current course, students will be released from the prerequisite requirement, regardless of catalog year.

If a student changes programs or catalogs, he or she will be required to take all prerequisites as listed in the current catalog.

Course Cancellation

The University reserves the right to cancel any course. Students enrolled in a course that has been cancelled will be contacted in a timely manner. In the event a course is cancelled, students will be registered in an alternative course.

Course Audit Option

Students are permitted to enroll in a course to obtain information, to gain personal development, or to enhance specific skills. With instructor approval, a student may audit a class and participate in all class activities. Approval of Audit Status must be arranged prior to start of the course. Writing assignments and examinations are not mandatory. Audited courses carry no credit toward the GPA or degree requirements, and grades are not assigned; instead, students earn a non-grade symbol of "X" for an audited 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 (2) hours out-of-class study for each hour spent in class or completing online activities. Students may not enroll in more than two (2) courses simultaneously without prior permission.

This maximum includes courses taken in overlapping sessions. Students should contact a student advisor 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.

Students are registered in the recommended sequence to ensure 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 specified by a West 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 the University catalog.

Books and Course Materials

Classroom materials or e-Materials, including textbooks in electronic format, are available to students. E-Materials are downloadable and accessible through MyWest up to one year after graduation. Students may access course e-Materials one week prior to the course start date.

Although electronic books and materials are provided to students within the classroom, students can purchase physical textbooks at their own cost through the West Online Bookstore at www.BooksatWest.com

Writing Style

West's *Writing Style Handbook* contains formatting guidelines required in all of West's degree programs. This handbook forms the basis from which all course assignments should be formatted. Although the handbook is modeled from the sixth edition of the *Publication Manual of the American Psychological Association*, West uses the West Writing Style Handbook as a guide for student writing and formatting.

Late Assignment Policy

The late assignment policy is stated in each course syllabus.

Students should submit all assignments on their due dates.

In online classes, students may submit a late assignment up to two (2) days after the due date; however, late assignments will be penalized 20% per day for up to two (2) days. After two (2) days, faculty may decline to accept an assignment. Tests must be completed during the week in which they are assigned and may not be taken after the due date.

For independent studies and interactive online classes, the late policy is at the discretion of the instructor. Students should review the syllabus prior to the start of the course

In all course formats, no coursework is accepted after the end of the course, except when approved Incomplete is in place.

Grading Procedures

All credits issued for successfully completed West coursework are in semester increments. The Registrar's Office will post students' official grades upon completion of each course. Grade reports indicate the course taken, the credits received, and grade assigned.

Faculty members are required to submit final grades to the University for processing within seven calendar days of completion of the course. Students may view their official grades through MyWest.

West uses the following 4.000 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, 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.

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 (1) week and miss at least two (2) weeks will receive a "W." This non-grade does not factor into the GPA.

WV =   WAIVER. Course academic content alternatively fulfilled. The non-grade of "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 West students are allowed the use of a "Pass/No Pass" option for a maximum of three (3) 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 re-enrollment in 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 GPA. The course will be recorded on the student transcript with the appropriate "P" or "NP" grade.

The following guidelines apply to the "Pass/No Pass" option:

•   The choice to take a course under this option must be communicated to the Registrar's Office 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 the "P/NP" option.

Incomplete Grades

An incomplete grade (I) may be issued:

1. At faculty discretion when extenuating circumstances prevent a student from completing course requirements by the end of the session;

2. To students who require reasonable accommodations under the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973 (collectively, "ADA Accommodations"); or

3. To students for medically-necessary absences due to pregnancy, pregnancy-related conditions or childbirth ("Title IX Exceptions").

Requests for an Incomplete are required to be received by the faculty member prior to the end date of the course. To be eligible for an incomplete, a student must be meeting attendance requirements for the course. Faculty will consider the student's academic performance in the course when making a decision regarding an Incomplete request and it will be at the Faculty's discretion if an Incomplete is approved. Approval for an Incomplete is not guaranteed.

A final grade will be posted to the student's account within seven days of the agreed incomplete deadline date; not to exceed eight weeks. Additional time may be granted by the University for students with ADA Accommodations or Title IX Exceptions.

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+, etc.). For students with ADA Accommodations or a Title IX exception, the student record will reflect only the final grade earned (e.g., B, B+, B-, C+, etc.).

Students who receive an IF or an F will need to contact a West Student Advisor for more information.

NOTE: Except for students with ADA accommodations or a Title IX exception, Incompletes are not awarded for CUL-100 or CUL-623.

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 and program Grade Point Average (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 or program GPA. The earned grade from the subsequent course will be posted as the official grade.

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 complete the same course more than three (3) times. Additional registrations will not be accepted for any course completed three times.

Students in a Provisionally Admitted (PV) status must earn the requisite GPA in the required introductory course to be granted Admitted (AM) status. If the student's course GPA does not meet the requirement for granting AM status, the student will be withdrawn from current and future course registrations and will be given the opportunity to retake the required introductory course. Students are allowed to take this required introductory course a maximum of three times. No additional tuition will be charged for the repeated attempts.

All other admitted students who fail or withdraw from a course will be rescheduled to take the course in the next available term. Upon receipt of a "W" or "F" grade, a student may request a tuition waiver for the course. Tuition is to be charged upon the retake of the course. A limit of two tuition waivers will be granted per degree level. Students who fail a required course three times will be academically dismissed from the University. Please consult with a student advisor for any financial consequence.

Course Withdrawal Policy

Students must notify the University of the intent to drop a course or the student may be subject to full tuition costs. Students who contact the University to drop a course before the start of the second course week will be dropped from the course with no grade issued. Students who withdraw or are administratively withdrawn after the start of the second course week will receive a "W" grade.

Time of Course Drop or Withdraw (including Administrative Withdrawals)

Course Weeks 1	No grade issued
Course Weeks 2-8	"W" grade issued

To avoid a withdrawal grade of "W" being recorded on their permanent record, students must notify the University prior to the second course week of their intent to drop the course. For students utilizing Financial Aid, schedule changes may affect Financial Aid eligibility. Students should contact an advisor if dropping any coursework.

Student Financial Responsibilities and Options

Once a student is admitted to a program, Western International University offers a variety of payment options to manage his or her education investment. Available payment options allow students flexibility in meeting their individual needs. It is the student's responsibility to select a primary payment option. Each payment option requires the completion of specific forms and adherence to payment guidelines. The primary payment option will be selected with the completion of the Student Finance Agreement. Failure to select a payment option, or maintain the requirements of a payment option, will default the account to a Cash Payment option.

Students may update their primary payment option provided they are in compliance with their current payment option. 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 option. Students with outstanding balances will not be able to receive grades, transcripts, or 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.

Tuition and Fees

Type of Fee	Amount	Amount Active Military
Curriculum Tuition Per Credit		
Undergraduate- Online	$250	$250
Graduate- Online	$350	$250

Payment Plans

The following payment options are available to students:

Cash Payment Option

Cash Payment option students are required to pay all tuition and fees by the 25th of month prior to the class start. Students who have not paid tuition prior to the first week of class 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.

Tuition Reimbursement Option

The Tuition Reimbursement option is available to students whose employers have an approved written reimbursement policy. Tuition will be deferred for 60 calendar 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.

Third Party Billing Option

The Third Party Billing option 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 a student advisor for further information.

Approved company tuition vouchers or letters of credit must be received by the University five (5) days prior to the first week of class for 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 third party billing agreement must be paid by the student prior to the first week of class for 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 Option

Students may be eligible for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) Programs, and/or Federal Direct Loans (Subsidized and Unsubsidized, and PLUS Loans). 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 option, at least 50% of a student's annual tuition must be funded through federal financial aid benefits, and the student must have completed the financial aid application process.

To begin the federal financial aid process, students must complete the Free Application for Federal Student Aid (FAFSA), available at http://www.fafsa.gov. This is the first step in determining a student's eligibility for federal financial aid. Federal financial aid will be processed once a student has been admitted into the University and an eligible program of study. In addition to the FAFSA, the following forms may be completed during the federal financial aid application process: 1) Loan Request Form, 2) Federal Direct Loan Master Promissory Note (MPN), 3) Entrance Counseling, 4) Financial Aid Authorization Form (if, and only if, the student chooses this option). All forms are located on the MyWest Student website. 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 week of the course.

In order to continue tuition deferment beyond the first course after being admitted, 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 option and any outstanding balances incurred will be due immediately.

Students must reapply for funding every 24 credits 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 option.

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

Application for VA benefits should be sent to the campus for submission to the Department of Veterans' Affairs with enrollment certification. West 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 (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.

Multiple Tuition Discount Policy

For instances in which a student may qualify for multiple tuition discounts, the discount that provides the greatest benefit to the student will be applied to the tuition amount.

Institutional Refund Policy

All fees are nonrefundable.

Students have the right to a full refund of any monies paid, including application and materials fee – if applicable – if they withdraw within three (3) business days after signing the Enrollment Agreement. Refunds will be paid no later than thirty calendar days after a receipt of a written request of cancellation.

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

- For a student in a Provisionally Admitted (PV) status, withdrawal from the required introductory course after only attending during the first two course weeks: Refund 100% of tuition paid.

- For all other students, withdrawal from a course after only attending during the first course week: Refund 100% of tuition paid.

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 University. The University requires 30 days for processing.

Military Tuition Assistance Refund Policy

Students using Military TA will have tuition refunded using the University's Military Institutional Refund Policy.

- Withdrawal from a course after only attending during the first course week (12.5% complete) of a 3 credit course= Refund 100% of tuition paid. Withdrawal from a course after only attending during the first and second course week (25% complete) of a 3 credit course= Refund of 75% of tuition paid.

- Withdrawal of a course after only attending during the first, second and third course week (37.5% complete) of a 3 credit course= Refund of 62.5% of tuition paid.

- Withdrawal from a course after only attending during the first, second, third and fourth course week (50% complete) of a 3 credit course= Refund of 50% of tuition paid.

- Withdrawal from a course after only attending during the first, second, third, fourth and fifth course week (62.5% complete) of a 3 credit course= Refund of 37.5% of tuition paid.

Please note: Weeks six, seven and eight are nonrefundable.

Tuition Assistance Program funds will be returned directly to the Military Service, not to the Servicemember.

State-Specific Refund Policy

If a student attends a class and resides in one of these states, the state-specific refund policy will be applied. In the event that there is a conflict in the policies, the state policies, as outlined below, will supersede the general University policy, unless the University policy is more beneficial to the student.

All requests for refund must be submitted in writing to the University. The University requires 30 days for processing. All fees are nonrefundable.

Arizona

Students in the State of Arizona, will have tuition refunded using the University's Institutional Refund Policy with the following exception:

- Students have the right to a full refund of all monies paid, including application and materials fee - if applicable - if they withdraw within three (3) business days after signing the Enrollment Agreement.

Wisconsin

Students in the State of Wisconsin will have tuition refunded using the University's Institutional Refund Policy, with 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 rata 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 withdrawal.

• If the University cancels or discontinues a course or educational program, the University will make a full refund of all charges.

• All requests for refund must be submitted in writing to the University. The University requires 30 days for processing. All fees, including application, assessment, student services, graduation, independent study, and lab fees are nonrefundable.

Online

The refund policy of the state where online campus students reside will be used to calculate their refund amount. The refund policy of the state where local campus students attend class will be used to calculate their refund amount.

Military Benefits

Students who are entitled to U.S. Department of Veterans Affairs (DVA) education benefits must make initial contact with a student advisor. A formal application for admission to the University should be completed before applying for DVA education benefits. Application for veteran education benefits should be sent to West's certifying official for submission to the DVA. Each Western International University program segregated by instructional modality (classroom based or distance education), requires separate State Approving Agency (SAA) approval for the training of veterans or eligible persons. A student should contact West for information on current approvals.

Western International University Veterans Affairs Office will automatically certify the courses for VA Educational Benefits unless the student communicates otherwise. Individuals will need to communicate request to not certify a course by email or phone. By submitting the request the individual acknowledges, and agrees that he/she will not receive the following VA Educational Benefits for the courses listed below and will be responsible for payment of all tuition, fees and costs. (VA33-Post 9/11 recipients further acknowledge they will contact a student advisor for payment options).

DVA education benefit eligibility and payment rates vary depending on each individual's military history and educational program being pursued. Only the DVA can determine DVA education applications eligibility. For information, a student should contact a DVA representative, toll free at (888)-GI-BILL-1 (888-442-4551) or review http://www.gibill.va.gov. Western International University does not participate in the DVA education advanced payment program. Visit the U.S. Department of Veterans Affairs website at http://www.gibill.va.govfor additional information on educational entitlements. On April 27, 2012, the President of the United States signed Executive Order 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans/Spouses, and Other Family Members. This Executive Order addresses key areas relating to Federal military and veterans educational benefits programs. Military or affiliated students may qualify for federal assistance or student loans under federal financial aid programs (Title IV).

For estimates of your total financial aid package and Title IV, please visit: https://westshoppingsheet.regenteducation.net/

Credit for Prior Education and Training

Credit for prior education or training must be evaluated and reported to the U.S. Department of Veterans Affairs (DVA) prior to the start of week 25 of enrollment. The DVA may not always pay DVA education benefits after week 24 if the DVA records indicate the student has a large amount of transfer credits.

Please ensure all prior education transcripts, and Joint Services Transcripts (JST) (Army, Navy, Marine), Coast Guard Institute transcripts, or DD-295, DD-214, are submitted for evaluation in a timely manner. It is the student's responsibility to ensure that all transcripts are submitted to the University. Academic credit earned for courses appearing on an official transcript from a regionally accredited, or candidate for accreditation, college or university will be evaluated according to University policies and accepted subject to the approval of the University Registrar Office.

Transfer credits based on a different unit of credit than the one prescribed by Western International University are subject to conversion before being transferred. Only the official transcript and course evaluations performed by the University Registrar Office are final. Any preliminary reviews by campus personnel are unofficial, not binding, and subject to change.

Satisfactory Academic Progress for DVA Education Benefits

Information regarding University academic progression requirements for individual programs and information regarding the University's program and cumulative grade point average policy may be found in the University Academic Catalog at http://west.smartcatalogogig.com/en

To receive Department of Veterans Affairs (DVA) education benefits, a student must maintain satisfactory academic progress (SAP) and conduct. Accordingly, benefits will be terminated for individuals who are disqualified, suspended or expelled from the University.

Academic Support

Students are placed on Academic Support when they fall below the program GPA requirement. This status provides the student an opportunity to raise their program GPA to the required level before being placed on Academic Probation. Students will be notified by the Registrar's Office when placed on Academic Support.

Students placed on Academic Support will have two (2) courses to improve their program GPA. While on this status students will be scheduled in a single course schedule pattern. Program GPA will be re-evaluated after each completed course and the student will be removed from the Academic Support as soon as the program GPA is acceptable. Students who do not meet the program GPA requirement after two (2) courses on Academic Support, will be placed on Academic Probation.

Academic Support will be applied to students who are admitted with a GPA below program requirements.

Veterans' benefits and Financial Aid students may continue to receive funds while on Academic Support.

Academic Probation

Academic Probation will occur when a student is not able to reach the program GPA minimum during Academic Support. Students will be notified by the Registrar's Office when placed on Academic Probation.

Students are allowed to complete two (2) courses on Academic Probation during which program GPA must be raised to an acceptable level. While on this status, students will be scheduled in single course schedule pattern. They may also be required to repeat courses with unacceptable grades to improve program GPA. Program GPA will be reevaluated at the end of both courses to determine if the student can be placed back in good standing. Students who do not meet the program GPA requirement at the end of Academic Probation will be Academically Suspended.

Veteran students will continue to receive DVA education benefits during the probation period. The veteran will be informed of the probation, and a notation to the student DVA file will be recorded when the probationary period commenced.

Academic Suspension

Academic Suspension will result if a student fails to clear Academic Probation Status during the two (2) course probationary period. A suspended student may petition to return through the Academic Appeals Process after a period of six (6) months.

Upon approval to return, students are subject to the academic and university polices in effect at the time of re-enrollment. The student must achieve an acceptable program GPA within two (2) courses. Students will be scheduled in courses applicable to their program and may be required to repeat courses with unacceptable grades. While on this status, students will be scheduled in single course schedule pattern.

Students need to work closely with a student advisor during this two (2) course return period. Students who succeed in raising their program GPA will be placed back in good standing. Students who fail to achieve the required program GPA will be academically dismissed from the University.

Veteran students will not be eligible for DVA educational benefits after suspension. The DVA and student will be notified of the suspension.

Military Tuition Assistance

To obtain federal military tuition assistance, visit your education or Navy College Office to receive college counseling and develop an education plan. From that point, a student can submit a military tuition assistance request; for more information, students may speak with a student advisor at (602) 943-2311 or (866) 948-4636.

A student can currently receive 100 % of federal tuition assistance from military service, with a $250 cap per semester hour, and a $4,500 annual limit. If a student wants to apply for military tuition assistance, a student will need to submit a completed authorization form to a student advisor at least two weeks before a course start date, and the student will need to contact their educational officer at their branch of service.

DVA Tuition Assistance Top-Up Benefit

Active duty students requesting to use the Tuition Assistance Top-Up (TATU) benefit program should direct all questions or concerns to the Department of Veteran Affairs (DVA) at 888-GI-BILL-1 (888-442-4551) or online at http://www.gibill.va.gov/. Western International University VA certifying official is not involved in the processing of any TATU request.

Readmission of Servicemembers

Any student whose absence from Western International University is necessitated because of service in the uniformed services is entitled to readmission if the following are met:

1. The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives oral or written notice to the University Registrar Office confirming the absence from the University was necessitated by service in the uniformed services.

2. The cumulative length of the absence and all previous absences from Western International University because of service in the uniformed services does not exceed five years.

Upon receipt of deployment orders, students should be advised to notify the University Registrar Office, either orally or in writing. It is recommended that a copy of the military deployment paperwork or a signed official letter from the commanding officer be submitted to your local campus. Although this formal documentation is not required at the time of deployment, it will be necessary in order to be readmitted.

A student who submits an application for readmission to the University must provide documentation to establish that:

1. The student has not exceeded the specified service limitations; and

2. The student's eligibility for readmission has not been terminated.

The University may not delay or attempt to avoid a readmission of a student under this section by demanding documentation that does not exist, or is not readily available, at the time of readmission.

A student's eligibility for readmission to the University under this section because of a student's service in the uniformed services terminates upon the occurrence of any of the following events:

1. A separation of such person from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge;

2. A dismissal of such person permitted under section 1161(a) of Title 10, U.S.C.; or

3. A dropping of such person from the rolls pursuant to section 1161(b) of Title 10, U.S.

Note: If the student does not submit a notification of intent to reenroll within the time limits, the student is subject to the University established leave of absence policy and general practices.

Institutional Policies

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 MyWest to change phone/address/email address information, or a Change of Information form may be completed with a student advisor.

All official University documentation will be issued in the student's name as indicated on the West 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 Registrar's Office.

Residency Requirements

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

- A minimum of eighteen (18) credits must be earned through West resident courses for issuance of an associate's degree.

- A minimum of thirty (30) total credits must be earned through West resident courses for issuance of a West bachelor's degree.

- A minimum of eighteen (18) graduate-level credits must be earned through West resident courses for issuance of a master's degree.

 Please see Professional Studies for residency requirements of certificate programs.

Transfer of Credit

Transfer credits from regionally and nationally accredited postsecondary 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, and 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. An Official Transcript is an academic document that contains certain specific demographic, academic, and temporal data elements that enable expert recipients to properly understand an individual's academic performance. All transcripts received and evaluated by the University are considered property of the University and will not be released. Additionally, University policy does not allow reproduction of these documents for student use.

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

Reverse Transfer Agreements

West, in partnership with specific community colleges, may enter into formal agreements to complete reverse transfers. Under such an agreement, West will provide the partner institution with directory information for students who meet certain credit requirements and may be eligible for an associate's degree from the transfer institution. The transfer institution may contact the student to discuss requirements and may award the associate degree to the student per its discretion. Students will have to provide documented permission prior to any information being transferred between institutions.

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 selecting initial courses. This estimate is provided only as a tool and is not considered to be a final or official determination of transfer credits.

Official admission transfer credit evaluations are completed by the West Registrar's Office upon receipt of official documentation of credits. Students are notified of accepted transfer credits.

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.

Course Equivalencies

Equivalent courses are University approved courses that act as an acceptable alternative to a required course, as determined by the University and may apply to a program in place of a required course.

Courses must have substantially similar content, course objectives, and/or learning outcomes. The equivalencies are subject to change based on program update or University need.

Equivalent courses must be an equal level or higher, and have the same number of credit hours or higher.

Combination equivalencies are used when the content of two or more courses taken together are deemed to have substantially similar content, course objectives, and/or learning outcomes to the content of one course. Unless stated, when a combination of multiple courses is used to satisfy an equivalency with a course, the excess credits from the combination may apply towards the core or elective requirements for the program.

If all courses needed to satisfy a combination equivalency are not completed, the equivalency will not be satisfied. Students should complete the required course as outlined in the university catalog. When two equivalent courses are completed, only the most recent course completed will be counted for credit and grade point average calculations.

The University may also provide course options which are not direct equivalencies to the required course, but which the University has determined to be acceptable alternatives to a required course for a specific program.

Ongoing Credit Evaluation

Students may request evaluation of transfer credit earned at other institutions after admission to West throughout their attendance at the University. Students are responsible for providing official documentation of credits for evaluation by the Registrar's Office. 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 West.

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

Eligible Credits

Transfer credits are accepted if they have been officially documented from an approved institution, are applicable to West course requirements in the student's chosen program, and have been completed with an acceptable grade.

Undergraduate courses require a minimum grade of C- (70%) for transfer consideration. A grade of B- (80%) is required for transfer of graduate courses. Grades earned at other institutions are considered for admission decisions but are not factored into the West cumulative GPA.

Credit is not awarded for a course which duplicates coursework previously completed, either at the same or a different institution. If a transcript shows that a course has been repeated, credit is awarded based on the highest grade achieved. Credit is not awarded for coursework completed at West.

Transfer Limitations

A maximum of 42 credits (lower and upper division) may be transferred into an associate's degree program. Courses are evaluated as upper or lower division credits based on the content of the completed course.

A maximum of 90 credits (lower and upper division) may be transferred into a bachelor degree program. Courses are evaluated as upper or lower division credits based on the content of the completed course.

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 West course requirement. Unless applied to a specific West course, all other quarter credits will be transferred in at the original credit value.

A maximum of twenty-one (21) credits may be transferred into graduate programs.

Information Technology coursework must have been completed within the last five (5) years to be considered for transfer credit. Students who have been continually employed in the technology field may petition for special consideration.

Transfer credit will not be applied to the following West courses:

- CUL 100 Culture and Globalization

- CUL 623 Global Communication for Professionals

- Program Capstone

The Nationwide Block Transfer may allow students with an Associate degree from any regionally accredited institution within the United States to automatically fulfill sixty (60) credits to any West bachelor's degree program. Associate degrees must have a minimum of 60 required credits to qualify. Students with more than 60 credits on a transcript will have additional credits reviewed for transferability beyond the block transfer.

Students may be required to take pre-requisite coursework not fulfilled within the associate degree. Select states may have regulations where Nationwide Block transfer cannot be applied. Please see State-Specific Requirements (p. 8029) for more information.

Students who transfer only three (3) math credits, equivalent to MAT-110, are eligible to complete their remaining three (3) math credits (to fulfill the six [6] required credits) with a general education elective course.

Students who transfer only three (3) English credits, equivalent to ENG-102, are eligible to complete their remaining three (3) English credits (to fulfill the six [6] required credits) with a general education elective course.

National Tests for Credit

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

- Dantes Subject Standardized Tests (DSST)

- Berlitz (language exams)

- AP – Advanced Placement Examinations

- CLEP – College Level Examination Program

- Excelsior College Examinations

- International Baccalaureate (IB)

Students can fulfill upper division courses with lower division national tests that are equivalent to the CBK, Core, and Major requirements, as long as the students meet the residency requirements and state restrictions.

Prior Learning Assessment (PLA)

Students with personal and professional learning obtained outside the traditional classroom that is equivalent to college-level learning may earn credits through Prior Learning Assessment. Examples of such learning include the following:

- Corporate training

- Continuing education

- Licenses

- Diplomas or certificates from nationally accredited institutions

- Transcripts from unaccredited schools

- Professional exams

- PLA experiential essays will be used to fulfill lower division Social Science and lower division elective credits

- American Council on Education (ACE) Transcript

- National College Credit Recommendation Service (CCRS) Transcript

Non-classroom credits will be accepted only when documented with course titles, assigned number of credits and earned grade.

PLA credits awarded are included in the total transfer credit amount for each program. For details, please see the Transfer Limitations Policy.

Prior Learning Assessment credits do not apply toward residency requirements at West.

Pass Grade Course

Non-graded credits such as "P," "CR," or "S" cannot be calculated into the GPA and awarded credits through admission process, unless quality points were awarded. Prior Learning Assessment can award possible General Elective or Elective credits for "P," "CR," or "S" course without quality points if the course can be evaluated based on college-level content.

Corporate Articulation Agreements

Corporate articulation provides the opportunity for students to earn college level credit for training obtained through their employer(s). Corporate training is assessed for equivalency to college-level learning. Credits awarded may be applied to associate's degree and bachelor's degree programs.

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), residency requirements can be met and the majors are currently being offered. A minimum of 24 credits must be completed in residence at West 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 currently offered 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, and 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. The Registrar's Office will issue an official notice of acceptance.

Second/Dual Degrees

Students may not be awarded more than one of the same degrees from West 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 33 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 24 credits must be completed for the second degree. Second degrees, based on enrollment availability, may be pursued simultaneously or sequentially.

To petition for a second degree without reapplication for University admission, students must contact a University Advisor prior to completing the first degree. Students who elect a second degree after graduation must complete a new West Application for Admission.

For approval of a second degree program, the selected program must be currently offered for new enrollment. Completion of the second degree will be based on degree requirements in effect at the time of the request. Prior transfer and institutional credits will be evaluated for applicability to the new degree. All requirements must be met for the second degree including any capstone course. An official notice of acceptance will be issued by the Registrar's Office.

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.

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 request the change through a student advisor. The student's new program 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 Registrar's Office.

Students transferring from a Bachelor of Science in Informatics (Catalog 2008/2009 or later), may be eligible to apply select completed IT major credits from the prior program into the new Bachelor of Science in Information Technology Management.

NOTE: Students utilizing Title IV funds (financial aid) must consult with a student advisor prior to changing major or catalog as program changes may impact funding.

Academic Standards

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

Students must be in good academic standing for conferral of degrees or certificates. West academic standards apply across all programs, degrees, and majors.

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

Academic Support

Students are placed on Academic Support when they fall below the program GPA requirement. This status provides the student an opportunity to raise their program GPA to the required level before being placed on Academic Probation. Students will be notified by the Registrar's Office when placed on Academic Support.

Students placed on Academic Support will have two (2) courses to improve their program GPA. While on this status students will be scheduled in a single course schedule pattern. Program GPA will be re-evaluated after each completed course and the student will be removed from the Academic Support as soon as the program GPA is acceptable. Students who do not meet the program GPA requirement after two (2) courses on Academic Support, will be placed on Academic Probation.

Academic Support will be applied to students who are admitted with a GPA below program requirements.

Veterans' benefits and Financial Aid students may continue to receive funds while on Academic Support.

Academic Probation

Academic Probation will occur when a student is not able to reach the program GPA minimum during Academic Support. Students will be notified by the Registrar's Office when placed on Academic Probation.

Students are allowed to complete two (2) courses on Academic Probation during which program GPA must be raised to an acceptable level. While on this status, students will be scheduled in single course schedule pattern. They may also be required to repeat courses with unacceptable grades to improve program GPA. Program GPA will be reevaluated at the end of both courses to determine if the student can be placed back in good standing. Students who do not meet the program GPA requirement at the end of Academic Probation will be Academically Suspended.

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 two (2) course probationary period. A suspended student may petition to return through the Academic Appeals Process after a period of six (6) months.

Upon approval to return, students are subject to the academic and university polices in effect at the time of re-enrollment. The student must achieve an acceptable program GPA within two (2) courses. Students will be scheduled in courses applicable to their program and may be required to repeat courses with unacceptable grades. While on this status, students will be scheduled in single course schedule pattern.

Students need to work closely with a student advisor during this two (2) course return period. Students who succeed in raising their program GPA will be placed back in good standing. Students who fail to achieve the required program GPA will be academically dismissed from the University.

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.

Leave of Absence Policy

This policy is applicable to all students who are actively enrolled in degree programs at Western International University.

Students may be approved by the University for multiple LOAs in a 12-month period. The total of all approved LOAs may not exceed 180 days in the 12-month period. During an approved LOA, the student is not considered withdrawn and no Return of Title IV (R2T4) calculation is required for financial aid recipients.

Required Documentation

An LOA may be approved only if the University determines there is a reasonable expectation the student will return. Students must follow the University's LOA policy when requesting the LOA, by providing (on or before the start date of the LOA) a completed University LOA request form or a written, signed and dated request, including the reason for the LOA to Student Financial Services – Operations (SFS-O).   If unforeseen circumstances prevent a student from providing a request for the LOA to the campus on or before the start of the LOA, the University may grant the LOA if the campus has documented the reason and decision. The University must collect the signed LOA request form from the student later and provide it to SFS-O within a reasonable amount of time from the last date of attendance. Unforeseen circumstances may include, but are not limited to, medical and family emergencies, military, jury duty, business travel, University course cancellation and/or facility closure, and natural disasters. If a student is out of attendance due to an unforeseen circumstance and considered an unofficial withdrawal and the University can document the reason and decision for the LOA prior to the Return of Title IV (R2T4) calculation being performed, the student will be placed on an approved LOA and no calculation will be required.   An LOA will not be approved if a student requests an LOA after 14 consecutive days of nonattendance, has a current enrollment status of unofficial withdrawal (UNW) and the request is not due to unforeseen circumstances that occurred prior to the UNW status. If a student requests an LOA start date in the future and is officially withdrawn, unofficially withdrawn, or administratively withdrawn from the University prior to the start date of the LOA, the LOA is not valid and will be canceled.

Length

In determining the length of the LOA, the LOA start date is the first day of the LOA and the LOA end date is the day before the start date of the course the student is returning to at the University. The first day of the student's initial LOA is used when determining the start date for the 12-month period. If a student is granted an LOA due to unforeseen circumstances, the beginning date of the approved LOA, as recorded by the student on the LOA form, is the date the student was unable to attend class because of unforeseen circumstance.

The course start date will cease the LOA day count; however, the University's academic system of record will use an active enrollment status effective date as determined by the date the student posts an academic related activity (ARA) in the course the student returns to at the University. NSLDS Enrollment Reporting will use the standard effective date for an active enrollment (i.e. course start date). A new LOA request form will be required for any additional LOAs.

Note: At the time of the LOA approval, the University will review the LOA dates requested by the student and may adjust those dates based on ARAs, class schedules, etc.

Extending an LOA

A student may request an LOA extension as long as the request is made before the scheduled return date. Students must follow this policy when requesting the LOA extension, by providing on or before the scheduled end date, a written, signed, and dated request, including the reason for the LOA extension to Student Financial Services – Operations (SFS-O).

Institutionally Scheduled Breaks

If a student submits an LOA request with a start date being the same day as the start of an institutionally scheduled break or a start date that falls within an institutionally scheduled break, the University will update the LOA start date to the first day after the institutionally scheduled break ends.

If a student's LOA is scheduled to end on or within an institutionally schedule break, the University will update the LOA return date to the start date of the course that is scheduled to begin after the institutionally scheduled break, as long as the student is registered for a course set to begin when the institutionally scheduled break ends.

If a student's LOA request completely overlaps an institutionally scheduled break, all days of the institutionally scheduled break and the LOA days will count toward the length of the LOA and apply toward the maximum of 180 days in a 12-month period. The University will not allow a student to take two consecutive LOAs separated by an institutionally scheduled break.

Disbursements during an LOA

The University may disburse Pell, IASG, and FSEOG funds to a student on an LOA during certain times of the year. Federal financial aid funds that are part of a credit balance created before the student began an LOA may be paid to the student, since those funds were disbursed before the student went on the LOA.

Completion of Coursework upon Return

If a student starts an approved LOA in the middle of a course, the University must ensure no additional charges for this course are incurred when the student returns from the LOA. To ensure no additional charges for this course are incurred, the University will issue the student an LOA Credit (LOAC).This LOAC will be applied to the course scheduled after the LOA end date.

Failure to Return

The University will advise the student, prior to granting the LOA, that failure to return from an LOA may affect the loan repayment terms, including the expiration of the student's grace period. If a student does not return from an approved LOA, the withdrawal date and beginning of the grace period will be the student's last date of attendance.

If the student reenters, after withdrawing from the University, the previously approved LOA days will count toward the student's LOA maximum of 180 days in a 12-month period.

Withdrawal from the University

Overview

The Withdrawal Policy addresses the process the University has in place to determine when a student has withdrawn from a program of study.

Official Withdrawal

Students who provide official notification of the intent to withdraw from the University may complete the Official Withdrawal form or notify West Student Advisement and Registrar offices to be considered officially withdrawn.

Withdrawal Date

The withdrawal date for an official withdrawal is the last date of academic attendance or attendance at an academically related activity determined from University attendance records. This date will always be earlier than or equal to the date the student notifies the University of his/her withdrawal.

Date of Determination

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. (See *Return of Title IV Policy* in the Financial Aid Policy appendix for further information)

Rescission of Official Withdrawal

Students who rescind their intent to withdraw by must provide an electronic or written statement to the University stating their intent to participate in academically related activities (ARAs) and complete the payment period.

Students may rescind the intent to withdraw by complete the Return After Withdrawal form. Rescissions may be requested up until the time a Return of Title IV (R2T4) calculation has been completed. The student may also submit an electronic or written statement to the University stating his/her intent to return to the University, remain in academic attendance and continue to participate in ARAs through the end of the payment period.

If a student subsequently withdraws after rescinding the intent to withdraw, the withdrawal date is the last date of academic attendance or attendance at an academically related activity determined from University 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 15 days after the student's official last date of academic attendance or attendance at an academically related activity determined from University attendance records.

Note: Please refer to the last section of this policy for discussion on academic related activities that occur during an institutionally scheduled break.

Unofficial Withdrawal

Students who do not provide official notification to the University of their intent to withdraw are considered unofficial withdrawals after 14 days of consecutive nonattendance at an ARA.

Students on institutionally scheduled breaks will not have the days of the break count toward the 14 days of consecutive nonattendance at an academically related activity. The following are the different types of institutionally scheduled breaks at the University:

• Holidays

• Inclement Weather

• Administrative

• Emergency Closures

Withdrawal Date

The withdrawal date for students 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 or attendance at an academically related activity determined from University 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 review will determine if the student reentered as scheduled, or did not reenter as scheduled and must be withdrawn for the purposes of the Return of Title IV (R2T4) calculation and deferment processing.

Date of Determination

The date of determination (DOD) for students who unofficially withdraw from the University is no greater than) 15 days after the official last date of attendance; or when a student fails to return from an approved LOA. The University will return the amount of federal financial funds for which it is responsible, no later than 45 days after the date the University determines the student has withdrawn. (See Return of Title IV Policy in the Financial Aid Policy appendix for further information)Note: Please refer to the last section of this policy for discussion on academic related activities that occur during an institutionally scheduled break.

Administrative Withdrawals

Students who are withdrawn from the University for failure to meet admission, academic, financial, or code of conduct policies are considered administrative withdrawals.

Withdrawal Date

The withdrawal date for students who are administratively withdrawn is the last date of academic attendance or attendance at an academically related activity that occurred prior to the decision to administratively withdraw the student.

Date of Determination

The date of determination (DOD) for students who are administratively withdrawn from the University is the date the University determines the withdrawal. The University will return the amount of federal financial aid for which it is responsible, no later than 45 days after the determination of the administrative withdrawal. (See *Return of Title IV Policy* in the Financial Aid Policy appendix for further information)*Note: Please refer to the last section of this policy for discussion on academic related activities that occur during an institutionally scheduled break.* Academic Related Activities that Occur During an Institutionally Schedule Break The University does not recognize any ARA that occurs during an institutionally scheduled break as attendance for federal financial aid purposes only.

Withdrawal Date

If a student posts an ARA during an institutionally scheduled break, the University will look for the most recent ARA that occurred prior to the start of the institutionally scheduled break. This date will be used as the withdrawal date for Title IV purposes. Date of Determination The DOD for students who post academic related activities during an institutionally scheduled break will be no greater than 15 days after the end date of the institutionally scheduled break. For example: A student attends class on December 19th. An institutionally scheduled break occurs December 20 – January 4. The student posts an ARA on December 29th, which is during the scheduled break. The DOD is January 19th (the 15th day after the end date of the institutionally scheduled break).

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 and meet the current admission requirements (refer to the Admission Policy (p. 1312) for details). Students will re-enter under the current catalog program requirements. Note: Not all programs may be available in the current catalog.

U.S. Military Service members who wish to re-enter the University are accommodated under the Higher Education Opportunity Act (section 484C). These students should contact West's advisement for specific information.

Re-entering students who left on Academic Probation will be re-evaluated upon admission.

- If the student meets the program GPA requirements, the Academic Probation will be lifted.

- If the student does not meet the program GPA requirements, the student will remain on Academic Probation and have three courses to improve his/her GPA (refer to the Academic Probation Policy for details).

Re-entering students who left on Academic Suspension are required to submit an appeal to return to Active Status (refer to the Academic Suspension Policy for details).

Transcripts

The Registrar 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 West. No official transcripts will be released until all financial and other obligations to the University have been met.

Transcripts may be requested in person or through Transcripts on Demand link found in MyWest. Requests will not be accepted from, or released to, third parties without a written permission from the student.

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. West 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:

1. Actions, oral statements, and written statements that threaten or violate the personal safety of any faculty members, staff members, or other students.

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

3. Harassment that has the effect of creating a hostile or offensive educational environment for any student, faculty, or staff member.

4. Sex discrimination/harassment that has the effect of creating a hostile or offensive educational environment for any student, faculty, or staff member. This includes, but is not limited to, sex discrimination, sexual harassment, unwelcome conduct of a sexual nature, unwelcome sexual advances, requests for sexual favors, and other verbal and nonverbal, or physical conduct of a sexual nature including sexual violence.

5. Stalking, persistently pursuing another person that has the effect of imposing unwelcomed contact and/or communication.

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

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

8. Failure to comply with published University policies or reasonable directives of university officials while performing their duties.

9. Failure to conform to University guidelines regarding use of university computer or communication systems, authorized use of University equipment, intellectual property, or information systems.

10. Sharing student credentials, including online login information, with any person other than West Student Technical Support.

11. Unlawful manufacture, distribution, dispensation, 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, or misused or overused legal drugs.

12. 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).

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

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

15. Hazing (any action that 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.)

16. Falsification, alteration, or invention of information, including, but not limited to, any third party document used to apply for financial aid, transfer credits, diplomas, transcripts, or lying during University investigation.

Conduct Review Process

1. All charges alleging violations of West's 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.

2. Charges related to student records should be submitted to the attention of the Associate Registrar.

3. Charges alleging violations of West's Code of Conduct, unless related to sex discrimination/harassment, must be submitted in writing to the attention of the Associate Registrar, Director of Faculty Services or designee.

4. An alleged violation of West's Code of Conduct that relates to sex discrimination/harassment shall be forwarded to the University's Title IX Coordinator, Dr. Christopher Davis or designee:

   4025 S. Riverpoint Parkway
   Mailstop CF-SX01
   Phoenix, AZ 85040
   (602) 429-1112

Investigation

1. Allegations will be investigated in a prompt and reasonable manner.

2. Relevant evidence may include, but not be limited to, pertinent documents and statements from witnesses. Title IX investigations will be conducted within sixty (60) days barring any unusual complexity.

3. While an alleged violation is under investigation, a student may be removed from class, campus-sanctioned events, and other University functions.

Notification

1. A student who is charged with a violation of West's 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.

2. 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.

3. 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.

4. In Title IX cases, the complainant(s) shall be notified of the conduct procedures and notified of when and if a Charging Letter or warning is sent to the respondent(s).

Student Response

1. A student response acknowledging guilt will be sent to the Associate Registrar or designee, who will determine the appropriate sanctions.

2. In Title IX cases, a student response acknowledging guilt will follow the Title IX committee process outlined below.

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

Disciplinary Review

1. In cases not involving allegations of sex discrimination/harassment, the University Academic Council Review Committee (UACRC) will convene to review the file and make findings and recommendations to the Associate Registrar, or designee, 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.

2. The UACRC shall use the preponderance of the evidence standard of proof (more likely than not) to weigh the evidence and make a recommendation to the Associate Registrar, or designee about whether a violation occurred and what sanction, if any, is warranted.

3. In cases involving sex discrimination/harassment, the Title IX committee, who will be comprised of at least three impartial individuals who have no prior involvement with the parties or the investigation, will convene to review the file and make a determination. Opposing parties will be afforded the opportunity to speak at the committee which will be facilitated by an impartial administrator from the university and present written witness statements for inclusion in the Title IX Case Packet. Students are entitled to have third parties present during the committee process.

4. The Title IX Committee shall use the preponderance of the evidence standard of proof (more likely than not) to weigh the evidence and make a recommendation to the Title IX coordinator or designee about whether a violation occurred and what sanction, if any, is warranted.

5. In accordance with the requirements under the Higher Education Opportunity Act (HEOA), upon written request, West 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.

6. If the alleged victim is deceased as a result of the alleged crime or offense, West will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

7. 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

1. 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.

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

Appeals

1. In those instances where students are found to be in violation of West's Code of Conduct, they may appeal the decision to the Executive Review Committee (ERC) within ten (10) days of receiving the notice. The ERC is comprised of the Provost, the Vice President of Operations, and the Registrar (or their respective designees).

2. In Title IX cases, opposing parties shall be afforded the opportunity to appeal within ten (10) days of receiving notice of the outcome; if an appeal is filed, each party shall receive notice of the other party's appeal.

3. 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.

4. In Title IX cases, opposing parties will be notified of the ERC decision.

Student Grievance

Grievances, other than non-discrimination or harassment, must be submitted in writing to the Office of Dispute Management (ODM), which will determine the appropriate course of action or render a decision.

Financial Grievance

Student requests for finance related policy exceptions must be submitted through a student advisor within six (6) weeks from the disputed charge date. Grievances relating to financial aid, account balances, or collections must be reviewed by University management before being submitted to ODM. All requests must include relevant documentation and supporting statements. 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
4025 S. Riverpoint Parkway
Mailstop CF--SX01
Phoenix, AZ 85040
(602) 557.3391

FormalGrievanceODM@west.edu

Student Grade Appeal

Students must initiate all inquiries regarding a final course grade within six (6) 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 (10) 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 (10) 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 (6) weeks of the course end date.

Grade disputes that are based on alleged discrimination (as defined under the heading Nondiscrimination Policy (p. 6259) and Harassment Policy (p. 6360)) are reviewed as non-grade-related grievances and should be submitted accordingly.

Student Appeals

Students may submit requests for exception to University policy in writing through an Advisor for submission to Student Appeals, for determination of the appropriate course of action or rendering of 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. Advisors can provide students further information regarding submission of Student Appeals. Students will receive a written response within two (2) 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 Wisconsin, the student may contact the Wisconsin Educational Approval Board, 30 West Mifflin Street, 9th Floor, P.O. Box 8696, Madison, WI 53708, telephone (608) 266-1996.

Students 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 the Apollo Legal Department at (602) 557-1818.

On-Campus Rules

The following rules are enforced at all West Campuses:

- Literatures to be distributed to students, or posted on bulletin boards, require the approval of the Campus Manager.

- Smoking is prohibited in all University buildings and allowed only in outside designated areas

- 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.

Consumer Policies

FERPA

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 (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 University Registrar Office 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 University Registrar Office 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 attending or has attended 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.

Releasable Information – Directory

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

• Dates 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 unless rescinded.

To remove a *FERPA Disclosure Prevention Request*, the student must complete and submit a *FERPA Disclosure Prevention Rescind* form to the University Registrar Office. To remove previously authorized parties from his record, the student should submit the *FERPA Release Rescind* form to the University Registrar Office.

Information Not Released – Non-Directory

In compliance with FERPA, the following student information must **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 the written request is verified before processing the request.

- Place of birth*

- Month and day of birth*

- Social Security Number or Student ID Number**

- Grades

- GPA

- Course schedules

- Employment information

- Academic performance

- Admission information

- Academic Information

- Financial and accounting information

- Gender*

- Race*

- Ethnicity*

- Citizenship*

- Country of origin*

*Although this information may be disclosed without prior written consent according to FERPA, the University 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.

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., 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.

- 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.

- 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.

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 eligibility for aid, amount of aid, conditions for aid, or 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 accrediting functions*

- *Complying with a judicial order or lawfully issued subpoena; provided notification to the student is made before complying with the subpoena*

[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 University can disclose personally identifiable information (PII), directory, and non-directory, without student consent if the disclosure meets one of the following conditions:

- This disclosure is to other school officials whom we determine have legitimate educational interest.

- The disclosure is to officials of other schools where the student seeks or intends to enroll.

- 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.

- 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 the following:

    - eligibility for aid,

    - amount of aid,

    - conditions for aid, or

    - enforce terms and conditions of the aid.

Students requesting demographic or PII on other Western International University students for survey/research purposes must be approved.

The University shall retain a record of student information disclosed to a third party if recordation is required pursuant to FERPA. This information is made on University computer system containing dates, names, and reasons for release. 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.

[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)]

Student Right to Access

Student wishing to review their educational records shall submit a written request to the University Registrar Office specifying the records to be reviewed. Only records covered by the Family Educational Rights and Privacy Act will be made available. If necessary, the University Registrar Office will work with a campus designee so that the student can review the record.

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 University Registrar Office 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 University Registrar Office and specify the record(s) they wish to inspect or have a copy.

Students who wish to review their records at the campus location must present photo identification before access to educational records is allowed. For copies of records from the student's file, students must fill out and submit the "Student Request for Information from Files" form. Distance education students must submit a written or authorized electronic request specifically outlining which record they would like to review. Upon verification, the records will be released.

A designated University official must be present when students wish to review their records at the campus location. This includes documents on file (e.g. WIN/eXp) or student history notes that do not reference other student information.

Note: 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 possession of the originator

• Records connected with an application to attend the University if the application was denied.

Procedure

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

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

• Student must submit request for amendment in writing to the University Registrar Office 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 University Registrar Office will respond to the request within 14 days.

• If the University denies the request to change the record, the University Registrar Office will notify the student within 14 days 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 University Operations. The University Registrar Office 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. A hearing panel appointed by the University Registrar Office 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.

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.

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. Exception: The University will issue transcripts for students who have filed for bankruptcy provided that Western International University obtains a copy of the bankruptcy petition filed with the courts.

Note: For a period of 25 years following the death of a student, education records of deceased students may only be released to the executor of the estate (written authorization required) or immediate family members (notarized affidavit required) defined as: spouse or legally recognized domestic partner, parents, children (over the age of 18), and siblings.

An education record is released pursuant to judicial orders or lawfully issued subpoenas, but usually only after the student is given reasonable notification of the University's intent to comply before release of records unless the issuing agency has ordered that it not be disclosed. Inquiries regarding FERPA and requests for non-release may be addressed to:

Western International University Registrar Office
1601 West Fountainhead Parkway
Tempe, AZ 85282
(602) 943-2311
Fax (602) 383-2210

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

American Disabilities Act

We believe education should be accessible to everyone. If you have temporary health issues or a permanent disability, we have services to help meet your needs. Western International University recognizes and accepts its obligation under Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments of 2008, prohibiting discrimination on the basis of a disability and requiring the University to provide reasonable accommodations to otherwise qualified disabled students in all University programs, activities, and employment.

The Western International University® (West) Disability Services Office provides services to students with temporary health issues or permanent disabilities. Explore the link (http://west.edu/student-services/education-resources/disability-services.html) to find additional information about disability accommodations, eligibility requirements, and how to apply for accommodations through the Disability Services Office. We're here to assist you in a timely manner, regardless of location or modality of your course of study.

After you complete the application process, (http://west.edu/student-services/education-resources/disability-services.html) a disability services advisor will work with you to determine eligibility and identify what types of accommodations are available. Once you work with the disability services advisor to complete a *Student Accommodation Agreement*, faculty members will be notified of any accommodations that they need to implement. We will not disclose health issues or specific diagnoses. It's your choice whether to disclose your health information to faculty members or classmates.

Individuals who require assistance during an emergency situation must self-disclose this need to a Disability Services Advisor. The Disability Services Advisor, in conjunction with the Campus Security Authority, should develop a personal emergency plan for the student, including specific notification and evacuation procedures which would be utilized in the event of an emergency, regardless of whether the student intends to apply for or receives classroom accommodations.

Applying for Accommodations

All requests for accommodations follow a standard process managed through the Disability Services Office.

HOW TO APPLY FOR ACCOMMODATIONS

1. **Student Rights and Responsibilities**
Read, sign and return the Student Rights & Responsibilities form to the Disability Services Office to acknowledge a clear understanding of your rights and responsibilities under the University's accommodation process.

2. **Student Self-Disclosure**
Complete, sign and return the Student Self-Disclosure Statement disclosing a formal request for accommodations under the Americans with Disabilities Act (ADA).

3. **Student Release of Information**
The Student Release of Information form informs the Disability Services Office of the diagnosing professional who will be providing the medical documentation (see below) or filling out the *Student Disability Information/Verification* form. Please fill out this information, if necessary, and return with your completed paperwork.

4. **Student Disability Information/Verification**

The Student Disability Information/Verification form should be fully completed by your diagnosing professional (i.e., physician, psychologist, or psychiatrist). The diagnosing professional will need to complete the form in its entirety; otherwise, additional information may be needed.

Note: A diagnosis, classroom limitations and specific recommendations for accommodations by a doctor or other legally acceptable health care professional as defined by the ADA are usually required. Please make sure to leave the doctor's, psychiatrist's, psychologist's, or other appropriate health care professional's office with paperwork, letters, forms, and testing information filled out correctly. It is your responsibility to provide proper documentation (see "Medical Documentation" below).

5. **Return Completed Paperwork**

Return completed paperwork to the Disability Services Office as soon as possible.

6. **Application Review**

The Disability Services Office will review your application to verify your eligibility for disability services and determine whether the requested accommodations or any other accommodations might be reasonable.

7. **Student Accommodation Agreement**

Once reviewed, the Disability Services Advisor will contact you to discuss any reasonable accommodations that might be available to you. After you and the Disability Services Advisor reach an agreement regarding the accommodations to be provided, the *Student Accommodation Agreement* will be sent to you. Any agreed-upon accommodations will be documented in the *Student Accommodation Agreement* for you to sign and return to the Disability Services Advisor.

8. **Making Accommodations**

Accommodations will be made available once the Disability Services Advisor has received the signed *Student Accommodation Agreement*. Accommodations are not typically retroactive.

Requesting a Copy of Your Accommodation File

Once you apply for accommodations, your complete accommodations file will be housed in the Disability Services Office. Request to view the file can be made by completing the Student Release of the ADA File Information form.

MEDICAL DOCUMENTATION

For students seeking disability services, verification is required. The first option for students is to provide documentation from the diagnosing professional verifying the current condition of the student's disability to the Disability Services Office. This option generally provides sufficient disability documentation.

If the only available documentation does not reflect the student's current disability the Disability Services Office can help identify other forms of verification, such as a history of accommodations received while enrolled in a previous educational institution. The student's former educational institution can provide verification of disability accommodations; that the educational institution supports the medical verification; and the dates the student attended the educational institution.

Please note that students may be required to provide a copy of medical documentation from the diagnosing professional accompanying the letter and accommodation information from the previous educational institution.

Students having trouble securing appropriate documentation of disability, should contact their Disability Services Advisor.

Accommodations for Students

Western International University® (West) strives to provide you with pertinent eligibility information and help you formally request assistance to meet your temporary or permanent disability needs. We never forget that our students are here to learn, and we're here to help.

Possible Accommodations

Accommodations are determined on a case-by-case basis, depending on the student's particular circumstances.

Accommodations are available for otherwise qualified students who suffer from a temporary or permanent health situation and complete the accommodation application process.

Any individual (1) with a physical or mental impairment that substantially limits a major life activity; (2) has a record of such an impairment; or (3) is regarded as having such an impairment, may qualify under the Americans with Disabilities Act (ADA). Please consult with a disability services advisor for more information.

Examples of possible accommodations:

- Additional time for individual assignments or tests

- Screen-reading software

- Typing software

- Printed materials

- Sign language interpreters

- Note takers

Temporary Health Situations

Students experiencing a temporary health situation that limits the ability to perform coursework may qualify for temporary accommodations. Examples of temporary situations may include a broken bone, surgery complications, emergency hospitalization, treatment for temporary health conditions, or pregnancy complications, among others.

Permanent Health Situations

Students experiencing a permanent health situation that limits their ability to perform their schoolwork may qualify for permanent accommodations. Examples of permanent situations may include deafness, blindness, low vision, learning disabilities, chronic illnesses, cancer, fibromyalgia, emotional or mental health issues, treatment for debilitating illnesses or recovered drug or alcohol abuse, speech disorders, spinal cord or traumatic brain injury, post-traumatic stress, or ADD/ADHD, among others.

Student Disability Handbook

Login to your my.west.edu account and select the Resources tab, ADA Policy link under Other Resources.

Disability Services Advisors

Leslie Wynkoop
(602) 943-2311 x 4291031
leslie.wynkoop@west.edu

Keith Walters
(602) 943-2311 x 4291106
keith.walters@west.edu

504 Coordinator

Dr. Christopher Davis
(602) 429-1112
christopher.davis@west.edu

Solomon Act

Western International University complies with the Solomon Act, which provides certain information to military recruiters. Information that may be released includes the following:

- Student name

- Home address

- Email address*

- Telephone listing

- Age (Date of Birth)

- Place of birth*

- Level of education

- Academic major

- Degrees received*

- Most recent educational institution attended** This information may be released only when available. No information will be released if the student has a FERPA hold on record.

Student Loan Code of Conduct

We protect our students with established loan policies. Western International University follows federal regulations that govern student loan requirements.

The Student Loan Code of Conduct (http://west.edu/student-loan-code-conduct) creates and maintains uniform student loan practices that focus on the best interest of the borrowers (our students). It also manages relationships between school employees, learning institutions, lender advisory board members, and student loan organizations.

Students are encouraged to review the Student Loan Code of Conduct at http://west.edu/student-loan-code-conduct, to learn about requirements governing loan regulations. If you have any questions about this document, please email Western International University: PLL@phoenix.edu.

Consumer Privacy

Summarized below are key elements of our Privacy Policy. To read our full Privacy Policy ("Policy") click here (http://west.edu/privacy-policy.html#full-version).

Scope of Privacy Policy

This policy covers website visitors, current and prospective students, and any other user of services through our Sites, including any websites or mobile applications operated by us or on our behalf.

This policy applies to both online and offline collection, storage, processing, and transfer of Personal Information. However, certain University Sites or services may be subject to additional privacy policies (collectively "Additional Policies").

Information We Collect

We collect various types of Information through our Sites and other websites where you can express interest in our services, over the phone, and in person where print materials may be used to collect information from you. Some information is collected automatically through various web and internet technologies, including social networking tools used by the University to foster communication and collaboration among members of our community. Other information is collected when you provide it in response to an advertisement, a survey, or a request for information; apply for admission or financial aid; register for classes; order educational or other products and services; set up a social network or other Site profile; or use one of our career resources, learning assessments, or other interactive tools. We may also obtain information from other sources and combine that with Information we collect about you.

Information Uses

We will not sell, rent, or lease your personal information to others except as provided in this policy. We may collect, use, and disclose personal information for the following purposes:

- to determine your admissibility and to register you for your selected educational programs

- to provide requested products and services

- to respond to your inquiries and provide customer support

- to administer promotions in which you have indicated an interest

- for our internal marketing purposes, which includes, but is not limited to, sending you material about products, services, updates, etc. that we think may be of interest to you

- for fostering communication and collaboration among members of your University community through social networks

- for sharing with our educational partners or business associates who are performing services on our behalf

- to analyze how sites and services are being accessed and used

- for investigation of information security and information asset protection related incidents

- to test, correct and improve our content, applications and services

- to develop new applications, products, services

- for online behavioral advertising purposes

- to improve site and service performance and delivery

- to prevent potentially illegal activities (including illegal downloading of copyrighted materials in accordance with our Copyright Infringement Policy)

- to investigate suspicious information that denotes illegal activity such as financial aid fraud

- to analyze academic and learning outcomes and preferences

- to analyze risk and business results

- to obtain payment for services that we provide to you

- to provide you with information concerning arrangements and other options for the repayment of funds loaned to you for your education

- to maintain business records for reasonable periods

- to enforce our Terms of Use

- to provide educational partners, business associates or unrelated entities in connection with the contemplated or actual reorganization, merger, acquisition, financing, insuring, sale or other disposal of all or part of our business or assets, including for the purpose of determining whether to proceed with such transaction or fulfilling any records or other reporting requirements to such parties. In the event of any actual reorganization, merger, or acquisition such information may be transferred as part of the transaction to the acquirer

- and/or as may be required or permitted by legal, regulatory, industry self-regulatory, insurance, audit, or security requirements applicable to the University, Apollo Education Group, or educational partners or our business associates.

Your Rights and Choices

Marketing Communications

If you do not wish to receive marketing email communications from us, you may express your choice where indicated on the applicable email or other communication, or click here: http://mailout.westerninternationalu.net/webdocs/WIU-Unsubscribe-Email.html.

If you do not wish to receive marketing telephone calls or mailings, you may express your choice to opt-out by emailing privacy@apollo.edu.

Under California's Shine the Light law, Cal. Civ. Code § 1798.83, we provide California residents the ability to opt out of disclosures to educational partners for direct marketing purposes. To opt out of these disclosures at no cost, email privacy@apollo.edu.

Do Not Track and Online Behavioral Advertising

Western International University does not itself respond to web browser-based DNT signals.

We or our business associates may use data collected on this Site for online behavioral advertising purposes, e.g., to customize ads to you on other websites as you browse the web. If you do not want your browsing behavior on the Sites to be collected for online behavioral advertising purposes, visit https://info.evidon.com/pub_info/2688?v=1.

Other Collection, Use, and Disclosure

You may be able to opt-out of our collection, use, and disclosure of your personal information in other situations subject to applicable contractual, academic, legal or technical restrictions and reasonable notice. Note that if you opt-out of certain uses of your Personal Information, we may no longer be able to provide certain products or services. For more information on your ability to opt-out, email privacy@apollo.edu.

Other Important Information

We will take commercially reasonable measures to secure and store your information to protect against the loss, misuse, and alteration of the information under our control. We utilize industry standard security measures when accepting your credit card Information during your registration or other transaction you have initiated with us, as well as whenever we ask you to login to any of our sites.

If you subsequently become a student, your educational records are subject to the U.S. Federal Family Educational Rights and Privacy Act (FERPA), state laws and University policies.

To obtain a copy of the "Students' Rights to Privacy and Access to Educational Records" policy, click here: http://west.edu/sites/default/files/West-Consumer-Information-Notice.pdf. You may also contact us via one of the below methods:

Phone: (866) 948-4636
Email: inquiries@west.edu
Mail: Western International University
Attn: Registrar's Office
1601 W. Fountainhead Parkway
Tempe, AZ 85282

Western International University may update this policy or revise it from time to time. If you are concerned about how your Personal Information is used or disclosed, you should contact us as described below or check the http://www.west.edu/privacy-policy website periodically to obtain a current copy of our Privacy Policy.

Dispute Resolution

The following policy and procedures are to be used to mutually resolve disputes by and between students and the University. The policy and procedures as set forth herein are effective for students currently enrolled in the University as of July 1, 2016, or who enroll in the University on or after July 1, 2016. Students are encouraged to first bring the concerns outlined below to the attention of the appropriate individual/department, as set forth in Step One below.

In connection with the University policies identified in Steps One, Two and Three below, this policy is intended to address disputes between a student and the University and create a framework by which a student and the University can resolve all such disputes. The University strongly recommends utilization of the resources identified in Steps One, Two and Three to resolve such disputes. None of these steps, however, precludes any student from seeking other forms of resolution, including in a court of law.

STEP ONE: INTERNAL RESOLUTION

Students should first attempt to resolve any dispute or issue by contacting the following individuals/departments, and utilizing the process set forth in the corresponding section(s) of the Academic Catalog, as referenced below. Please note that the information provided below represents only the initial contact with whom such disputes should be reported. Students should carefully consult the Academic Catalog to gain a fuller understanding of the processes associated with reporting and resolving disputes related to these subject matters.

A. Allegations of sex discrimination or sexual harassment: Chris Davis, Provost and Title IX Coordinator. See Nondiscrimination Policy and Harassment Policy in Academic Catalog.

B. Allegations concerning all other forms of discrimination: Senior Director of Academic Operations, Associate Registrar, or their respective designee. See Nondiscrimination Policy and Harassment Policy in Academic Catalog.

C. Student Code of Conduct Violations (other than sex discrimination and sexual harassment): Registrar. See Student Code of Conduct section in Academic Catalog.

D. General Student Grievances (other than sex discrimination and sexual harassment): Office of Dispute Management. See General Student Grievances section in Academic Catalog.

E. Student Grievances relating to financial aid, account balances, or collections: University Management. See General Student Grievances section in Academic Catalog.

F. Academic Issues: Student Appeals. See Student Appeals Section in Academic Catalog.

G. Grade Disputes: Course Faculty, Student Advisor or designee. See Grade Disputes section in Academic Catalog.

STEP TWO: MEDIATION

If a dispute is not resolved as a result of Step One, all parties are encouraged to participate in a formal mediation session facilitated by a professional, neutral mediator. Mediation is not mandatory but is strongly encouraged as an effective way to resolve disputes.

The physical location for the mediation shall be mutually selected by the parties. If the parties elect mediation, the costs associated with the mediation shall be paid by the University. Both the student and the University shall submit in writing to the other the name(s) of one or more professional, neutral mediators as a potential mediator in the matter. The parties will exercise their best efforts to agree on the selection of a mediator. If the parties cannot agree on the selection of a mediator, then the parties can submit the matter to the American Arbitration Association (AAA) for the purpose of having a neutral mediator appointed in accordance with AAA's mediation rules.

The mediator shall schedule the mediation as expeditiously as possible. All parties will have the opportunity to attend and participate in the mediation. Any party may be represented by counsel of his or her choosing, at his or her own expense. The mediator shall direct how the mediation will be conducted. As with all mediations, any resulting resolution must be mutually agreed to by the parties, which shall constitute a final and binding resolution of the matter.

STEP THREE: BINDING ARBITRATION

If a dispute is not resolved as a result of Steps One and Two, all parties are encouraged to participate in binding arbitration as an alternative to resolving the dispute in a court of law. Arbitration is not mandatory but is strongly encouraged as an effective way to resolve disputes.

If the parties mutually agree to binding arbitration as the method to resolve their dispute, the following shall apply:

1.)   The parties shall select the neutral arbitrator and/or arbitration sponsoring organization by mutual agreement. If the parties cannot mutually agree to an arbitrator and/or arbitration sponsoring organization, the arbitration will be held and the arbitrator selected under the auspices of the American Arbitration Association ("AAA"). Except as provided in this Agreement, the arbitration shall be held in accordance with the then current Consumer Arbitration Rules of the AAA ("AAA Rules"). The AAA Rules are available by navigating to the "Rules and Procedures" section of www.adr.org, or by requesting a hard copy from the University Legal Department, currently at 4025 S. Riverpoint Parkway, Mail Stop: CF-KX01, Phoenix, Arizona 85040.

2.)   In arbitration, the parties will have the right to conduct adequate civil discovery, bring dispositive motions, and present witnesses and evidence as needed to present their cases and defenses, and any disputes in this regard shall be resolved by the arbitrator. The arbitrator may award any party any remedy to which that party is entitled under applicable law, but such remedies shall be limited to those that would be available to a party in his or her individual capacity in a court of law for the claims presented to and decided by the arbitrator, and no remedies that otherwise would be available to an individual in a court of law will be forfeited by virtue of this Agreement. The arbitrator shall apply the substantive law of the state in which the claim arose, or federal law, or both, as applicable to the claims asserted. The arbitrator is without authority to apply any different substantive law.

3.)   Each party will pay the fees for his, her or its own attorneys, subject to any remedies to which that party may later be entitled under applicable law. The University shall initially bear the administrative costs associated with the conduct of the Arbitration, subject to: (1) a one-time payment by the student toward these costs equal to the filing fee then required by the court of general jurisdiction in the state where the student in question attended the University (if the student is financially unable to pay a filing fee, the student will be relieved of the obligation to pay the filing fee); and (2) any subsequent award by the arbitrator in accordance with applicable law. In the event the law (including the common law) of the jurisdiction in which the arbitration is held requires a different allocation of arbitral fees and costs, then such law will be followed.

4.)   The Federal Rules of Evidence shall apply. The arbitrator shall have jurisdiction to hear and rule on pre-hearing disputes and is authorized to hold pre-hearing conferences by telephone or in person, as the arbitrator deems necessary. The arbitrator shall have the authority to entertain a motion to dismiss and/or a motion for summary judgment by any party and shall apply the standards governing such motions under the Federal Rules of Civil Procedure and applicable federal common law.

5.)   The arbitrator will issue a decision or award in writing, stating the essential findings of fact and conclusions of law. Except as may be permitted or required by law, as determined by the arbitrator, neither a party nor an arbitrator may disclose the existence, content, or results of any arbitration here under without the prior written consent of all parties. A court of competent jurisdiction shall have the authority to enter a judgment upon the award made pursuant to the arbitration.

Non-discrimination Policy

Western International University does not discriminate on the basis of race, age, color, national origin, gender, gender identity, sexual orientation, 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.

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

Policy Violation Procedures

Students, faculty, or staff alleging harassment must present their grievance within six (6) weeks after the incident that gave rise to the allegations.

1. Allegations of sex discrimination must be presented to Christopher Davis, Ph.D., Provost and Title IX Coordinator:

<div align="center">

4025 S Riverpoint Parkway
Mailstop DB-A101
Phoenix, AZ 85040
(602) 429-1099
TitleIX@west.edu

</div>

a. The Title IX Coordinator or their designee will manage efforts to conduct a prompt, thorough, and impartial investigation and make a determination on whether the party presented a factual connection between the allegation of discrimination and the alleged actions.

b. If the Title IX Coordinator finds that there is a factual connection between the allegation of discrimination and the alleged actions, then one of the following procedures will be followed:

i. If the accusation is against a faculty member, then the Faculty Code of Conduct procedures apply.

ii. If the accusation is against a student, then the Student Code of Conduct procedures apply.

iii. If the accusation is against an employee, then the Title IX Coordinator or their designee will contact Human Resources, and Human Resources policies for processing claims of discrimination will be followed.

c. In instances where it is determined that a formal process is not appropriate, the student, faculty, or employee may be warned or counseled regarding the allegation.

d. Timeframe for Conducting Title IX complaints:

i. Investigation – A prompt, thorough, and impartial investigation will be conducted within 60 days barring any unusual complexity.

ii. Opposing parties will receive notice of the outcome of the complaint within 30 days of the close of the investigation.

iii. Opposing parties shall be afforded the opportunity to appeal within 10 days of receiving notice of the outcome.

2. All other discrimination claims must be presented to the Provost or their respective designee.

a. Provost or their respective designee will conduct a prompt, thorough, and impartial investigation and make a determination on whether the student presented a factual connection between the allegation of discrimination and the alleged actions.

b. If the Provost or designee finds that there is a factual connection between the allegation of discrimination and the alleged actions, then one of the following procedures will be followed:

i. If the accusation is against a faculty member, then the Faculty Code of Conduct procedures apply.

ii. If the accusation is against a student, then the Student Code of Conduct procedures apply.

iii. If the accusation is against an employee, then the appropriate campus director or their designee will contact Human Resources, and Human Resources policies for processing claims of discrimination will be followed.

c. In instances where it is determined that a formal process is not appropriate, the student, faculty, or employee may be warned or counseled regarding the allegation.

Harassment Policy

It is the policy of Western International University that the employment and 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 that violates this policy includes, but is not limited to, the following:

1. Unwelcome or unwanted sexual advances

2. Requests for sexual favors

3. Any overt or subtle suggestion that a grade or other academic achievement is dependent upon granting sexual favors or submitting to sexual requests

4. Unwelcome physical contact, including patting, pinching, hugging, kissing, fondling, etc.

5. Offensive conduct, verbal or written, including sexually explicit jokes, comments, innuendo, or other tasteless action that would offend a reasonably sensitive person

6. The displaying of sexually offensive pictures, posters, illustrations, or objects

7. Slurs, jokes, or ridicule based on race, ethnic or national origin, religion, gender, or disability

In addition to sexual harassment or discrimination, it is illegal and against the policies of the University for any employee, faculty member, or student to harass another employee, faculty member, or student based on ethnicity, race, national origin, religion, sex (including pregnancy or parenting), sexual orientation, gender identity, age, disability, veteran status, or any other category protected by federal, state, or local law. Such harassment and/or discrimination may include derogatory remarks, epithets, offensive jokes, the display of offensive printed or visual material, or offensive physical actions that unreasonably interfere with an individual's work or classroom performance or create an abusive work or classroom environment.

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

Policy Violation Procedures

Students, faculty, or staff alleging harassment must present their grievance within six (6) weeks after the incident that gave rise to the allegations.

1. Allegations of sexual harassment must be presented to Christopher Davis, Ph.D., Provost and Title IX Coordinator:

4025 S Riverpoint Parkway
Mailstop CF-SX01
Phoenix, AZ 85040
(602) 429-1099
TitleIX@west.edu

a. The Title IX Coordinator or their designee will manage efforts to conduct a prompt, thorough, and impartial investigation and make a determination on whether the party presented a factual connection between the allegation of harassment and the alleged actions.

b. If the Title IX Coordinator finds that there is a factual connection between the allegation of harassment and the alleged actions, then one of the following procedures will be followed:

     i. If the accusation is against a faculty member, then the Faculty Code of Conduct procedures apply.

     ii. If the accusation is against a student, then the Student Code of Conduct procedures apply.

     iii. If the accusation is against an employee, then the Title IX Coordinator or their designee will contact Human Resources, and Human Resources policies for processing claims of discrimination will be followed.

c. In instances where it is determined that a formal process is not appropriate, the student, faculty, or employee may be warned or counseled regarding the allegation.

d. Timeframe for Conducting Title IX complaints:

     i. Investigation – A prompt, thorough, and impartial investigation will be conducted within 60 days barring any unusual complexity.

     ii. Opposing parties will receive notice of the outcome of the complaint within 30 days of the close of the investigation barring any unusual complexity.

     iii. Opposing parties shall be afforded the opportunity to appeal within 10 days of receiving notice of the outcome.

2. All other harassment claims must be presented to the Associate Registrar, or respective designee.

a. Associate Registrar, or respective designee will conduct a prompt, thorough, and impartial investigation, and make a determination on whether the student presented a factual connection between allegation of harassment and alleged actions.

b. If the appropriate director/associate director or designee finds that there is a factual connection between the allegation of harassment and the alleged actions, then one of the following procedures will be followed:

     i. If the accusation is against a faculty member, then the Faculty Code of Conduct procedures apply.

     ii. If the accusation is against a student, then the Student Code of Conduct procedures apply.

     iii. If the accusation is against an employee, then the appropriate campus director or their designee will contact Human Resources, and Human Resources policies for processing claims of harassment will be followed.

c. In instances where it is determined that a formal process is not appropriate, the student, faculty, or employee may be warned or counseled regarding the allegation.

Copyright Infringement

Copyright Law

Copyright is a form of legal protection provided by United State law (Title 17 U.S.C. §512(c)(2)) that protects an owner's right to control the reproduction, distribution, performance, display and transmission of a copyrighted work.

The public, in turn, is provided with specific rights for "Fair Use" of copyrighted works. Copyrighted works protect "original works of authorship" and include:

- Books, articles and other writings

- Songs and other musical works

- Movies and Television productions

- Pictures, graphics and drawings

- Computer software

- Pantomimes and choreographic works

- Sculptural and architectural works Specific information on copyright law and fair use may be found at the following sites:

- The U.S. Copyright Office: http://www.copyright.gov
- The Electronic Frontier Foundation fair use frequently asked questions (FAQ): http://w2.eff.org/IP/eff_fair_use_faq.php.

Copyright Infringement

The copyright law provides the owner of copyright in a work the exclusive right:

- To reproduce the work in copies;
- To prepare derivative works based upon the work;
- To distribute copies of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- To perform the work publicly;
- To display the copyrighted work publicly;
- In the case of sound recordings, to perform the work publicly by means of a digital audio transmission. The copyright law states that "anyone who violates any of the exclusive rights of the copyright owner ...is an infringer of the copyright or right of the author".

Generally, under the law, one who engages in any of these activities without obtaining the copyright owner's permission may be liable for infringement.

Peer-to-Peer File Sharing

Peer-to-Peer (P2P) file-sharing is a general term that describes software programs that allow computer users, utilizing the same P2P software, to connect with each other and directly access digital files from one another's hard drives. Many copyrighted works may be stored in digital form, such as software, movies, videos, photographs, etc. Through P2P file sharing, it has become increasingly easy to store and transfer these copyrighted works to others thus increasing the risk that users of P2P software and file sharing technology will infringe the copyright protections of content owners.

If P2P file-sharing applications are installed on your computer, you may be sharing someone else's copyrighted materials without realizing that you are doing so. As a user of the West network, it is important that you recognize the legal requirements of the files that you may be sharing with others. You should be very careful not to download and share copyrighted works with others.

The transfer and distribution of these works without authorization of the copyright holder is illegal and prohibited.

Violations and Penalties under Federal Law

In addition to University sanctions under its policies as more fully described below, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

University Plans to Effectively Combat Unauthorized Distribution of Copyrighted Material

Student Sanctions

As a student, your conduct in University classrooms and on websites is subject to and must fully conform to the Student Code of Conduct policy, the Acceptable Use policy, and any other applicable University policies.

The University may monitor traffic or bandwidth on our networks utilizing information technology programs designed to detect and identify indicators of illegal peer-to peer file sharing activity. In addition to, or as an alternative, the University may employ other technical means to reduce or block illegal file sharing and other impermissible activities.

West will also provide for vigorous enforcement and remediation activities for those students identified through the University Digital Millennium Copyright Act (DMCA) policy as potential violators or infringers of copyright.

Disciplinary sanctions will be based on the seriousness of the situation and may include remediation based on a comprehensive system of graduated responses designed to curb illegal file sharing and copyright offenses through limiting and denial of network access or other appropriate means. These sanctions may be in conjunction with additional sanctions through the Student Code of Conduct, its Acceptable Use Policy and any other West policy applicable to the particular situation.

Students who are subject to professional codes of conduct that apply to their enrollment at the University shall be sanctioned according to the requirements of the respective code.

Education and Awareness

West uses a variety of means to inform our students, faculty, and other network users about copyright laws and West's response to copyright infringement claims:

- West informs its campus community through our Consumer Information Guide and other periodic communications, that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and faculty to civil and criminal liabilities and the extent of the possible liabilities;

- The Consumer Information Guide is available on our website, http://west.edu/sites/default/files/West-Consumer-Information-Notice.pdf, provided to potential students and employees, and emailed annually to current students, faculty, and employees.

Legal Sources for Online Music and Videos

The following links are online sources that provide information on legal access to copyrighted music and videos:

- EDUCAUSE, an association of colleges and universities, maintains a list of legal media sources, http://www.educause.edu/legalcontent.

- Motion Picture Association of America (MPAA)-provides a list of legal motion picture and video sources, http://wheretowatch.org/.

- The Recording Industry Association of America (RIAA) provides a list of legal music sources, http://www.riaa.com/toolsforparents.php?content_selector=legal-music-services.

Digital Millennium Copyright Act

The University computer networks, including its online library and classroom environment are critical assets. Accordingly, Western International University respects the rights of the copyright owners and expects its faculty, staff, students, and other network users to comply with the U.S. copyright laws. Federal law prohibits the reproduction, distribution, public display or performance of copyrighted materials over the Internet without permission of the copyright owner, except in compliance with fair use or other copyright applicable statutory exceptions. For more information on copyright law, please refer to the University's Copyright Infringement and Peer-to-Peer File Sharing Policy.

 In addition to sanctions that may be applicable under the University Student Code of Conduct Policy, the Acceptable Use of Computing Resources Policy or other policies, Western International University may terminate the network accounts or access to users who have repeatedly infringed on the copyrights of others. Western International University, in compliance with the federal Digital Millennium Copyright Act (DMCA), has established a mandated process for receiving and tracking alleged incidents of copyright infringement.

 The University has designated an agent who will investigate notices of alleged copyright infringement and take appropriate actions. Such actions may include terminating repeat infringers accounts under the Digital Millennium Copyright Act (DMCA). The copyright infringement notices must be given in writing, preferably by email, or by U.S. mail to the agent listed below:

<div align="center">

Western International University
Attn: Copyright Agent
Subject: Copyright Compliance
4025 S. Riverpoint Pkwy., CF-K612
Phoenix, AZ 85040
Email: CopyrightAgent@apollo.edu

</div>

If a valid DMCA notification is received, the University will respond under this process by taking down the infringing content found on our networks. On taking down content under the DMCA, the University will take reasonable steps to contact the owner of the removed content so that a counter notification may be filed. Upon receiving a valid counter notification, the University will generally restore the content in question, unless the University receives notice from the notification provider that a legal action has been filed seeking a court order to restrain the alleged infringer from engaging in the infringing activity.

Please note that the DMCA provides that you may be liable for damages including costs and attorneys fees if you falsely claim that someone is infringing on your copyright. Alternatively, you can also be liable for damages including attorneys' fees if you materially misrepresent that an activity is infringing on the copyright of another. Therefore, the University recommends contacting an attorney if you are unsure whether your work or the work of another is protected by copyright laws.

Filing Notice of Alleged Infringement

Following is the process for filing a notification under the DMCA. Notice must be given in writing to the designated agent as specified above and contain the following information:

- Identify in sufficient detail the copyrighted work that you believe has been infringed upon; for example, describe the work that you own.

- Identify the material that you claim is infringing on your copyright and provide detailed information reasonably sufficient to locate the infringing item; for example, provide the link to the infringing material.

- Provide a reasonably sufficient method of contacting you: phone number, address and email address.

- If possible, when reporting infringement, provide any information that allows the University to notify the alleged infringing party of notice of the alleged infringement.

- The following statement must be included in your notice: "I have a good faith belief that the use of the copyrighted materials described above and contained on the service is not authorized by the copyright owner, its agent, or by protection of law."

    - The following statement must be included in your notice: "I swear, under penalty of perjury, that the information in the notification is accurate and that I am the copyright owner or am authorized to act on behalf of the owner of an exclusive right that is allegedly infringed."

    - The notice must be signed.

Filing Counter Notification of Alleged Infringement

The person or provider of the alleged infringing material may present a counter notification pursuant to the DMCA. Upon proper counter notification, the University may reinstate the removed content. Notice must be given in writing to the designated copyright agent as specified above and contain the following information:

- Identify the material that has been removed. This may include providing the location or the URL when possible.

- Provide your name, address telephone number and email address if available.

- Provide a statement that you consent to the jurisdiction of Federal District Court for the judicial district in which you reside, or for any address outside the United States, for any judicial district, in which the service provider may be found and that you will accept service of process from the person who provided notification to the University of the alleged infringement or an agent of such person.

- Provide the following statement: "I swear, under penalty of perjury, that I have a good faith belief that the material identified above was removed or disabled as a result of a mistake or misidentification of the material to be removed or disabled."

- The notice must be signed.

Upon receiving a valid counter notification, the University will provide the person who filed the original notification with a copy of the counter notice and inform them that the material will be reinstated or access to it restored between 10 and 14 business days following receipt of the counter notice, pursuant to the DMCA unless the University receives notification that legal action to seek a court order restraining the alleged infringer from further engaging in the infringing activity has been filed.

Graduation

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

•   Be in good academic standing (a program GPA of 2.0 for undergraduate students and a program GPA of 3.0 for graduate students).

•   Clear any financial obligations to the University.

•   If financial aid was utilized, review and complete the exit packet (sent directly to the student)

•   Confirm that their contact information is current. Diplomas will print with the name on account and be mailed to the current address on file.

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 the student within five (5) business days after degree conferral.

Commencement Ceremony

West's commencement ceremony is held annually in September and participation is voluntary. Eligible students will be invited to participate by the Registrar's Office when they are within twelve (12) credits of degree completion by the end of the May term.

Academic honors are recognized at the ceremony for those undergraduate students who have a qualifying GPA as of the date of the ceremony (see Honors Policy (p. 6965) for more details).

Students who anticipate using transfer credits to qualify for participation should submit transcripts prior to the end of May to allow for evaluation.

Invitations issued after June 30th will be for the following year's ceremony. Students may only participate in one ceremony per degree earned.

Graduation Clearance Procedure

Students may verify degree conferral clearance by contacting a student advisor when they are within nine (9) credits or ninety (90) days prior to expected completion date. Upon receipt of the request, the Registrar updates the student's program evaluation. Students may then meet with a student advisor to review remaining requirements and make arrangements for capstone courses.

Honors

Bachelor's students achieving high academic standards are awarded honors upon completion of their degree requirements. Honors designations are indicated on the diploma and transcript. Honors may be recognized at commencement ceremonies for those students who meet honors requirements at the time of commencement. Program GPA will be reviewed again at degree completion to determine the designation awarded. The designation at degree completion will be the designation indicated on the student's diploma and transcript.

•   Summa Cum Laude 3.950-4.000

•   Magna Cum Laude 3.800-3.949

•   Cum Laude 3.600-3.799

West 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's degree	5 years
Bachelor's degree	8 years
Master's degree	6 years
Certificate	3 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.

University Services

American Disabilities Act

We believe education should be accessible to everyone. If you have temporary health issues or a permanent disability, we have services to help meet your needs. Western International University recognizes and accepts its obligation under Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments of 2008, prohibiting discrimination on the basis of a disability and requiring the University to provide reasonable accommodations to otherwise qualified disabled students in all University programs, activities, and employment.

The Western International University® (West) Disability Services Office provides services to students with temporary health issues or permanent disabilities. Explore the link (http://west.edu/student-services/education-resources/disability-services.html) to find additional information about disability accommodations, eligibility requirements, and how to apply for accommodations through the Disability Services Office. We're here to assist you in a timely manner, regardless of location or modality of your course of study.

After you complete the application process, (http://west.edu/student-services/education-resources/disability-services.html) a disability services advisor will work with you to determine eligibility and identify what types of accommodations are available. Once you work with the disability services advisor to complete a *Student Accommodation Agreement*, faculty members will be notified of any accommodations that they need to implement. We will not disclose health issues or specific diagnoses. It's your choice whether to disclose your health information to faculty members or classmates.

Individuals who require assistance during an emergency situation must self-disclose this need to a Disability Services Advisor. The Disability Services Advisor, in conjunction with the Campus Security Authority, should develop a personal emergency plan for the student, including specific notification and evacuation procedures which would be utilized in the event of an emergency, regardless of whether the student intends to apply for or receives classroom accommodations.

Applying for Accommodations

All requests for accommodations follow a standard process managed through the Disability Services Office.

HOW TO APPLY FOR ACCOMMODATIONS

1. **Student Rights and Responsibilities**
Read, sign and return the Student Rights & Responsibilities form to the Disability Services Office to acknowledge a clear understanding of your rights and responsibilities under the University's accommodation process.

2. **Student Self-Disclosure**
Complete, sign and return the Student Self-Disclosure Statement disclosing a formal request for accommodations under the Americans with Disabilities Act (ADA).

3. **Student Release of Information**
The Student Release of Information form informs the Disability Services Office of the diagnosing professional who will be providing the medical documentation (see below) or filling out the *Student Disability Information/Verification* form. Please fill out this information, if necessary, and return with your completed paperwork.

4. **Student Disability Information/Verification**
The Student Disability Information/Verification form should be fully completed by your diagnosing professional (i.e., physician, psychologist, or psychiatrist). The diagnosing professional will need to complete the form in its entirety; otherwise, additional information may be needed.
Note: A diagnosis, classroom limitations and specific recommendations for accommodations by a doctor or other legally acceptable health care professional as defined by the ADA are usually required. Please make sure to leave the doctor's, psychiatrist's, psychologist's, or other appropriate health care professional's office with paperwork, letters, forms, and testing information filled out correctly. It is your responsibility to provide proper documentation (see "Medical Documentation" below).

5. **Return Completed Paperwork**
Return completed paperwork to the Disability Services Office as soon as possible.

6. **Application Review**

The Disability Services Office will review your application to verify your eligibility for disability services and determine whether the requested accommodations or any other accommodations might be reasonable.

7. **Student Accommodation Agreement**

Once reviewed, the Disability Services Advisor will contact you to discuss any reasonable accommodations that might be available to you. After you and the Disability Services Advisor reach an agreement regarding the accommodations to be provided, the *Student Accommodation Agreement* will be sent to you. Any agreed-upon accommodations will be documented in the *Student Accommodation Agreement* for you to sign and return to the Disability Services Advisor.

8. **Making Accommodations**

Accommodations will be made available once the Disability Services Advisor has received the signed *Student Accommodation Agreement*. Accommodations are not typically retroactive.

Requesting a Copy of Your Accommodation File

Once you apply for accommodations, your complete accommodations file will be housed in the Disability Services Office. Request to view the file can be made by completing the Student Release of the ADA File Information form.

MEDICAL DOCUMENTATION

For students seeking disability services, verification is required. The first option for students is to provide documentation from the diagnosing professional verifying the current condition of the student's disability to the Disability Services Office. This option generally provides sufficient disability documentation.

If the only available documentation does not reflect the student's current disability the Disability Services Office can help identify other forms of verification, such as a history of accommodations received while enrolled in a previous educational institution. The student's former educational institution can provide verification of disability accommodations; that the educational institution supports the medical verification; and the dates the student attended the educational institution.

Please note that students may be required to provide a copy of medical documentation from the diagnosing professional accompanying the letter and accommodation information from the previous educational institution.

Students having trouble securing appropriate documentation of disability, should contact their Disability Services Advisor.

Accommodations for Students

Western International University® (West) strives to provide you with pertinent eligibility information and help you formally request assistance to meet your temporary or permanent disability needs. We never forget that our students are here to learn, and we're here to help.

Possible Accommodations

Accommodations are determined on a case-by-case basis, depending on the student's particular circumstances.

Accommodations are available for otherwise qualified students who suffer from a temporary or permanent health situation and complete the accommodation application process.

Any individual (1) with a physical or mental impairment that substantially limits a major life activity; (2) has a record of such an impairment; or (3) is regarded as having such an impairment, may qualify under the Americans with Disabilities Act (ADA). Please consult with a disability services advisor for more information.

Examples of possible accommodations:

• Additional time for individual assignments or tests

• Screen-reading software

• Typing software

• Printed materials

• Sign language interpreters

• Note takers

Temporary Health Situations

Students experiencing a temporary health situation that limits the ability to perform coursework may qualify for temporary accommodations. Examples of temporary situations may include a broken bone, surgery complications, emergency hospitalization, treatment for temporary health conditions, or pregnancy complications, among others.

Permanent Health Situations

Students experiencing a permanent health situation that limits their ability to perform their schoolwork may qualify for permanent accommodations. Examples of permanent situations may include deafness, blindness, low vision, learning disabilities, chronic illnesses, cancer, fibromyalgia, emotional or mental health issues, treatment for debilitating illnesses or recovered drug or alcohol abuse, speech disorders, spinal cord or traumatic brain injury, post-traumatic stress, or ADD/ADHD, among others.

Student Disability Handbook

Login to your my.west.edu account and select the Resources tab, ADA Policy link under Other Resources.

Disability Services Advisors

Leslie Wynkoop
(602) 943-2311 x 4291031
leslie.wynkoop@west.edu

Keith Walters
(602) 943-2311 x 4291106
keith.walters@west.edu

504 Coordinator

Dr. Christopher Davis
(602) 429-1112
christopher.davis@west.edu

MyWest

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 MyWest account. MyWest provides:

- Access to support services

- Relevant University announcements

- Entry to online courses and discussion question forums

- Personal demographic information on file with the University

- Current course grade(s) and the ability to print them

- Course grade history and overall GPA

- Transcript requests

- A private University-related email address

- Degree Audit, which displays progress toward degree completion (available to most students)

Students are encouraged to utilize MyWest for routine transactions and maintain regular contact with their faculty and student advisor to ensure 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 and faculty have access to Western International University's Learning Resource Center (LRC) to assist with their research requirements and to provide a quiet study space. The computer labs offer access to support educational activities through multiple software programs and Internet access. The LRC staff is available to provide assistance. Guidelines for use of University computers can be found under Student Rights and Responsibilities.

West 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 the Tempe campus. These computers should be used in educational and professional pursuits.

Adherence to the following guidelines, which is also posted at the Tempe campus, 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 setup of the PC may not be altered in any way, without the express permission of the West IT Department.
- No more than one (1) 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.
- 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.

Student Computer Requirements

The following computer requirements will assure your smooth online education experience. Should you have any questions or need assistance in setting up or checking your system, please contact West Technical Support 24 hours a day, 7 days a week (with shortened holiday hours). Just call (602) 627-4614 or (866) 881-4540, or email TechSupport@west.edu.

Hardware Requirements

- Processor: 2 GHz processor or faster
- Memory: Minimum 2 GB RAM (4 GB RAM recommended)

- Hard drive: 80 GB

- Speakers or headphones

- 1024x768 resolution monitor or greater and supporting video card

General Computer Requirements

- Microsoft® Office® 2010 or newer, including Microsoft Word®, Microsoft Excel®

- Virus protection software with current updates

- Chrome® 24.0 or newer; Firefox® 18.0 or newer; Internet Explorer® 8.0 or newer

- High-speed Internet access: DSL/cable; wired connection recommended

- Adobe® Flash® Player 10.3

Windows Software Requirements

- Windows 7 or newer

Mac Operating System and Software

- Mac OSX version 10.6 or newer

Mobile Device Requirements

- Course content is supported on most current mobile devices (Apple®, Android®, and Windows® OS) when using the Full Site; tablets and up-to-date OS recommended

Requirements for Computing Majors

- A Windows-based computer (Windows 7 or more recent Windows operating system)

- Administrative access to the computer (to download, install, configure, and use software)

- Basic software and computer knowledge (including logins, email use, upload/download, compress/uncompress, install and configure software)

- Reliable broadband internet access for the duration of enrollment

- Internet client software (browser) such as Chrome, Firefox, Internet Explorer dated 2010 or newer

Excel, Internet Explorer, Microsoft, PowerPoint are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. All other trademarks are the property of their respective owners in the United States and/or other countries.

Online Library

West'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 West 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, financial data, and multimedia segments 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.

Tutoring Services

Western International University provides complimentary, 24/7 online tutoring services to currently registered students in the areas of Math and Business (includes Accounting/Economics/Finance), as well as Writing Assistance. This on-demand format allows students to receive additional one-on-one support as their schedule allows. Students can gain a better understanding of course concepts or have draft papers evaluated before submitting the assignment for grading.

University Holidays

West administrative offices close in honor of the following holidays:

Independence Day	Monday	July 4, 2016
Labor Day	Monday	September 5, 2016
Thanksgiving	Thursday & Friday	November 24 & 25, 2016
Christmas	Friday & Monday	December 23 & 26, 2016
New Year's Day	Monday	January 2, 2017
Martin Luther King, Jr. Day	Monday	January 16, 2017
Presidents' Day	Monday	February 20, 2017
Memorial Day	Monday	May 29, 2017
Independence Day	Tuesday	July 4, 2017

University Organizations

Delta Mu Delta

Western International University hosts a chapter of Delta Mu Delta, the leading international honor society for business students.

Prospective members must have completed 12 credits from their core business classes and have a minimum cumulative GPA of 3.7. Undergraduate members must have completed 60 credits overall. Graduate students must have completed 24 credits overall. Transfer students must have completed at least 24 hours of coursework at West. 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. All members must be enrolled in a program of study and working toward a Bachelor's or Master's degree at West.

Undergraduate members must have attended West for a minimum of one year, completed 35 credits, at least 18 credits at West, with a minimum cumulative GPA of 3.7. Graduate members must have attended West for a minimum of one year, completed no less than half of the credits in their program, at least 15 credits at West, with a minimum GPA of 3.7. Candidates satisfying these requirements are invited to join the society.

Upsilon Pi Epsilon

Upsilon Pi Epsilon is an international honor society for students and alumni in the computing and information disciplines. Upsilon Pi Epsilon's mission is to recognize academic excellence at the undergraduate and graduate levels.

For consideration of membership, bachelor's degree candidates must be enrolled as Information Technology majors at West and have completed 45 credits, at least 18 credits of IT courses at West, with a minimum cumulative GPA of 3.4. Master's degree candidates must be enrolled as Information Systems majors at West and have completed 18 credits of IT courses at West with a minimum cumulative GPA of 3.6. Upsilon Pi Epsilon 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).

University Teaching and Learning Model

A specialist in innovative education since 1978, Western International University (West) understands that tomorrow's innovators will need a real understanding of the international commercial, political and cultural issues shaping the future. Its forward-thinking curriculum, taught by practitioner faculty, is aimed at preparing working students from around the world for leadership positions in the dynamic, global marketplace. With undergraduate and graduate degrees in areas such as business, technology and behavioral science, West's unique curriculum combines each area of study with worldwide political economics, as well as cross-cultural communication and interpersonal skills. Each course lasts 8 weeks, and terms begin monthly. As a general rule, most students begin a new course each month while completing the prior course.

The West classroom combines live and recorded audio- and visual-based courses with web-based support. Students have access to complete course material, eTexts, supplemental learning materials, lectures, assessments, assignments, and class discussions through the MyWest learning system. Students have weekly interactive sessions in a virtual classroom live discussions and learning activities with their faculty and other students.

To ensure the best user experience, refer to the minimum and recommended computer requirements listed in Student Computer Requirements.

The West Formula: Learn, Practice, Apply

Courses are structured to follow a weekly path of Learn, Practice, Apply– a path proven to help students better absorb and utilize new information.

Learn

- A series of short videos and reading assignments are provided to the student each week
- All course materials and electronic textbooks are linked from within MyWest student website

Practice

- After each video, students take a short knowledge check to help process the content
- Interactive exercises help reinforce new knowledge
- Weekly review quizzes that summarize the lessons

Apply

- Students engage with instructors and fellow students through weekly discussion questions and online live sessions to put learning into practical context
- Weekly assignments take multiple forms: tests, presentations, papers, or other activities
- Assignments are structured to help balance students' workload over the 8-week term

Assessments & Engagement

- Many self-assessments throughout the course help students review their learning
- Graded tests and written assignments challenge students to demonstrate their knowledge
- Instructors provide individualized and meaningful feedback on all written assignments
- Students may post questions anytime and receive instructor responses within 48 hours
- Students have weekly live interactive sessions with faculty during posted office hours
- A demonstration of the West online experience can be found on our website at http://www.west.edu/why-west/course-format.

The West faculty have both advanced academic qualifications (master's degree or higher) and professional qualifications, 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.

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 West prepared for university-level work or seek the preparation they need either before they begin their coursework or during their initial enrollment period.

Assessment of Student Learning

It is important to West that students graduate with the skills and knowledge needed to be successful in the real world, and with the confidence to take the next steps in their continuing education and careers. As a result, West has developed a process for assessing students' learning throughout the attainment of their degree, from both the program and course levels.

Faculty members assess individual student learning in each class they teach. Faculty members also lead work groups that collect and analyze information about how well students are learning the outcomes for their chose program, so West can continuously improve courses and programs.

West Learning Outcomes

To prepare students for successful employment and advancement in the professional world, West's degree programs and courses are developed by faculty experts in the field.

Integrated into the curriculum are program and course-based learning outcomes applicable to the course content. Student achievement of these outcomes is assessed by faculty members and are reflected in course assignments, grades, and other means. Learning Outcomes are provided in each course syllabus.

In support of its Mission, West has established five Institutional Learning Goals that are part of all degree programs. These Goals are designed to ensure that graduates have the necessary knowledge and skills to attain their academic and professional goals, and are the foundation for a life of learning.

Institutional Learning Goals

Communication

Utilize technical skills, active listening, written communication, and oral communication skills to deliver information or ideas.

Critical Thinking

Engage in systematic processes of reasoning or logic in various branches of knowledge to identify, analyze, and integrate information and consider perspectives to reach a conclusion, solution, clearer understanding, or effect a change for improvement.

Global Awareness

Appreciate the social, political, and economic frameworks of societies within the global context; recognize the globalization of business; understand and value diversity based on geography and culture; and recognize the implications of cross-cultural contributions in business decision making.

Technology Literacy

Demonstrate knowledge, application, analysis for organizational benefit, and responsible considerations for existing and emerging applications, systems, and technologies.

Research

Recognize scientific principles and core concepts; examine an issue to identify a relevant research topic or question; select the most appropriate research methodology; collect and organize appropriate information and data; analyze and interpret information in an ethical manner; and effectively report results to a selected audience.

Quantitative Analysis

Apply quantitative principles, mathematical concepts, and symbolic reasoning within a wide range of contexts and everyday situations to solve a variety of problems.

State-Specific Requirements

This section contains state-specific information for residents of the following states:

- Arizona

- Wisconsin

State-Specific Admission Requirements

The following states require its residents to complete the following requirements:

- **Wisconsin**: Prior to being admitted to and starting their second course at Western International University, Wisconsin residents are required to receive a copy of their Enrollment Agreement (which includes a mandatory list of classes), submit a signed Disclosure Agreement, signed Transcript Request (for college transcripts) OR a Right to Close Form, and a signed Customer's Right to Cancel Form (if the student requests to cancel).

State Approvals

Western International University is licensed by the following state regulatory agencies:

- Arizona State Board for Private Postsecondary Education

- State of Wisconsin Educational Approval Board Certification

State-Specific Refund Policy

If a student attends a class and resides in one of these states, the state-specific refund policy will be applied. In the event that there is a conflict in the policies, the state policies, as outlined below, will supersede the general University policy, unless the University policy is more beneficial to the student.

All requests for refund must be submitted in writing to the University. The University requires 30 days for processing. All fees are nonrefundable.

Arizona

Students in the State of Arizona, will have tuition refunded using the University's Institutional Refund Policy with the following exception:

- Students have the right to a full refund of all monies paid, including application and materials fee - if applicable - if they withdraw within three (3) business days after signing the Enrollment Agreement.

Wisconsin

Students in the State of Wisconsin will have tuition refunded using the University's Institutional Refund Policy, with 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 rata 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 withdrawal.

- If the University cancels or discontinues a course or educational program, the University will make a full refund of all charges.

- All requests for refund must be submitted in writing to the University. The University requires 30 days for processing. All fees, including application, assessment, student services, graduation, independent study, and lab fees are nonrefundable.

Online

The refund policy of the state where online campus students reside will be used to calculate their refund amount. The refund policy of the state where local campus students attend class will be used to calculate their refund amount.

State Information for Filing Complaints

Western International University is regulated by a large number of state regulatory bodies across the country for filing complaints in the state that a student resides. If a student chooses to file a complaint, he or she can submit an internal complaint to the University's Office of Dispute Management or file an external complaint with the designated state regulatory agency. The following is a list of the contact information for those regulatory bodies.

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 **Wisconsin**, the student may contact:

> The Wisconsin Educational Approval Board
> 201 W. Washington Ave., 3rd Floor
> Madison, WI 53708
> Telephone: (608) 266-1996

Online students residing in other states than already listed may contact:

> Arizona State Board for Private Postsecondary Education
> 1400 W Washington, Room 260
> Phoenix, AZ 85007
> Telephone: (602) 542-5709

State Authorization Reciprocity Agreement (SARA)

Western International University is approved by the National Council for State Authorization Reciprocity Agreements (NC-SARA) as a SARA member institution. (http://nc-sara.org). The University has reciprocity with other SARA states for its distance education programs. Please visit the NC-SARA website for the most current list of states that participate in SARA.

Online students residing in a SARA state may appeal a complaint to the Arizona SARA Council (AZ SARA) for review after exhausting the institution's internal complaint process. SARA complaints must first be submitted internally for resolution through the University's Office of Dispute Management. The Arizona SARA Council will not review complaints regarding student grades or student code of conduct violations. For more information visit the AZ SARA Council website (http://azsara.arizona.edu).

Academic Program Requirements

For more information about our on-time completion rates, the median loan debt incurred by students who completed their programs, and other important information, please visit our website at http://www.west.edu/your-education/degree-programs.

Undergraduate General Education Requirements

General Education courses provide foundation knowledge for all undergraduate degree programs. The requirements consist of thirty-six (36) credits in the General Education Core.

Total General Education Requirements – 36 credits

(All courses are 3 credits.)

Note: Please click here for State-Specific Curricular Requirements.

Course Requirements

Initial General Education Requirement – 3 credits

CUL 100	Culture and Globalization	

Writing and Communication – 6 credits

ENG 101	English Composition I
ENG 102	English Composition II

Language and Culture – 6 credits

Two of the following courses will be applicable to your program:

ETH 123	Cultural Diversity
INS 220	Cultural and Social Environment: Pacific Rim
INS 223	Cultural and Social Environment: Latin America

*Foreign Language CLEP/DANTES credit or transfer credits are also acceptable.

Humanities – 6 credits

Two of the following courses will be applicable to your program:

BEH 204	Ethics and Values in a Free Society
CRT 201	Critical Thinking
HUM 201	World Culture and the Arts
PHI 204	Ethics and Values

Social and Behavioral Sciences – 6 credits

Two of the following courses will be applicable to your program:

BEH 221	Introduction to Behavioral Science
GOV 240	American Government
GOV 281	World Political and Economic Systems

Mathematics – 6 credits

One of the following courses will be applicable to your program:

MAT 105	Basic Mathematics
MAT 109	Business Mathematics

MAT 105 Basic Mathematics is not available to students who completed an equivalent level of mathematics.

Required:

MAT 110	Algebra I

Science – 3 credits

One of the following courses will be applicable to your program:

SCI 244	Geology
SCI 262	General Biology
SCI 270	Environmental Science

Elective Requirements – 21 credits

The Elective Credit Block offers undergraduate 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 undergraduate degree programs are comprised of Common Body of Knowledge (CBK) courses, which represent the fundamental competencies necessary for effective performance in business environments.

Course Requirements

Common Body of Knowledge (CBK) – 15 credits

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

Core Requirements

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.

Course Requirements

Accounting Core – 15 credits

ACC 202	Foundations of Accounting I
ACC 203	Foundations of Accounting II
FIN 317	Financial Management
MGT 370	Operations Management
MKT 308	Marketing Management

Business Core – 15 credits

ACC 200	Introduction to Accounting and Finance
FIN 317	Financial Management
MGT 337	Supervision and Leadership
MGT 370	Operations Management
MKT 308	Marketing Management

Liberal Arts Core – 15 credits

BEH 221	Introduction to Behavioral Science
BEH 331	Human Relationships and Interpersonal Communication
HRM 335	Human Resources Management
MGT 337	Supervision and Leadership
PHI 204	Ethics and Values

Technology Core – 15 credits

Core requirements for Information Technology Management are as follows:

IT 309	Introduction to Programming and Scripting
IT 319	Computer Networking
IT 322	Database Management
IT 323	Systems Engineering Methodologies
IT 360	Quality Assurance and Configuration Management

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

Undergraduate Program Listing

Associate of Arts in Business

The Associate of Arts in Business program is designed to prepare students to successfully progress into any Western International University® bachelor degree program. The AAB program provides students with a solid background of general knowledge in addition to a broad-based business foundation.

For complete program details, please visit our website at
http://west.edu/online-degree-programs/business-aa

Program Learning Outcomes

1. Describe the interrelationships among the functional areas and processes of an organization.

2. Demonstrate a broad understanding of the impact of ethical, political and legal policies on organizational actions.

3. Use quantitative tools to solve business problems and assess business opportunities.

4. Describe the theories that explain individual and group behavior in organizations.

5. Apply theoretical models and frameworks to evaluate customer needs and the competitive marketplace.

6. Analyze key financial measures of efficiency and success.

7. Appraise technologies and information systems that can be used to further organizational objectives and increase organizational efficiency.

8. Present ideas professionally and persuasively in a global context using both oral and written communication techniques.

Course Requirements

General Education Core Requirements – 36 credits

Elective Courses – 6 credits

Major Requirements – 18 credits

ACC 200	Introduction to Accounting and Finance	
BUS 100	Introduction to Business	
BUS 240	Information Technology in Business	
MKT 100	Introduction to Marketing	
MGT 340	Organization Theory and Behavior	
MGT 352	Political, Legal, and Ethical Issues in Business	

Additional Requirements:

• A minimum of 18 credits must be earned in residence at West

• Students must maintain a minimum grade point average (GPA) of 2.0 or higher for all coursework at West.

Total Credit Hours: 60

Bachelor of Arts in Behavioral Science

The Bachelor of Arts in Behavioral Science program offers students a basic foundation in the various divisions of behavioral science, including biopsychology, human development, mental health systems, research methods, social psychology, and other areas of study. This major has broad and current application in human services positions and can provide a solid base for advanced study in myriad behavioral science disciplines. Participation in this program will enhance a student's understanding of human cognition, behavior, and emotion.

For complete program details, please visit our website at

http://www.west.edu/online-degree-programs/behavioral-science-ba

Program Learning Outcomes

1. Explain the theories and empirical studies of information processing, language, intelligence, motivation, emotion, learning, and memory.

2. Discriminate between normal and abnormal development and behavior including psychopathology.

3. Explain the theories and research in social cognition and personality, including attraction, the self, individual differences, and group behavior.

4. Evaluate the different approaches to treatment, including counseling and psychopharmacology, and the supportive systems that administer these treatments.

5. Apply the scientific method to theoretical inquiry and real-world problems while identifying the different research methodologies used in each theoretical approach to human cognition and behavior and drawing sound inferences from data with ethical research standards.

6. Explain the application of behavioral science to the workplace, including group dynamics, organizational behavior, conflict, and diversity.

Course Requirements

General Education Core Requirements – 36 credits

Elective Courses – 21 credits

Common Body of Knowledge (CBK) – 15 credits

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

Liberal Arts Core – 15 credits

BEH 221	Introduction to Behavioral Science
BEH 331	Human Relationships and Interpersonal Communication
HRM 335	Human Resources Management
MGT 337	Supervision and Leadership
PHI 204	Ethics and Values

Major Requirements – 33 credits

BEH 311	Social Psychology
BEH 312	Personality Theories
BEH 317	Biological Basics of Behavior
BEH 319	Industrial Organizational Psychology
BEH 405	Learning and Cognition
BEH 411	Lifespan Development
BEH 430	Theories of Counseling
BEH 440	Abnormal Psychology
BEH 450	Behavioral Healthcare Systems
RES 321	Behavioral Research Design, Tests, and Measurement
BEH 485	Behavioral Science Capstone

Total Credit Hours: 120

Bachelor of Arts in Criminal Behavior

*West is not currently enrolling new students into this program.

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.

See complete program details for the Bachelor of Arts in Criminal Behavior.

Program Learning Outcomes

1. Apply principles of leadership and team facilitation in the direction and use of human resources to accomplish the goals of a modern criminal justice or social service organization.

2. Demonstrate a commitment to self-directed action, self-discipline, and life-long learning through examinations of criminal justice and social service career paths.

3. Demonstrate an awareness of ethical principles, codes, and standards of conduct within the criminal justice field and integrate ethical, legal, and economic accountability into professional criminal justice or social service practice.

4. Demonstrate basic skills in the application of research methods and statistical tools to criminal justice research and the application of findings to practice.

5. Demonstrate critical thinking strategies—including reasoning, problem solving, analysis, and evaluation—in criminal justice or social service settings.

6. Exhibit global thinking with a concurrent ability to act locally in an effective manner within criminal justice or social service organizational environments.

7. Explain the principles of a pluralistic society in a variety of settings as they uniquely apply to practitioners, victims, and offenders and show respect for the multicultural world.

8. Discuss and explain components of the contemporary criminal justice system inclusive of policing, courts, institutional and community corrections, victim advocacy organizations, and ancillary social service organizations that constitute the entirety of the criminal justice system.

Course Requirements

General Education Core Requirements – 42 credits

Elective Courses – 21 credits

Common Body of Knowledge (CBK) – 15 credits

Liberal Arts Core – 15 credits

Major Requirements – 33 credits

BEH 311	Social Psychology	
BEH 317	Biological Basics of Behavior	
BEH 318	Addictions	
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	

Total Credit Hours: 126

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 HR Certification Institute (HRCI) Body of Knowledge recommendations for the Professional in Human Resources (PHR) certification, West's Bachelor of Arts in Human Resource Management can prepare HR professionals to deal with organizational issues, employment practices, compensation and benefits, labor relations, and health, safety, and security programs.

For complete program details, please visit our website at

http://www.west.edu/online-degree-programs/human-resource-management-ba

Program Learning Outcomes

1. Apply the principles of learning and cognition to human motivation.

2. Apply concepts of learning and memory to social and workplace situations to enhance employee motivation and achievement.

3. Effectively manage workplace operations of inventory management, project scheduling, quality assurance, and production.

4. Identify the linkages between human resource policies and procedures and the fulfillment of customer needs.

5. Design and implement a comprehensive corporate training and development plan consistent with corporate vision, structure, staffing, and employment practices.

6. Analyze corporate personnel practices and recommend appropriate enhancements to increase motivation and productivity.

7. Analyze health and safety issues in the workplace and develop a plan for assuring and maintaining a hazard-free work environment.

8. Employ effective management practices consistent with federal and state requirements for employee rights/protections, compensation, benefits, and labor relations.

9. Develop effective negotiations, mediation, and collective bargaining skills consistent with commonly accepted practices in employee relations and fair treatment.

Course Requirements

General Education Core Requirements – 36 credits

Elective Courses – 21 credits

Common Body of Knowledge (CBK) – 15 credits

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

Liberal Arts Core – 15 credits

BEH 221	Introduction to Behavioral Science
BEH 331	Human Relationships and Interpersonal Communication
HRM 335	Human Resources Management
MGT 337	Supervision and Leadership
PHI 204	Ethics and Values

Major Requirements – 33 credits

BEH 311	Social Psychology
BEH 407	Motivation and Achievement
HRM 420	Health and Safety in the Workplace
HRM 460	Labor and Management Relations
MGT 445	Corporate Training and Development
COM 423	Group Dynamics: Teambuilding, Negotiation, and Conflict Management
HRM 430	Employment Law
HRM 410	Staffing and Employment Practices
CAP 485	Integrated Capstone

Two Upper-Division Elective Courses:

MKT 308	Marketing Management
MGT 461	Project Management

Total Credit Hours: 120

Bachelor of Arts in Legal Studies

*West is not currently enrolling new students into this program.

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.

See complete program details for the Bachelor of Arts in Legal Studies.

Program Learning Outcomes

1. Describe the application of law in a variety of business, governmental, and societal settings.

2. Conduct thorough legal research using a variety of sources.

3. Compare and contrast the United States' legal system with legal systems in other countries.

4. Identify commonly used alternatives to litigation.

5. Write a variety of legal memoranda.

6. Identify key points in history that contributed to the development of today's legal system.

7. Explain the relationship between law enforcement and the court system.

8. Outline the steps of a legal process (e.g., lawsuits, trials, etc.) from initiation to resolution.

9. Distinguish between constitutional law, criminal law, and civil law.

Course Requirements

General Education Core Requirements – 42 credits
Elective Courses – 21 credits
Common Body of Knowledge (CBK) – 15 credits
Liberal Arts Core – 15 credits
Major Requirements – 33 credits

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
GOV 281	World Political and Economic Systems
LGS 330	Ethics and the Administration of Justice
LGS 370	Criminal Procedure
LGS 410	American Constitutional Law and History
LGS 420	Criminal Law
CAP 485	Integrated Capstone

Total Credit Hours: 126

Bachelor of Arts in Professional Communication

*West is not currently enrolling new students into this program.

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 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. 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.

See complete program details for the Bachelor of Arts in Professional Communication.

Program Learning Outcomes

1. Describe all elements of the communication process.

2. Evaluate the impact of modern technology on the communication process.

3. Develop and refine effective professional presentations.

4. Analyze the impact of communication in organizational settings.

5. Discuss the effective use of persuasion in communication.

6. Propose solutions to common communication problems.

7. Analyze historical and current communication for effectiveness and impact.

8. Discuss impact of gender, culture, and relationships on the communication process.

9. Identify important milestones and contributors to the field of communication research.

10. Propose new directions for communication research and analysis.

11. Apply effective communication strategies and techniques to improve relationships.

Course Requirements

General Education Core Requirements – 42 credits

Elective Courses – 21 credits

Common Body of Knowledge (CBK) – 15 credits

Liberal Arts Core – 15 credits

Major Requirements – 33 credits

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 310	Communication Theory and Application
COM 321	Gender Communication
COM 223	International and Intercultural Communication
COM 325	Rhetoric and Analysis
COM 490	Advanced Communication Seminar

CAP 485   Integrated Capstone
Total Credit Hours: 126

Bachelor of Science in Accounting

The Bachelor of Science degree in Accounting provides students with the knowledge and skills necessary to obtain a rewarding and challenging professional career in public, private, and non-profit accounting. The curriculum includes courses needed for professional certifications and to pursue graduate-level course work.

By exploring interrelated business topics, students develop the skills needed to overcome issues in today's demanding workplace. Students apply accounting principles to business transactions in order to prepare and interpret financial information for decision making by internal and external stakeholders. To enhance students' expertise, West offers courses in financial and managerial accounting, individual and business taxation, as well as internal and external auditing.

For more information about our on-time completion rates, the median loan debt incurred by students who completed their programs, and other important information, please visit our website at

http://www.west.edu/online-degree-programs/accounting-bs

Program Learning Outcomes

1. Apply accounting concepts and principles to analyze and report business transactions.

2. Develop solutions to contemporary business issues using appropriate skills and techniques.

3. Interpret financial information using quantitative and qualitative methodologies.

4. Utilize technology tools effectively in the changing business environment.

5. Communicate professionally in business situations to support strategic decision making by internal and external stakeholders.

6. Demonstrate how ethical decision-making processes impact stakeholders and results.

Course Requirements

General Education Core Requirements – 36 credits

Elective Courses – 21 credits

Common Body of Knowledge (CBK) – 15 credits

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

Accounting Core – 15 credits

ACC 202   Foundations of Accounting I
ACC 203   Foundations of Accounting II
FIN 317   Financial Management
MGT 370   Operations Management
MKT 308   Marketing Management

Major Requirements – 33 credits

ACC 304   Intermediate Accounting I
ACC 306   Intermediate Accounting II
ACC 313   Managerial Accounting and Decision Making
ACC 315   External Auditing

ACC 321	Individual Taxation
ACC 405	Accounting Information Systems
ACC 407	Governmental and Non-Profit Accounting
ACC 414	Internal Auditing and Fraud Examination
ACC 451	Business Taxation
ACC 460	Advanced Accounting
ACC 485	Accounting Capstone

Total Credit Hours: 120

Bachelor of Science in Business

*West is not currently enrolling new students into this program.

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.

See complete program details for the Bachelor of Science in Business.

Program Learning Outcomes

1. Systematically collect, analyze, and selectively use information from multiple business disciplines.

2. Apply logical reasoning and analysis to anticipate and recognize business problems and opportunities.

3. Make sound business decisions from among competing choices based on the selection of an optimal solution.

4. Analyze business decisions and make appropriate strategic adjustments.

5. Demonstrate techniques for successful project management.

Note: How students choose to complete their Major and/or Minor Requirements will determine additional Program Learning Outcomes specific to the course(s) of study chosen.

Course Requirements

General Education Requirements – 42 credits

Elective Courses – 21 credits

Common Body of Knowledge (CBK) – 15 credits

Business Core – 15 credits

Major Requirements – 33 credits

Students have the following three choices to complete 30 of the 33 Major Requirements credits:

1. Select 10 upper-division electives from ACC, COM, CRB, FIN, HRM, IT, LGS, MGT, or MKT *and* no more than 3 total courses from BEH or INS.   **OR**

2. Select five upper-division elective courses (15 credits) from ACC, COM, CRB, FIN, HRM, IT, LGS, MGT, or MKT *and* no more than 3 total courses from BEH or INS AND declare one minor (15 credits)   **OR**

3. Declare one or two minors (15 credits each). Minors carry specific requirements.

AND

Select one of the following courses for the remaining 3 credits:

| CAP 485 | Integrated Capstone |

ITS 400   Undergraduate Internship

ITS 400: Internships are currently only available in Arizona.

For information on Minors, see:

Bachelor of Science in Business - Minors

Total Credit Hours: 126

Bachelor of Science in Business– Minors

Minors for the BS in Business all require 15 credits.

Accounting Minor

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 GAAP and IFRS requirements. The student will also be exposed to cost accounting concepts and federal income taxation for individuals, partnerships and corporations.

Course Requirements
Courses

ACC 304	Intermediate Accounting I
ACC 306	Intermediate Accounting II
ACC 316	Intermediate Accounting III
ACC 311	Cost Management
ACC 319	Federal Income Taxation

Program Learning Outcomes

1. Apply a broad base of professional accounting skills effectively in business.

2. Solve broad business problems by interpreting financial results.

3. Apply current knowledge of accounting trends to address emerging business issues.

4. Construct cost analyses for management for product pricing, cost management, profitability decisions, and control.

5. Use cost analyses for management for decision making and control purposes.

6. Apply tax regulations for individual, personal, and corporate tax compliance.

7. Maintain high ethical standards by utilizing Generally Accepted Accounting Principles (GAAP) and abiding by the American Institute of Certified Public Accountants (AICPA) and Institute of Management Accountants (IMA) ethical codes of conduct.

8. Balance corporate commitments to stakeholders and commitment to the community.

Total Credit Hours: 15

Business Communication Minor

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.

Course Requirements
Courses

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

Program Learning Outcomes

1. Describe all elements of the communication process.

2. Evaluate the impact of modern technology on the communication process.

3. Develop and refine effective professional presentations.

4. Analyze the impact of communication in organizational settings.

5. Discuss the effective use of persuasion in communication.

6. Propose solutions to common communication problems.

7. Propose new directions for communication research and analysis.

8. Apply effective communication strategies and techniques to improve relationships.

Total Credit Hours: 15

Criminal Behavior Minor

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.

Course Requirements

Courses

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

Program Learning Outcomes

1. Apply principles of leadership and team facilitation in the direction and use of human resources to accomplish the goals of a modern criminal justice or social service organization.

2. Demonstrate a commitment to self-directed action, self-discipline, and life-long learning through examinations of criminal justice and social service career paths.

3. Demonstrate an awareness of ethical principles, codes, and standards of conduct within the criminal justice field and integrate ethical, legal, and economic accountability into professional criminal justice or social service practice.

4. Demonstrate basic skills in the application of research methods and statistical tools to criminal justice research and the application of findings to practice.

5. Demonstrate critical thinking strategies—including reasoning, problem solving, analysis, and evaluation—in criminal justice or social service settings.

6. Demonstrate skill in the use and the application of current and emerging computer-based and related technologies in criminal justice or social service settings.

7. Exhibit global thinking with a concurrent ability to act locally in an effective manner within criminal justice or social service organizational environments.

8. Explain the principles of a pluralistic society in a variety of settings as they uniquely apply to practitioners, victims, and offenders and show respect for the multicultural world.

9. Discuss and explain components of the contemporary criminal justice system inclusive of policing, courts, institutional and community corrections, victim advocacy organizations, and ancillary social service organizations that constitute the entirety of the criminal justice system.

Total Credit Hours: 15

Finance Minor

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 factors that influence the flow of capital.

Course Requirements

Courses

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	

Program Learning Outcomes

1. Analyze the profitability, liquidity, structural, and short-term and long-term decisions of a firm.

2. Evaluate high-quality decisions that incorporate comprehensive business intelligence to predict growth projections, and measure qualitative outcomes through financial models.

3. Determine how financial markets operate and how security prices are determined in the design and implementation of financing and investment decisions.

4. Consider the economic, social, and regulatory developments that influence the financial management environment.

5. Relate the linkages between the firm and capital markets, their institutions, and the ways in which they can intervene in the work of corporate executives.

Total Credit Hours: 15

Human Resource Management Minor

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.

Course Requirements

Courses

HRM 335	Human Resources Management
HRM 410	Staffing and Employment Practices

HRM 420	Health and Safety in the Workplace
HRM 430	Employment Law
HRM 460	Labor and Management Relations

Program Learning Outcomes

1. Analyze major concepts and issues that face human resource professionals in an ever-changing work environment.

2. Discuss the differences in hiring/staffing practices between public and private sector organizations.

3. Compare the OSHA requirements to those of an organization and identify any gaps that must be resolved to ensure a hazard-free work environment.

4. Discuss the differences between federal and state laws that could impact the fair treatment of employees.

5. Evaluate the principles necessary to achieve a successful negotiation or collective bargaining agreement.

Total Credit Hours: 15

Informatics Minor

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 West's MS ISE program at a later date.

Course Requirements

Courses

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 422	Database Systems

Program Learning Outcomes

1. Evaluate the use of technology to solve business opportunities and problems.

2. Develop a general IT competency.

3. Develop IT policies that have a positive impact on the organization's bottom line.

Total Credit Hours: 15

Legal Studies Minor

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.

Course Requirements

Courses

| 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

Program Learning Outcomes

1. Describe the application of law in a variety of business, governmental, and societal settings.

2. Conduct thorough legal research using a variety of sources.

3. Compare and contrast the United States' legal system with legal systems in other countries.

4. Identify commonly used alternatives to litigation.

5. Write a variety of legal memoranda.

6. Identify key points in history that contributed to the development of today's legal system.

7. Explain the relationship between law enforcement and the court system.

8. Outline the steps of a legal process (e.g., lawsuits, trials, etc.) from initiation to resolution.

9. Distinguish between constitutional law, criminal law, and civil law.

Total Credit Hours: 15

Management Minor

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.

Course Requirements

Courses

| COM 423 | Group Dynamics: Teambuilding, Negotiation, and Conflict Management |
| HRM 335 | Human Resources Management |

Select three from the following seven courses:

HRM 460	Labor and 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

Program Learning Outcomes

1. Incorporate effective personal and professional communication skills.

2. Maximize creative thinking for organizational change management, innovation, and process improvement.

3. Incorporate techniques for the successful management of operations, process controls, project management, and quality initiatives.

4. Evaluate the key management principles, issues, and trends that have major significance and impact on competitive strategy.

5. Employ essential human resource management functions to achieve desired business results.
Total Credit Hours: 15

Marketing Minor

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.

Course Requirements

Courses

Select five of the following courses:

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

Program Learning Outcomes

1. Create a marketing plan suitable for a company's goals, resources, and target market.

2. Analyze specific segments of the target market to determine key demographic and psychographic factors influencing buyer behavior.

3. Design effective advertising and other marketing messages for a variety of new and traditional media.

4. Plan and conduct effective quantitative and qualitative market research.

5. Evaluate relevant financial information to determine price points, marketing budgets, and other relevant metrics, including a break-even analysis.

Total Credit Hours: 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.

For complete program details, please visit our website at

http://west.edu/online-degree-programs/business-administration-bs.html

Program Learning Outcomes

1. Develop a viable business plan for a new or existing venture that addresses internal and external drivers of success and obstacles to implementation.

2. Analyze the competitive marketplace to identify areas of competitive advantage to support a long-term sustainable positioning.

3. Describe the interdependence of the functional areas and processes of an organization.

4. Support business decisions with sound and defensible corporate and personal ethical policies.

5. Identify appropriate research methods that can be used to develop deeper understanding of a business' markets, customers, and stakeholders.

6. Isolate and categorize the skills needed for managing people and processes in competitive, global markets.

7. Develop marketing solutions designed to meet current and future customer needs.

8. Analyze key financial measures of success and evaluate financial implications of strategic and tactical decisions for short- and long-term planning.

9. Assess the role of operations in the value creation and delivery processes.

10. Evaluate information systems required to support an effective enterprise and drive competitive advantage.

Course Requirements

General Education Core Requirements – 36 credits

Elective Courses – 21 credits

Common Body of Knowledge (CBK) – 15 credits

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

Business Core – 15 credits

ACC 200	Introduction to Accounting and Finance
FIN 317	Financial Management
MGT 337	Supervision and Leadership
MGT 370	Operations Management
MKT 308	Marketing Management

Major Requirements – 33 credits

IT 316	Analysis and Design of Information Systems
HRM 335	Human Resources Management
MGT 429	Digital Business Strategies and Applications
MGT 461	Project Management
MGT 463	Management of Small Business
MGT 466	Organizational Change
MKT 434	Consumer Communications and Sales Management
	Three Upper-Division Electives
CAP 485	Integrated Capstone

Three Upper-Division Elective Courses:

COM 423	Group Dynamics: Teambuilding, Negotiation, and Conflict Management
HRM 430	Employment Law
MGT 445	Corporate Training and Development

Total Credit Hours: 120

Bachelor of Science in Informatics

*West is not currently enrolling new students into this program.

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. They 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 West'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.

See complete program details for the Bachelor of Science in Informatics.

Program Learning Outcomes

1. Analyze the role of the IT professional in a changing business environment.

2. Identify information technology challenges faced by decision makers in an industry undergoing change.

3. Evaluate the role that information technology undertakes to compensate changes in global demand.

4. Assess the value of information technology when addressing global, national, and local industry needs.

5. Examine the impact of IT policies on an organization's infrastructure.

6. Examine the financial impact of IT policies on the organization's bottom line.

7. Illustrate the growing role IT professionals have on an organization's decision structure.

8. Lead projects to implement IT tools and services that satisfy the needs of various organizational structures.

9. Conduct hands-on development and maintenance on computer programs using various programming languages.

10. Explain strategic IT initiatives used to obtain a competitive advantage in a global economy.

11. Organize data to enhance the retrieval and use of information when making organizational decisions.

Course Requirements

General Education Core Requirements – 42 credits

Elective Courses – 21 credits

Common Body of Knowledge (CBK) – 15 credits

Technology Core – 15 credits

Core requirements for Informatics are as follows:

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

Major Requirements – 33 credits

IT 307	Java Programming
IT 422	Database Systems
IT 445	Security and Information Assurance
IT 431	Advanced Networking Concepts

IT 450	Evaluation, Selection, and Implementation of Application Software
IT 519	Emerging and Disruptive Technologies
CAP 485	Integrated Capstone

Four Upper-Division Elective Courses:

IT 407	Advanced Java Programming
IT 423	Software Engineering Methodologies
IT 515	Mobile Application Design and Development
MGT 337	Supervision and Leadership

Total Credit Hours: 126

Bachelor of Science in Information Technology Management

The Bachelor of Science in Information Technology Management program provides a solid foundation for students who wish to pursue careers as information technology professionals. Curriculum encompasses domains such as networking, security, architecture, design, and web technologies, while offering principles of management and leadership. This program addresses how technology impacts the global business environment and prepares students to become IT professionals who use technology to meet business needs.

For complete program details, please visit our website at

http://west.edu/online-degree-programs/information-technology-IT-management-bs.html

Program Learning Outcomes

1. Examine the role of technology and the IT professional in an organization.

2. Identify challenges and opportunities regarding information technology governance.

3. Determine the benefits of information technology in global, national, and local enterprises.

4. Examine the impact of IT policies and processes on an organization.

5. Analyze IT resources, trends, and external and internal services that satisfy the needs of an organization.

6. Assess the various development methodologies used to deploy and maintain organizational systems.

Course Requirements

General Education Core Requirements – 36 credits

Elective Courses – 21 credits

Common Body of Knowledge (CBK) – 15 credits

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

Technology Core – 15 credits

| IT 309 | Introduction to Programming and Scripting |
| IT 319 | Computer Networking |

IT 322	Database Management
IT 323	Systems Engineering Methodologies
IT 360	Quality Assurance and Configuration Management

Major Requirements – 33 credits

IT 409	Scripting in a Web Context
IT 423	Software Engineering Methodologies
IT 431	Advanced Networking Concepts
IT 439	Business Planning for IT Systems
IT 440	Project Planning and Execution
IT 445	Security and Information Assurance
IT 465	Mobile Technologies
IT 470	Issues and Trends in Information Technology
IT 481	Enterprise Service-Oriented Architecture
MGT 337	Supervision and Leadership
IT 485	Information Technology Capstone

Total Credit Hours: 120

Bachelor of Science in Management

Today's dynamic business environment requires business professionals skilled in decision-making and equipped with a broad-based, inter-disciplinary 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.

For complete program details, please visit our website at

http://west.edu/online-degree-programs/management-bs.html

Program Learning Outcomes

1. Analyze a viable business plan for a new or existing venture that addresses internal and external drivers of success and obstacles to implementation.

2. Support business decisions with sound and defensible corporate and personal ethical policies.

3. Identify appropriate research methods that can be used to develop deeper understanding of a business' markets, customers, and stakeholders.

4. Develop marketing solutions designed to meet current and future customer needs.

5. Analyze the competitive marketplace to identify areas of competitive advantage to support a long-term sustainable positioning.

6. Evaluate the impact of global environmental and cultural factors on organizational policies, strategies, and operations.

7. Apply sound principles of human and organizational behavior to lead people, manage processes, and inspire innovation.

8. Identify current and relevant management principles, issues, and trends that drive competitive advantage.

9. Utilize optimal employee training and development tools.

10. Incorporate technological advances in the development and implementation of organizational strategies.

Course Requirements

General Education Core Requirements – 36 credits

Elective Courses – 21 credits

Common Body of Knowledge (CBK) – 15 credits

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

Business Core – 15 credits

ACC 200	Introduction to Accounting and Finance
FIN 317	Financial Management
MGT 337	Supervision and Leadership
MGT 370	Operations Management
MKT 308	Marketing Management

Major Requirements – 33 credits

COM 423	Group Dynamics: Teambuilding, Negotiation, and Conflict Management
HRM 335	Human Resources Management
HRM 460	Labor and Management Relations
IT 316	Analysis and Design of Information Systems
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
MGT 486	Management Capstone

Total Credit Hours: 120

Master Degree Programs

Each Master Degree Program is comprised of Core and Major course requirements. The undergraduate courses provide foundation for the theoretical concepts and analytical techniques critical to understanding graduate level coursework. The Core builds on the undergraduate courses, extending the application of the concepts and techniques of business functions.

Core courses are to be completed after the undergraduate courses 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 twenty-one (21) graduate level transfer credits may be applied to the managerial core and/or major requirements.

A minimum of thirty-nine (39) credits are required to receive a Master Degree from West exclusive of the undergraduate courses. 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 Course Requirements

Students must earn a C or better in coursework to be applied to undergraduate course requirements. Students may utilize the Pass/No Pass option if they do not want these courses factored into their overall graduate GPA. Prior Learning Assessment 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, the undergraduate courses must be completed prior to enrollment in any major courses. Failure to complete these 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 CUL 623, BUS 620, and RES 600.

Major Requirements

Students must achieve a cumulative grade point average of at least 3.0 for all graduate work at West. The University reserves the right to make course substitutions.

Master of Arts in Human Dynamics

The Master of Arts in Human Dynamics provides students with an education essential for creating, evaluating, and implementing change effectively within organizations. Students will receive a broad educational foundation, containing knowledge and theory from human resources and the social sciences, which prepares them to critically analyze the structure and behavior of organizations. Areas of focus include interpersonal communication, leadership skills, organizational culture, human dynamics, and organizational behavior. This program is designed to provide students with skills and knowledge that can be applied in a variety of professional settings and leadership roles. Graduates will be better prepared to propose and implement structural and personnel changes that will enhance the effectiveness of a wide range of organization types.

For complete program details, please visit our website at

http://west.edu/online-degree-programs/human-dynamics-ma.html

Program Learning Outcomes

1. Design effective structures and processes that optimize the impact of the social systems of an organization on its ability to meet its mission and objectives.

2. Create and implement strategies to enhance organizational efficiency and promote market-driven change.

3. Develop systems that align employee selection, engagement and retention policies with the organizational mission.

4. Demonstrate effective interpersonal communication skills including group facilitation, negotiation, and other relational strategies.

5. Demonstrate understanding of diversity in the workplace and its effect on organizational behavior, including expatriation and culture, gender and gender-role issues, and how individual differences affect leadership and group processes.

6. Establish and monitor corporate ethical policies that support business decisions, reflect high personal standards of behavior, and recognize the organization's social responsibility.

7. Promote policies and procedures that foster a positive organizational climate that is characterized by an environment of personal and organizational growth, diversity, and innovation.

Course Requirements

Core Requirements – 24 credits

CUL 623	Global Communication for Professionals
BUS 620	Ethical Leadership and Corporate Responsibility

RES 600   Graduate Research Methods
LDR 610   Leadership Styles
LDR 615   Interpersonal Communication Skills
                 for Leaders
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

Total Credit Hours: 39

Master of Arts in Innovative Leadership

The Master of Arts in Innovative Leadership offers graduate students the opportunity to assess and develop their leadership skills for use in a changing, diverse workplace. The program emphasizes the impact of leadership and organizational climate and culture on organizational productivity. Students study stakeholder groups within organizational and societal cultures. Communication and leadership styles are analyzed and practiced as strategies for motivating, mentoring, and coaching organizational members. Coursework highlights skills related to team development and motivation within organizations and provides communication strategies associated with negotiation and conflict resolution. Students study the impact of global contexts and marketplaces with specific focus on transnational and cross-border organizations.

For complete details, please visit our website at

http://www.west.edu/online-degree-programs/innovative-leadership-ma

Program Learning Outcomes

1. Evaluate the impact of organizational change on an organization in a fast-changing environment.

2. Apply and practice those leadership skills that influence others to perform ethically at a high level through motivational strategies, mentoring, and coaching.

3. Apply the various leadership styles to different business environments and analyze the nature of power sources that affect leadership behavior in those contexts.

4. Synthesize the strategies needed to create an adaptable organization with an emphasis on transnational and cross-border collaboration.

5. Analyze the challenges in leadership related to the global marketplace with a focus on technological innovations.

6. Evaluate leadership in relation to organizational climate and culture and its impact on organizational productivity.

7. Apply and practice leadership strategies related to negotiation and conflict resolution in culturally diverse contexts.

Course Requirements

Core Requirements – 24 credits

CUL 623   Global Communication for
                 Professionals
BUS 620   Ethical Leadership and Corporate
                 Responsibility
RES 600   Graduate Research Methods
LDR 610   Leadership Styles

LDR 615	Interpersonal Communication Skills for Leaders
LDR 625	Leading Organizational Change
ORG 610	Organizational Culture and Style
ORG 620	Behavior in International Organizations

Major Requirements – 15 credits

LDR 635	Leadership and Organizational Climate and Culture
LDR 640	Building Stakeholder Relationships
LDR 645	Innovative Leadership in a Global Context
LDR 652	Virtual Leadership
LDR 655	Critical Issues for Innovative Leaders

Total Credit Hours: 39

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. West'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 West Online Library and/or industry websites.

Master of Business Administration

*West is not currently enrolling new students into this program.

The Master of Business Administration (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.

See complete program details for the Master of Business Administration.

Program Learning Outcomes

1. Effectively use analytic, research, and decision-making processes to make reasoned, economically efficient, and ethical choices from available alternatives.

2. Individually and in groups, communicate clearly, effectively, and concisely in writing, non-verbally, orally, and via presentation in a manner appropriate to the situation; use active listening and self-disclosure.

3. Use information technologies to appraise accurately the value/impact on and to enhance the structure, processes, management and decision making of organizations.

4. Apply leadership skills throughout the planning, implementation, and assessment phases of organizational activities.

5. Identify, plan, organize, and evaluate available resources for specific purposes and within specific contexts.

6. Analyze the ethical, legal, and social challenges and responsibilities of organizations to ensure sound stewardship of organizational resources.

7. Apply the skills and knowledge of the major field of study, properly and creatively, under uncertain and partial and asymmetric informational conditions.

8. In interdisciplinary teams, solve problems and create value for all stakeholders.

9. Evaluate the impact of differences in global markets, political-economic conditions, and diverse cultures on organizational business plans, strategy, and program execution.

10. Understand the decision making and functional roles in the process from idea generation to product or service commercialization.

Course Requirements

MBA Undergraduate Requirements – 9 credits

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

MBA Core Requirements – 24 credits

CUL 623	Global Communication for Professionals
BUS 620	Ethical Leadership and Corporate Responsibility
IT 620	Information Resource Management
INB 601	International Business Environment
MKT 646	Strategic Concepts in Marketing
RES 600	Graduate Research Methods
MGT 625	Strategic Management
FIN 645	Corporate Finance

Major Requirements – 15 credits

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

Total Credit Hours: 39

Master of Business Administration in Accounting

Professionals today are expected to leverage a broad range of skill sets while demonstrating expertise in specialized roles. This program offers accounting professionals practice in advanced management and decision-making skills. It also allows students to focus on in-depth accounting topics and developments ranging from the implementation of International Financial Reporting Standards (IFRS) to ethics and advanced applications.

This program is designed for the student with an accounting background and/or an undergraduate degree in accounting. Although students in the Master of Business Administration in Accounting program would greatly benefit from having an undergraduate degree in a business discipline, it is not required.

Each state sets forth standards required to be eligible to take the CPA exam and apply for licensure or certification as a CPA. The Certified Management Accountant (CMA) certification requires membership in the Institute of Management Accountants (IMA) as well as education, work experience, and examination requirements. While the programs at Western International University (West) are designed with consideration for the standards proposed by the National Association of State Boards of Accounting (NASBA) and the American Institute of Certified Public Accountants (AICPA) and the IMA, West cannot assure that successful graduates will meet their states' or IMA's specific eligibility requirements to take the CPA or CMA exams or apply for licensure or certification as a CPA or CMA. Applicants should check with their appropriate state organization and/or the IMA to determine if the West program, combined with their undergraduate degree, work experience, and any other specific criteria, meets examination and licensing eligibility requirements for the CPA and/or CMA designations.

State and/or IMA requirements may vary from the time of admission to program completion. There is no assurance at the time of program completion that the specific jurisdiction's requirements will be consistent with the requirements at the time of admission.

For complete program details, please visit our website at

http://www.west.edu/online-degree-programs/accounting-mba

Program Learning Outcomes

1. Analyze problems specific to the business environment through interpretation of financial results.

2. Apply finance tools in conjunction with accounting methodologies that are necessary to maintain a corporate perspective of the international and domestic business environments and the financial management of a corporation.

3. Apply current knowledge of accounting trends to address emerging business issues.

Course Requirements

MBA ACC Undergraduate Requirements – 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 Advisor for information on the Prior Learning Assessment program.

ACC 202	Foundations of Accounting I
ACC 203	Foundations of Accounting II
ACC 313	Managerial Accounting and Decision Making

MBA Core Requirements – 24 credits

CUL 623	Global Communication for Professionals
BUS 620	Ethical Leadership and Corporate Responsibility
IT 620	Information Resource Management
INB 601	International Business Environment
MKT 646	Strategic Concepts in Marketing
RES 600	Graduate Research Methods
MGT 625	Strategic Management
FIN 645	Corporate Finance

Major Requirements – 15 credits

ACC 617	Accounting Theory and Research

Select four of the following courses:

ACC 641	International Accounting
ACC 610	Advanced Cost Accounting
ACC 618	Advanced Auditing
ACC 623	Forensic Accounting
ACC 622	Federal Taxation
ACC 642	Multinational Taxation
ACC 675	Advanced Consolidation Accounting

Total Credit Hours: 39

Master of Business Administration in Finance

*West is not currently enrolling new students into this program.

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.

See complete program details for the Master of Business Administration in Finance.

Program Learning Outcomes

1. Analyze the profitability, liquidity, structural, and short-term and long-term decisions of a firm.

2. Integrate knowledge of the institutional structure and analytical tools to understand the financial innovation that will occur in the future and affect the financial management environment.

3. Develop global finance tools that are necessary to maintain a corporate perspective of the international business environment and the financial management of a multinational corporation.

4. Assess the technological advances resulting in new financial products, delivery systems, and access to information for improved financial decision making.

5. Evaluate high-quality decisions that incorporate comprehensive business intelligence to predict growth projections, and measure qualitative outcomes through financial models.

6. Critique complex financial analyses to clarify ethical conflicts and assist in determining ethical outcomes.

7. Determine how financial markets operate and security prices are determined in the design and implementation of financing and investment decisions.

8. Interpret the wrenching changes in the worldwide financial services marketplace as competition between financial institutions continues to intensify.

9. Consider the economic, social, and regulatory developments that influence the financial management environment.

10. Relate the linkages between the firm and capital markets, their institutions, and the ways in which they can intervene in the work of corporate executives.

Course Requirements

MBA Undergraduate Requirements – 9 credits

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

MBA Core Requirements – 24 credits

CUL 623	Global Communication for Professionals
BUS 620	Ethical Leadership and Corporate Responsibility
IT 620	Information Resource Management
INB 601	International Business Environment
MKT 646	Strategic Concepts in Marketing
RES 600	Graduate Research Methods
MGT 625	Strategic Management
FIN 645	Corporate Finance

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

Total Credit Hours: 39

Master of Business Administration in International Business

*West is not currently enrolling new students into this program.

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. West'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.

See complete program details for the Master of Business Administration in International Business.

Program Learning Outcomes

1. Evaluate potential opportunities for a corporation's ability to compete in global trade.

2. Consider the role of governments and the importance of political power in the development of international trade.

3. Organize information about critical factors and variables in foreign environments that have either direct or indirect influence on the organization.

4. Manage resources within complex and diverse national and economic environments to implement and achieve corporate goals and objectives.

5. Explain monetary systems and organizational structures in the international environment.

6. Assess the international trade environments to identify the strategic behavior of governments, as well as firms and industries in the global marketplace.

Course Requirements

MBA Undergraduate Requirements – 9 credits

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

MBA Core Requirements – 24 credits

CUL 623	Global Communication for Professionals
BUS 620	Ethical Leadership and Corporate Responsibility
IT 620	Information Resource Management
INB 601	International Business Environment
MKT 646	Strategic Concepts in Marketing
RES 600	Graduate Research Methods
MGT 625	Strategic Management
FIN 645	Corporate Finance

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 Advisor for information on the Prior Learning Assessment Program.

Choose two from the following:

CHI 152	Introduction to Mandarin Chinese
INS 220	Cultural and Social Environment: Pacific Rim
INS 223	Cultural and Social Environment: Latin America

INS 321	Cultural and Social Environment: Europe and Russia
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

Credits not applied toward degree requirements

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
	one graduate elective

Total Credit Hours: 39

Master of Business Administration in Management

Leaders in all types of organizations must be able to think critically, plan strategically, communicate effectively, and act decisively in an ever-changing global marketplace, focused on value-added differentiation. They must be capable of creating and implementing business solutions that provide enduring competitive advantage. The Master of Business Administration in Management program prepares graduates to excel in such fast-paced, challenging environments, equipped with the insight, foresight, and tools required to become successful, innovative, and inspirational business leaders. The program focuses on developing competencies in all key management functions within a global service-oriented context.

For complete program details, please visit our website at
http://www.west.edu/online-degree-programs/management-mba

Program Learning Outcomes

1. Formulate, conduct, and interpret research that fosters a broad and deep understanding of markets, customers, competitors, and stakeholders.

2. Employ quantitative and qualitative analytical tools and methods to select and support strategic decisions in an organization.

3. Establish and monitor corporate ethical policies that support business decisions, reflect high personal standards of behavior, and recognize the organization's social and environmental responsibility.

4. Design, communicate, and deliver market-driven strategies through attention to customer needs and the customer experience.

5. Analyze key financial measures of efficiency and success and evaluate the financial implications of strategic and tactical decisions for short- and long-term planning.

6. Assess operational drivers of an organization's value creation process and identify key obstacles for excellence in the delivery of value for customers.

7. Formulate information systems to support an effective enterprise and to drive competitive advantage

8. Develop a viable business plan for a new or existing venture that addresses internal and external drivers of success from ideation through implementation.

9. Apply sound principles of human and organizational behavior to lead people, manage processes, and inspire innovation.

10. Assess the interdependencies of an organization's functional components and identify the requirements for adoption of a holistic perspective.

11. Revise strategies and tactics to incorporate national and global economic and political events that impact an organization and its markets.

12. Employ effective communication skills that enable persuasive articulation and defense of business ideas.

Course Requirements

MBA Core Requirements – 24 credits

CUL 623	Global Communication for Professionals
BUS 620	Ethical Leadership and Corporate Responsibility
IT 620	Information Resource Management
INB 601	International Business Environment
MKT 646	Strategic Concepts in Marketing
RES 600	Graduate Research Methods
MGT 625	Strategic Management
FIN 645	Corporate Finance

Major Requirements – 15 credits

ACC 600	Accounting and Finance for Managers
MGT 634	Entrepreneurship and Intrapreneurship
MGT 660	Managing People, Processes, and Change
MGT 672	Operations Management
MGT 698	Capstone Experience

Total Credit Hours: 39

Master of Business Administration in Marketing

*West is not currently enrolling new students into this program.

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.

See complete program details for the Master of Business Administration in Marketing.

Program Learning Outcomes

1. Develop a comprehensive industry analysis.

2. Create a strategic marketing plan that capitalizes on market opportunities while accounting for the impact on profits.

3. Build and manage product mix and product lines.

4. Evaluate the stages of marketing evolution and possible strategies to be used during each stage.

5. Select an effective position in the market.

6. Assess the strategic implications of a global society and the complexities of international marketing.

7. Contrast competitive advantages of specific firms in the marketplace.

8. Evaluate the marketers' social responsibility in analyzing and using consumer behavior to develop marketing strategies.

9. Analyze the environmental factors that impact and affect marketing decisions.

10. Plan, organize, and control marketing and sales efforts.

Course Requirements

MBA Undergraduate Requirements – 9 credits

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

MBA Core Requirements – 24 credits

CUL 623	Global Communication for Professionals
BUS 620	Ethical Leadership and Corporate Responsibility
IT 620	Information Resource Management
INB 601	International Business Environment
MKT 646	Strategic Concepts in Marketing
RES 600	Graduate Research Methods
MGT 625	Strategic Management
FIN 645	Corporate Finance

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

Total Credit Hours: 39

Master of Public Administration Degree

Master of Public Administration

The Master of Public Administration (MPA) program at West furnishes students with the knowledge and skills needed to exercise responsible and ethical leadership in public service settings. West's program marries theory and application, affording the student with relevant knowledge, practical skills, best practices, and the professional values employed by leaders and managers to implement policies, projects, and programs that resolve important societal problems. Graduates of the West MPA program are equipped to work in all levels of government (federal, state, local, and tribal), in nonprofits, in international organizations, consulting firms, research, advocacy groups, and in the private sector.

For complete program details, please visit our website at http://west.edu/online-degree-programs/public-administration-mpa

Program Learning Outcomes

1. Demonstrate professional behaviors and skills that apply a public service perspective to communication, leadership, and decision-making.

2. Develop effective approaches to lead and manage diverse public and nonprofit organizations.

3. Evaluate the differences and/or similarities that distinguish organizations in the public, nonprofit, and private sectors.

4. Evaluate solutions to address the uncertainty of financial resources in diverse public and non-profit organizations.

5. Analyze the social, political, economic, and cultural factors that influence US public budgeting and financial administration in diverse public and nonprofit organizations.

6. Analyze the process of public policy implementation in the changing context of public administration.

7. Evaluate the impact of legal requirements and ethics on public governance and the public policy process in diverse public and nonprofit organizations.

8. Utilize an effective procurement system based on ethical and legal parameters to manage performance and resources.

Course Requirements

MPA Core Requirements – 24 credits

CUL 623	Global Communication for Professionals
BUS 620	Ethical Leadership and Corporate Responsibility
IT 620	Information Resource Management
MGT 665	Corporate Power, Politics, and Negotiations
MPA 600	Foundations in Public Administration
MPA 625	Strategic Management in the Public Sector
MPA 630	Managing Public Policy
RES 600	Graduate Research Methods

Major Requirements – 15 credits

MPA 645	Public and Nonprofit Financial Management
MPA 646	Procurement and Contract Administration
MPA 650	Human Behavior and Resource Administration
MPA 670	Public Administrator and the Law
MPA 698	Public Administration Capstone

Total Credit Hours: 39

Master of Science Degrees

Master of Science in Accounting

Are you thinking about pursuing a Master of Science in Accounting? An online degree from West is rigorous but manageable for working adults. (An on-campus option may also be available; contact a student advisor for details.)

The Master of Science degree in Accounting is designed to provide students with the academic background necessary to seek advanced positions in industry, government, and non-profit organizations, including companies doing business internationally. To ensure appropriate technical expertise, students will be exposed to courses such as International Accounting, Advanced Auditing, Advanced Consolidation Accounting, Legal and Ethical Environment of Accounting, Multinational Taxation, Forensic Accounting, and Accounting Theory and Research.

The Master of Science in Accounting will also address the planned change from Generally Accepted Accounting Principles (GAAP) to International Financial Reporting Standards (IFRS). The program provides the knowledge needed for the business accounting function as well as a foundation to take the Certified Public Accountant (CPA) and Certified Management Accountant (CMA) exams.

Each state sets forth standards required to be eligible to take the CPA exam and apply for licensure or certification as a CPA. The Certified Management Accountant (CMA) certification requires membership in the Institute of Management Accountants (IMA) as well as education, work experience, and examination requirements. While the programs at Western International University (West) are designed with consideration for the standards proposed by the National Association of State Boards of Accounting (NASBA) and the American Institute of Certified Public Accountants (AICPA) and the IMA, West cannot assure that successful graduates will meet their states' or IMA's specific eligibility requirements to take the CPA or CMA exams or apply for licensure or certification as a CPA or CMA. Applicants should check with their appropriate state organization and/or the IMA to determine if the West program, combined with their undergraduate degree, work experience, and any other specific criteria, meets examination and licensing eligibility requirements for the CPA and/or CMA designations. State and/or IMA requirements may vary from the time of admission to program completion. There is no assurance at the time of program completion that the specific jurisdiction's requirements will be consistent with the requirements at the time of admission.

This program is designed for the student with few or no undergraduate credits in accounting. Although students in the MS in Accounting program would greatly benefit from having an undergraduate degree in a business discipline, it is not required.

For complete program details, please visit our website at

http://www.west.edu/online-degree-programs/accounting-ms

Program Learning Outcomes

1. Apply differences between Generally Accepted Accounting Principles (GAAP) and the International Financial Reporting Standards (IFRS) as they relate to companies doing business both domestically and internationally.

2. Evaluate the appropriateness of the internal control environment and recommend changes necessary for audit compliance.

3. Utilize current accounting information tools to assist with auditing and to make sound business decisions.

4. Identify legal and ethical issues in accounting as they pertain to both domestic and international businesses.

5. Distinguish among the various types of financial statement fraud and make recommendations for how to detect and prevent fraud within the organization.

6. Apply federal, state, and payroll tax regulations for individual and corporate tax compliance.

7. Demonstrate technical competencies of partnership accounting and the accounting treatment for consolidations, including those taking place in the international business setting.

8. Analyze issues that pertain to effective tax planning for multinational corporations and manage business decisions accordingly.

9. Apply global finance tools in conjunction with accounting methodologies that are necessary to maintain a corporate perspective of the international and domestic business environments and the financial management of a multinational corporation.

10. Identify current tools used in accounting research and demonstrate how they aid effective problem solving.

Course Requirements

MS ACC Undergraduate Requirements – 9 credits

ACC 202	Foundations of Accounting I
ACC 203	Foundations of Accounting II
ACC 313	Managerial Accounting and Decision Making

MS Accounting Core – 18 credits

CUL 623	Global Communication for Professionals
BUS 620	Ethical Leadership and Corporate Responsibility
ACC 610	Advanced Cost Accounting
ACC 617	Accounting Theory and Research
ACC 641	International Accounting
FIN 645	Corporate Finance

Major Requirements – 21 credits

ACC 601	Intermediate Accounting Applications I
ACC 602	Intermediate Accounting Applications II
ACC 618	Advanced Auditing
ACC 623	Forensic Accounting
ACC 622	Federal Taxation
ACC 642	Multinational Taxation
ACC 675	Advanced Consolidation Accounting

Total Credit Hours: 39

Master of Science in Information Systems

The Master of Science in Information Systems program is designed to prepare graduates for leadership roles in the planning, design, development, deployment, and management of information systems. This program is grounded in accepted business and technical standards with a focus on theory and methods of building effective information systems. The MS IS program begins with a series of core courses and extends through topics specifically related to aligning information systems to meet enterprise needs.

For complete program details, please visit our website at

http://www.west.edu/online-degree-programs/information-systems-ms

Program Learning Outcomes

1. Evaluate the role of the information systems professional in an information-driven society.

2. Create appropriate solutions to management issues within an industry that is continually redesigned.

3. Organize relationships that meet the enterprise's mission, objectives, and goals effectively.

4. Develop and implement new and innovative technologies to meet the expanding demands and global opportunities.

5. Measure the effectiveness of diverse technologies meeting individual and organizational needs.

6. Appraise the value of technology to the enterprise within the local, national, and global context.

7. Evaluate the role of malicious technology in the current organizational environment.

Course Requirements

MS IS Core – 24 credits

CUL 623	Global Communication for Professionals
IT 550	Foundations of Information Systems
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

RES 600   Graduate Research Methods

Major Requirements – 15 credits

IT 644   Telecommunication Systems

IT 651   Software Design Methodology

IT 661   Security Systems

IT 672   Integrated Business Intelligence and
                 Data Analytics

IT 680   Intrusion Detection and Analysis:
                 Security Beyond the Firewall

Total Credit Hours: 39

Master of Science in Information Systems Engineering

*West is not currently enrolling new students into this program.

Preparing students for leadership roles in design, development and implementation of information systems, the Master of Science in Information Systems Engineering (MS ISE) degree focuses on the theory, methods and practices of building effective systems. Prior to beginning the MS ISE, students must demonstrate fundamental knowledge of information technology principles, either through a technical baccalaureate degree or through successful completion of the undergraduate prerequisites. The MS ISE major extends students' knowledge from the core courses through topics specifically related to engineering and building information systems.

See complete program details for the Master of Science in Information Systems Engineering.

Program Learning Outcomes

1. Evaluate the role of the information systems professional in an information-driven society.

2. Create appropriate solutions to management issues within an industry that is continually redesigned.

3. Organize team and partner relationships that effectively meet the enterprise's mission, objectives, and goals.

4. Develop and implement new and innovative technologies to meet the expanding demands of the global marketplace.

5. Measure the effectiveness of diverse technologies in meeting individual and organizational needs.

6. Appraise the value of technology within the context of global, national, and local realities.

7. Evaluate the role of malicious technology in the current organizational environment.

8. Evaluate the role of enabling technology in the current organizational environment.

9. Evaluate the use of technology to solve business opportunities and problems.

10. Introduce advanced technology into the technology and business environments.

Course Requirements

MS ISE Undergraduate Requirements – 9 credits

The undergraduate courses 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

MS ISE Core – 24 credits

CUL 623	Global Communication for Professionals
BUS 620	Ethical Leadership and Corporate Responsibility
IT 620	Information Resource Management
RES 600	Graduate Research Methods
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

Major Requirements – 15 credits

IT 643	Telecommunication/Satellite System 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

Total Credit Hours: 39

Professional Studies

West'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 West Application for Admission form

• Pay a non-refundable application fee

• Provide documentation of eligibility for enrollment in selected program

Accountancy Certificate

* West is not currently enrolling new students into this program.

The West 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 West 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 West Certificate.

See complete program details for the Accountancy Certificate.

Course Requirements

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 316	Intermediate Accounting III
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 the following courses:

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 and 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 a Digital Economy |
| MKT 470 | Strategic Issues in Marketing |

Courses

ACC - Accounting

ACC 200 - Introduction to Accounting and Finance (3)

This course is an introduction to financial and managerial accounting principles and prepares students for more in-depth studies in finance. Students become familiar with accounting fundamentals, financial statements, budgeting strategies, and managerial concepts.

ACC 202 - Foundations of Accounting I (3)

This course introduces the basic concepts of the financial accounting process. Students gain experience with the financial reporting cycle by preparing and recording financial transactions. Topics include accounting practices and the accounting cycle.

ACC 203 - Foundations of Accounting II (3)

This course continues to explore the concepts of the financial accounting process. Students will prepare and analyze financial statements. Topics include accounting practices and the accounting cycle.

Prerequisite: ACC 202.

ACC 301 - Financial Accounting (3)

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.

ACC 302 - Managerial Accounting (3)

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 for-profit organization accounting, cost accounting, cash flow, and long-term liabilities.

Prerequisite: ACC 301.

ACC 304 - Intermediate Accounting I (3)

This course addresses theory and techniques necessary to generate financial reporting. Students will apply the accounting concepts and principles to analyze and report various business transactions.

Prerequisite: ACC 203 or ACC 302.

ACC 305 - Financial and Managerial Accounting (3)

This course illustrates the role of accounting within 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.

ACC 306 - Intermediate Accounting II (3)

This course addresses theory and techniques to analyze and report complex business transactions. Students will apply accounting concepts to the workplace.

Prerequisite: ACC 304.

ACC 311 - Cost Management (3)

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.

Prerequisite: ACC 316.

ACC 313 - Managerial Accounting and Decision Making (3)

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

Prerequisite: ACC 203.

ACC 315 - External Auditing (3)

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

Prerequisite: ACC 306.

ACC 316 - Intermediate Accounting III (3)

This course provides a comprehensive discussion and analysis of significant accounting principles and issues relative to the proper recording of financial transactions under both Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS). Topics include dilutive securities, investments, income taxes, leases, post-retirement benefits, statement of cash flows, and disclosure and analysis of financial statements prepared using international standards.

Prerequisite: ACC 306.

ACC 317 - Auditing (3)

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

Prerequisite: ACC 316.

ACC 319 - Federal Income Taxation (3)

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

Prerequisite: ACC 316.

ACC 321 - Individual Taxation (3)

This course focuses on the current individual federal tax structure. Students utilize techniques for tax preparation including gross income calculations, deductions, and losses.

Prerequisite: ACC 203.

ACC 405 - Accounting Information Systems (3)

This course provides an overview of accounting information systems and the role they play in the accounting environment covering topics such as computerized accounting and electronic commerce applications. Emphasis is placed on developing the students' abilities to understand the processing of accounting data and the controls that are needed to assure accuracy and reliability of the data processed by the accounting system.

Prerequisite: ACC 306.

ACC 406 - Governmental Fund Accounting (3)

This course introduces the basic accounting procedures for governmental and nonprofit 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.

Prerequisite: ACC 302.

ACC 407 - Governmental and Non-Profit Accounting (3)

This course introduces the accounting procedures for governmental and non-profit entities. Themes include account groups, fund accounting, budgets, and annual financial reports.

Prerequisite: ACC 203.

ACC 413 - Forensic Accounting and Theory (3)

This course concentrates on the accounting issues that arise from potential or current litigation. Students evaluate the forces that have contributed to Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) and address contemporary accounting concerns. Subjects include accounting theory and conceptual framework as well as financial reporting. The course also explores several topics in forensic accounting including the causes and types of fraud, fraud detection, and investigation.

Prerequisite: ACC 302.

ACC 414 - Internal Auditing and Fraud Examination (3)

This course explores internal auditing procedures as they relate to internal control and fraud protection. Students will research current issues in ethical decision making and the impact on corporate governance and stakeholders.

Prerequisite: ACC 315.

ACC 450 - Corporate Taxation (3)

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, multinational taxation issues, partnership formation and operation, S corporations, and corporate liquidation.

Prerequisite: ACC 319.

ACC 451 - Business Taxation (3)

This course investigates business income taxation as it relates to current federal tax laws. Students will learn the difference between financial and taxable income, and will be exposed to taxation of Chapter C Corporations and Pass-through entities such as Partnerships and Chapter S Corporations with an emphasis on tax preparation.

Prerequisite: ACC 321.

ACC 460 - Advanced Accounting (3)

This course presents the concepts required for advanced accounting procedures for corporations and partnerships. Subjects include mergers, acquisitions, consolidated financial statements and foreign currency transactions.

Prerequisite: ACC 316.

ACC 485 - Accounting Capstone (3)

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 accounting major classes. Through project-based assignments, students apply the theories and skills utilized throughout the program to real-world scenarios. Subjects incorporated in these assignments can include financial reporting, auditing, taxation, accounting information systems, and managerial decision-making.

Prerequisite: 114 credits.

ACC 550 - Accounting Principles and Foundations (3)

This course is designed to provide students without a background in accounting (undergraduate education or professional work experience) the fundamental concepts such as accounting cycle, debits and credit, managerial/cost techniques, and basic financial statement preparation.

ACC 600 - Accounting and Finance for Managers (3)

This course is designed to provide business students foundational tools and skills of accounting and finance, which are critical in the success of business. Topics include the accounting cycle, the conceptual framework of accounting, budgeting, the time value of money, financial statement analysis, and capital decision-making.

ACC 601 - Intermediate Accounting Applications I (3)

This course provides an in-depth discussion of the accounting cycle including preparation of the balance sheet, and focuses on a more comprehensive study of the sections of this key financial statement. An advanced discussion of Generally Accepted Accounting Principles (GAAP) is also included. In addition to discussion of the standards and principles of financial accounting and accounting information systems, additional topics include the further study of both current and long-term assets, as well as liabilities and stockholder's equity.

Prerequisite: ACC 550 or equivalent.

ACC 602 - Intermediate Accounting Applications II (3)

This course furthers an advanced discussion of the income statement and statement of cash flows, including the effect of Generally Accepted Accounting Principles (GAAP) on these financial statements. Students explore the concepts of securities, investments, income taxes, pensions and post-retirement benefits, leases, and full disclosure. Topics are studied through in-depth analysis of corporate financial statements.

Prerequisite: ACC 601.

ACC 610 - Advanced Cost Accounting (3)

This course is designed to present cost accounting concepts and skills at the graduate level. It addresses general business concerns of cost management and control. Managers use cost accounting information to make decisions on strategy formulation, research and development, budgeting, production planning, and pricing. Students gain hands-on experience in the application of these cost accounting concepts.

Prerequisite: ACC 550 or equivalent.

ACC 617 - Accounting Theory and Research (3)

This course is designed to introduce students to the concepts of accounting theory, which provides an understanding of why companies elect certain accounting methods. The course will cover accounting principles and relationships that explain observed practices and predict unobserved practices. In addition, students learn how accounting theory can be verified through accounting research.

Prerequisite: ACC 550 or equivalent.

ACC 618 - Advanced Auditing (3)

This course serves as a graduate-level introduction to the auditing of financial statements. Students learn about professional responsibilities of the auditor, ethics, how to evaluate potential clients, audit planning, evidence gathering and evaluation of internal controls, audit conduct, and the audit report. The course also addresses the responsibilities of corporate executives under the Sarbanes-Oxley Act.

Prerequisite: ACC 602.

ACC 621 - Legal and Ethical Environment of Accounting (3)

This course discusses current legal and ethical issues facing the accounting profession, including issues that organizations confront when conducting international business. By analyzing real-world cases, students apply an understanding of values, ethical dilemmas, knowledge of applicable codes of conduct, and logical reasoning to a variety of situations. Students develop skills that allow them to make beneficial business decisions for an organization, as well as society as a whole. The course culminates with an ethics audit that students conduct at their current place of employment or at another organization.

ACC 622 - Federal Taxation (3)

This course is designed to give students an overview of federal taxation laws and forms. Students obtain a basic understanding of issues related to tax laws, the origin of tax laws, concepts, and their application. Other course topics include the determination of income, deductions, exclusion, and deferrals. Students work with the individual 1040 form and related Schedules A, B, and C. The course also covers business taxation, including that of partnerships, corporations, and Subchapter S Corporations using forms 1065, 1120, and 1120S. In addition, the course introduces the principles and concepts related to researching tax issues.

Prerequisite: ACC 550 or equivalent.

ACC 623 - Forensic Accounting (3)

This course serves as an introduction to forensic accounting and focuses on the detection and deterrence of fraud. Students will be exposed to the major types of fraud schemes, including skimming, cash larceny, billing schemes, check tampering and payroll schemes, as well as the most common fraudulent financial statement schemes. Students will also learn the techniques associated with gathering and preserving evidence, interviewing witnesses and writing reports. Resources available to the fraud investigator will be discussed, and students will have an opportunity to examine various components of a corporate code of conduct to analyze how it can be used in fraud investigation.

Prerequisite: ACC 602.

ACC 641 - International Accounting (3)

This course is designed to introduce students to the basic concepts in international accounting, financial reporting, and financial control. The course will compare International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP). It will explain international accounting terminology, application, and the importance of international dimensions of accounting for today's professionals. It will also provide students with hands-on experience preparing international financial statements.

Prerequisite: ACC 602.

ACC 642 - Multinational Taxation (3)

The objective of this course is to provide students with an introduction to the complex rules of international taxation and present a broad survey of the U.S. federal income taxation rules relating to international transactions. This course addresses inbound transactions, the treatment of non-resident aliens, and foreign corporations investing and/or doing business in the United States. It also addresses outbound transactions, the treatment of U.S. citizens and residents investing and/or doing business outside the United States. In addition, the course emphasizes the reading and application of original source authorities. Upon successful completion, students will have a working knowledge of international taxation, enabling them to discuss international tax issues.

Prerequisite: ACC 622.

ACC 675 - Advanced Consolidation Accounting (3)

This course is designed to introduce students to concepts related to financial accounting and reporting, specifically business combinations, consolidated financial statements, foreign currency translation, international accounting, and translation of financial statements of foreign affiliates. The course addresses how convergence with international accounting standards is important to every aspect of financial reporting. It will also provide students with hands-on experience in the process of business combination and financial statement preparation. International Financial Reporting Standards are emphasized throughout the course.

Prerequisite: ACC 641.

ACC 680 - Advanced Financial Reporting (3)

This course is designed as a prep course for FAR section of CPA exam, including the integration of exam review material.

Prerequisite: ACC 617.

ACC 682 - Accounting Legal Environment (3)

This course is designed as a prep course for REG section of CPA exam, including the integration of exam review material.

Prerequisite: ACC 617.

ACC 684 - Audit Environment (3)

This course is designed as a prep course for AUD section of CPA exam, including the integration of exam review material.

Prerequisite: ACC 617.

ACC 686 - Accounting Business Environment (3)

This course is designed as a prep course for BEC section of CPA exam, including the integration of exam review material.

Prerequisite: ACC 617.

ACC 698 - Accounting Capstone (3)

The Accounting Capstone course incorporates various accounting components such as financial reporting and analysis. A course-long project will be the major component of the course, allowing students to demonstrate achievement of the program objectives.

Prerequisite: 33 credits.

BEH - Behavioral Science

BEH 204 - Ethics and Values in a Free Society (3)

This course examines the 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 nonconsequentialist theories of morality, absolutism versus relativism, and social conflict theory.

BEH 221 - Introduction to Behavioral Science (3)

This course provides a solid foundation in the basic principles of Behavioral Science and an overview of its topics. Students will learn psychological, social, and biological factors interact to impact human behavior.

BEH 311 - Social Psychology (3)

This course surveys theories and methods in social psychology. Students determine the impact of social influences on self-concept and behavior. Subjects include interpersonal attraction, social perception, discrimination, and aggression.

BEH 312 - Personality Theories (3)

This course explores the theories that describe and define personality. Topics include social learning theories, psychodynamic theories, humanistic theories, behaviorist models, and the biological influences on personality.

BEH 317 - Biological Basis of Behavior (3)

This course introduces methods, findings, and theories of the biological basis of behavior. Students discover the basic structures and functions of the nervous and endocrine systems, as well as their contributions to cognition, emotion, and behavior.

BEH 318 - Addictions (3)

This course addresses 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-IV-TR®), 12-step programs, and recovery.

BEH 319 - Industrial Organizational Psychology (3)

This course surveys the application of psychological principles and methods to the workplace. The students will study the major fields of I/O psychology and the history of I/O psychology. Topics include personnel selection and evaluation, training, motivation, employee satisfaction, communications, leadership, group dynamics and organizational development. Students will learn about the improvement of workplace effectiveness—through research, assessment, and interventions—to enhance office climate, group and individual performance, and overall organizational goals.

BEH 331 - Human Relationships and Interpersonal Communication (3)

This course analyzes communication within interpersonal relationships. Students learn 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.

BEH 405 - Learning and Cognition (3)

In this course students will examine a variety of theoretical perspectives on learning, cognition, and cognitive development. Topics include the scientific investigation of internal processes, such as object perception, attention, memory, problem solving, and decision making. Students will critically evaluate current cognitive theories and hypotheses and identify a range of tools that may be useful in understanding learning and thinking in both personal and professional settings.

BEH 407 - Motivation and Achievement (3)

This course explores evolutionary, sociobiological, environmental, and cognitive influences on human motivation and achievement. Students examine attributes, attitudes, and abilities that increase personal effectiveness and facilitate achievement. Themes include positive and negative emotions, assertiveness, creativity, and effective goal setting.

BEH 411 - Lifespan Development (3)

This course introduces human development from conception to death. Students will examine psychosocial, cognitive, and physical changes throughout the lifespan.

BEH 414 - Humanistic Psychology (3)

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.

Prerequisite: BEH 312.

BEH 430 - Theories of Counseling (3)

This course explores various theoretical approaches to counseling. Students examine case studies to discover various therapeutic techniques and ethical issues that guide counselors. Topics include fundamental counseling theories, person-centered approaches, and trends in psychological counseling.

Prerequisite: BEH 440.

BEH 440 - Abnormal Psychology (3)

This course examines major categories of psychological disorders. Students study stress and other causes of mental health problems, including personality, mood, anxiety, and psychotic disorders.

Prerequisite: BEH 317.

BEH 450 - Behavioral Healthcare Systems (3)

This course surveys historical and current contexts of community-based behavioral health systems. Topics include: mental health assessment, behavioral medicine and applied health psychology, addictions, professional counseling and social work, ethics, case management, and diverse patient populations. Students will explore the application of these topics within federal, state, and county organizations, regulatory policies and system practices, advocacy issues, and general managed care systems issues.

BEH 485 - Behavioral Science Capstone (3)

This course combines the knowledge and skills learned in the General Education and Common Body of Knowledge courses with the functional and theoretical understanding acquired in the Behavioral Science major courses. Students demonstrate mastery of university and program competencies, as well as the ability to succeed in individual, collaborative, and leadership roles. Through project-based assignments, students are required to apply the frameworks and concepts learned throughout the Bachelor of Arts in Behavioral Science program to real-world problems. Mastering these skills requires an integrated, holistic perspective. Skills demonstrated in the capstone project may include management, communication, problem solving, technology use, stress, time, and conflict management, career planning, and ethical practices.

Prerequisite: 114 credits.

BUS - Business

BUS 100 - Introduction to Business (3)

This course is designed to introduce students to the fundamentals of business, its operations, and management. Students learn how firms operate in the competitive, economic, legal, and social business environments. Topics include the functional areas of business as they pertain to management, accounting, finance, marketing, operations, and information technology.

BUS 230 - Emerging Technologies (3)

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.

BUS 240 - Information Technology in Business (3)

This course examines infrastructure technologies, and the impact on governance, and global perspectives. Students gain an understanding of best practices and how organizations of all types align, partner, and communicate through the use of technology for competitive advantage.

BUS 485 - Business Administration Capstone (3)

This course provides students with the opportunity to demonstrate their ability to integrate the competencies acquired in the General Education and Management Core, with the functional, conceptual, and analytic skills developed through the BS BA Major classes. Through project-based assignments, students apply the frameworks and concepts learned throughout the program to real-world problems. Mastering these skills requires both an integrated, holistic perspective and specific functional expertise. Subjects incorporated in these assignments include management, finance, marketing, strategy, information technology, human resources, and ethics in a global environment.

Prerequisite: 114 credits.

BUS 620 - Ethical Leadership and Corporate Responsibility (3)

This course examines ethical systems and the ways in which 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.

CAP - Capstone

CAP 485 - Integrated Capstone (3)

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.

Prerequisite: 114 credits.

CHI - Chinese

CHI 152 - Introduction to Mandarin Chinese (3)

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.

COM - Communications

COM 159 - Basic Presentation Skills (3)

This course introduces the foundational skills crucial for presenting information to diverse audiences. Students learn strategies for dealing with and overcoming presentation anxiety, as well as techniques for designing, developing, and delivering successful presentations to targeted audiences. Themes include listening effectively, analyzing audiences, locating and organizing content, developing appropriate audiovisual aids, delivering the presentation, and building confidence.

COM 223 - International and Intercultural Communication (3)

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, and they learn how to develop intercultural competence. Topics include the intercultural communication spectrum, universal cultural systems, and cultural patterns.

COM 300 - Applied Communication Skills (3)

This course explores the basic communication topics of verbal and nonverbal communication, interpersonal, small group communication, rhetoric and more. Students will be provided with knowledge of communication concepts which can be immediately applied to any field of study as well as any career.

COM 310 - Communication Theory and Application (3)

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.

COM 321 - Gender Communication (3)

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 effects of gender on verbal and nonverbal communication, group dynamics, decision making, and conflict management. Students reflect on communication issues in interpersonal relationships in the workplace, in education, and in the media. Students apply theory and research in real-world situations to improve male/female interactions while empowering participants to become more effective speakers and listeners.

COM 325 - Rhetoric and Analysis (3)

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.

COM 330 - Communication Technology and Media (3)

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.

COM 340 - Business and Professional Communication (3)

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.

COM 359 - Advanced Presentation and Persuasion (3)

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. By combining approaches that are both tactical (presentation skills) and strategic (persuasion), students learn the components necessary to deliver professional and influential communication.

COM 423 - Group Dynamics: Teambuilding, Negotiation, and Conflict Management (3)

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 within team development. Themes include the principles of interpersonal and group dynamics, experiential learning, and conflict resolution.

COM 440 - Leadership and Managerial Communication (3)

Effective leadership and managerial communication are transferable skills, paramount in the resources of successful leaders. This course focuses on the changing role of communication within organizations and in leadership development. Students improve decision-making skills and acquire a system for meeting communication challenges. Subjects include theories of organizational communication, current topics in leadership and managerial communication, and organizational change.

Prerequisite: COM 340.

COM 490 - Advanced Communication Seminar (3)

This course focuses on research methods and how to apply 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 and strengthen existing communication theories and media influence. Topics include communication research development, content analysis, and research presentation.

COM 623 - Global Communication for Professionals (3)

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

CRB - Criminal Behavior

CRB 300 - Foundations of Criminal Behavior (3)

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.

CRB 320 - Criminology (3)

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.

CRB 340 - Juvenile Justice Procedure (3)

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.

CRB 360 - Communication in the Criminal Justice System (3)

This course develops the written and verbal communication skills necessary for working within 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.

CRB 370 - Criminal Investigation (3)

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.

CRT - Critical Thinking

CRT 201 - Critical Thinking (3)

This course is designed to help students become critical consumers of information by developing the ability to think clearly and critically and to apply logical reasoning to evaluate information. Students focus on the foundations of arguments, assumptions, inductive and deductive reasoning as well as other types of reasoning, and recognition of manipulative techniques used in various forms of communication.

CUL - Culture

CUL 100 - Culture and Globalization (3)

This course will introduce students to critical engagement with current social and professional issues through a cultural lens. Through examination of various aspects of globalism, students will learn to identify and understand their own cultural positions, those of others, and the interconnections among communities in various contexts. Topics include the effects of ever-expanding mobility on population patterns and the physical environment; and how diverse cultures respond to global economic, political, and social change. This course initiates the West student journey; its foundational content will immerse students in the West culture and equip them to engage critically in their personal and professional worlds and beyond.

CUL 623 - Global Communication for Professionals (3)

This course provides an overview of critical topics related to professional communication in the global economy and prepares students to develop strategies for successful intercultural exchanges. Students evaluate verbal and non-verbal communication models as they are manifested across cultures and create research-based analyses of cross-cultural scenarios. Course content addresses the application of intercultural communication skills to organizational structures and decision-making, negotiations, and ethics.

ECO - Economics

ECO 201 - Economic Theory (3)

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.

ECO 301 - Economic Theory (3)

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.

ENG - English

ENG 101 - English Composition I (3)

This course provides the foundation for academic writing and promotes standard reading and writing skills. Students use all steps in the writing process to create clear, concise, and unified essays in different modes. Topics include the guidelines in the *West Writing Style Handbook*, grammatical usage, literary devices, and the research-paper process.

ENG 102 - English Composition II (3)

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 using the guidelines in the *West Writing Style Handbook*. Themes include gathering resources, grammar, parallel structure, rhetorical devices, and citations.

Prerequisite: ENG 101.

ETH - Ethnicity

ETH 123 - Cultural Diversity (3)

This course provides insight on issues related to cultural diversity in the United States, promoting a more respectful and inclusive society. Students develop a deeper understanding of the human experience by exploring cultural distinctions and similarities. Subjects covered in this course include race and/or ethnicity, gender, sexual orientation, age, disabilities, and economic class.

FIN - Finance

FIN 317 - Financial Management (3)

This course introduces students to the theories and concepts of financial management and the role of financial managers. Students gain insight into the effects of financial decisions on cash flow and franchise value as well as how choices are influenced by risk analysis. Topics include financial statements, asset management, capital markets, and interest rates.

Prerequisite: ACC 200 or ACC 203.

FIN 325 - Portfolio Management (3)

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.

Prerequisite: FIN 317.

FIN 333 - Personal Financial Planning (3)

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.

FIN 344 - Foundations of Financial Markets and Institutions (3)

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.

Prerequisite: ECO 301.

FIN 455 - International Finance (3)

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.

Prerequisite: FIN 317.

FIN 480 - Introductory Financial Modeling (3)

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.

Prerequisite: FIN 317.

FIN 645 - Corporate Finance (3)

This course focuses on the analytical methods required for corporate financial management within 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.

Prerequisite: ACC 550 or ACC 600 or IT 638 or MPA 645.

FIN 660 - Security Analysis (3)

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.

Prerequisite: FIN 645.

FIN 665 - Money and Capital Markets (3)

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.

Prerequisite: FIN 645.

FIN 670 - Mergers and Acquisitions (3)

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.

Prerequisite: FIN 645.

FIN 675 - Multinational Financial Management (3)

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.

Prerequisite: FIN 645.

FIN 680 - Financial Modeling (3)

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.

Prerequisite: FIN 645.

GOV - Government

GOV 240 - American Government (3)

This course introduces students to the foundation, structure, organization, and functions of the United States government. Students explore the ways in which these factors work together to make America a unique Republic. Topics include the U.S. Constitution, civil liberties and civil rights, public policy, and the branches of the U.S. government.

GOV 260 - Government Systems of the World (3)

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

GOV 281 - World Political and Economic Systems (3)

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

HIS - History

HIS 268 - World History (3)

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.

HIS 378 - History of the World Economies (3)

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.

Prerequisite: ECO 301.

HRM - Human Resource Management

HRM 335 - Human Resources Management (3)

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.

HRM 410 - Staffing and Employment Practices (3)

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.

Prerequisite: HRM 335.

HRM 420 - Health and Safety in the Workplace (3)

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.

Prerequisite: HRM 335.

HRM 430 - Employment Law (3)

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.

Prerequisite: HRM 335.

HRM 460 - Labor and Management Relations (3)

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.

Prerequisite: HRM 335.

HRM 476 - Performance Management and Compensation (3)

This course will focus on the importance of strategic management of performance evaluation and compensation planning and analysis. The content emphasizes how policies designed to align individual and organizational performance and reward employees for performance can be leveraged as core competencies within a dynamic, global organization.

Prerequisite: HRM 335.

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HRM 485 - Human Resource Management Capstone (3)

This course provides students with the opportunity to demonstrate their ability to integrate the knowledge and skills learned in the General Education and Management core, with the functional, theoretical, and analytical skills acquired in the Human Resources major. In addition, the concept of Risk Management, a critical competency for HR professionals, will be introduced and applied in a dynamic, case-based learning environment. HRM students will be required to demonstrate mastery of the diverse functional areas of their major by developing creative, yet feasible integrated solutions to real-world organizational challenges. Mastering these skills requires an integrated, holistic perspective. Subjects incorporated in these assignments include management, communication, human resources, and ethics in a global environment.

Prerequisite: 114 credits.

HUM - Humanities

HUM 127 - Religions of the World (3)

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.

HUM 201 - World Culture and the Arts (3)

This course emphasizes the complex role of culture and the arts and how these enrich and influence 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.

INB - International Business

INB 200 - International Business (3)

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

INB 300 - International Business (3)

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

INB 420 - Import/Export Management (3)

The organization of export and import operations in support of marketing and distribution is emphasized including such topics as freight forwarding, shipping procedures, selecting transportation modes, documentation, the interface with treasury functions in international banking transactions and collection, and a review of governmental regulations over imports and exports.

Prerequisite: 1 COURSE INB 300(801) INB 300(966).

INB 601 - International Business Environment (3)

This course develops an understanding of the economic, political, social, and technological issues of many nations as they relate to the global business environment. Also covered are strategic plans and logistical systems of the multinational firm and how they are adjusted to meet the corporation's goals. Alternative management structures of corporate policies and strategies as related to the global operation are also examined.

INB 605 - Political Economy of Global Business (3)

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.

INB 641 - Managing in the Global Cross-Cultural Environment (3)

This course provides and in-depth study of current conditions that exist 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.

Prerequisite: INB 601.

INB 643 - International Business Policy and Strategy (3)

This course focuses on strategic planning for organizing, financing, and managing international operations. Students assess the international business environment to identify the strategic behavior of governments, firms, and industries in the global marketplace. Subjects include ethics; economic volatility; and financing, licensing, and managing export operations.

INB 650 - Structure of the Global Economy (3)

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.

Prerequisite: INB 601.

INB 670 - Legal Environment of International Business (3)

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.

INS - International Studies

INS 100 - Cultural Geography (3)

This course offers an introduction to cultural geography with a focus on cultural categories. The course surveys major world cultural patterns, resources, population, and the changing relationships of human groups and the physical environment. Students will explore the complexity of places and regions to gain a sense of their own cultural identity within the context of the larger world cultures as well as the interconnections between their lives and those of people in different parts of the world.

INS 220 - Cultural and Social Environment: Pacific Rim (3)

This course engages students in exploring the different countries and cultures of the Asian Pacific Rim. Students discuss and analyze how modern-day Asia has been influenced by politics, religion, philosophies, wars, and conquest. Students make connections between their lives and events in Asia today while examining their reactions to those events.

INS 223 - Cultural and Social Environment: Latin America (3)

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.

INS 321 - Cultural and Social Environment: Europe and Russia (3)

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.

INS 330 - Cultural and Social Environment: Contemporary Middle East and North Africa (3)

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.

INS 331 - Cultural and Social Environment: Sub-Saharan Africa (3)

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, tribal conflicts and their impact, and the post-apartheid legacy.

IT - Information Technology

IT 110 - Fundamentals of Computers (3)

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 Internet browsers, Microsoft Word, Excel, Access, and PowerPoint.

IT 307 - Java Programming (3)

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.

Prerequisite: IT 317.

IT 309 - Introduction to Programming and Scripting (3)

This course provides an introduction to programming and scripting languages. Students will explore a professional approach to developing and documenting software systems that support current business and technical objectives.

IT 316 - Analysis and Design of Information Systems (3)

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.

IT 317 - Fundamentals of Programming in a Web Context (3)

This course covers the programming fundamentals that inform software development. Topics include algorithms, programmatic logic, flowcharts, pseudo-code methods, data structures, and object-oriented concepts. These fundamentals will be illustrated by designing and building simple software programs.

IT 318 - Information Systems Architecture (3)

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.

IT 319 - Computer Networking (3)

This course introduces concepts information technology networking. Students learn about basic local and wide-area networks, the open system interconnect model, and network security.

IT 322 - Database Management (3)

This course is an overview of database design and management methodologies. Students are introduced to database management systems from a business perspective.

IT 323 - Systems Engineering Methodologies (3)

This course explores system engineering methodologies for the development of information systems. Students will be presented with principles and concepts that emphasize each phase of the systems development life cycle.

IT 330 - Emerging Technologies (3)

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.

IT 360 - Quality Assurance and Configuration Management (3)

This course focuses on the role of quality assurance and configuration management to meet customer satisfaction as well as project and organization quality goals. Students examine best practices, project management processes, standards, and risk.

IT 400 - Advanced .Net (3)

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

Prerequisite: IT 307.

IT 407 - Advanced Java Programming (3)

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.

Prerequisite: IT 307.

IT 408 - Advanced XML/HTML Programming (3)

This course describes how to conceptually integrate and apply the advanced Extensible Markup Language (XML) technologies that inform 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.

Prerequisite: IT 317.

IT 409 - Scripting in a Web Context (3)

This course focuses on scripting in a web context. Students will explore a professional development approach using server/client web strategies and tools.

Prerequisite: IT 309.

IT 421 - Database Management (3)

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.

Prerequisite: IT 316.

IT 422 - Database Systems (3)

This course offers an overview of the simple, hierarchical, XML, relational and object-oriented structure models of data storage and management. Students create and manipulate simple databases using SQL. Topics include the roles and duties of a database administrator (DBA), relational database management systems (RDBMS), entity-relationship models (ERM), data normalization, and the various uses of the SQL language.

Prerequisite: IT 316.

IT 423 - Software Engineering Methodologies (3)

This course explores software engineering methodologies for the development of information systems. Students will be presented with principles and concepts that emphasize each phase of the software development life cycle, including approaches to software development.

Prerequisite: IT 309 and IT 323.

IT 431 - Advanced Networking Concepts (3)

This course provides additional concepts of advanced networking configurations. Students learn voice and video protocols, ports, and services; teleconferencing; virtualization; storage area networks; and security.

Prerequisite: IT 319.

IT 439 - Business Planning for IT Systems (3)

This course focuses on the interrelationship between information technology (IT) and business functions. Students learn the process of acquisition and disposition of IT systems.

Prerequisite: IT 423.

IT 440 - Project Planning and Execution (3)

This course concentrates on the planning and execution of project management. Students become familiar with project management tools and learn the importance of team member participation.

Prerequisite: IT 439 for BS ITM students.

IT 445 - Security and Information Assurance (3)

This course explores the concepts of information systems availability, integrity, and confidentiality. Students learn security and information assurance to evaluate how each is critical to the creation of effective security controls and incident management.

Prerequisite: IT 431.

IT 450 - Evaluation, Selection, and Implementation of Application Software (3)

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.

Prerequisite: IT 316.

IT 460 - Quality Assurance and Configuration Management (3)

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.

Prerequisite: IT 423.

IT 465 - Mobile Technologies (3)

This course examines the framework and tools used in mobile technologies. Students will learn about cross-platform development and explore design principles and application production for mobile deployment.

Prerequisite: IT 409.

IT 470 - Issues and Trends in Information Technology (3)

This course explores innovative applications of current technologies. Students focus on current concepts including gaps in technology that impact business and society.

IT 481 - Enterprise Service-Oriented Architecture (3)

This course investigates the integration of business and technological domains to create an overall enterprise service-oriented architecture (SOA). Students demonstrate how to analyze, synthesize, and refactor business services and activities into business processes.

Prerequisite: IT 431.

IT 485 - Information Technology Capstone (3)

This course combines the knowledge, business, and technical skills learned through the undergraduate IT program. Students will demonstrate mastery of university and program competencies, as well as the ability to succeed in individual, collaborative, and leadership roles. Subjects include leadership, management, communications, innovation, problem solving, technology, and ethics specifically grounded in the enterprise IS environment. Students will approach the cumulative work from a project-management perspective and include significant aspects of signature assignments from prior IS course work.

Prerequisite: 114 credits.

IT 510 - Advanced Database Systems (3)

This course expands on the relational database model and introduces the design and construction of a native XML database. Students apply SQL to implement and query relational databases, and apply XPath/XQuery to implement and query native XML databases. Topics include database constraints, stored procedures, triggers, and XML languages. Additional topics include data warehousing and data mining.

Prerequisite: IT 422.

IT 515 - Mobile Application Design and Development (3)

This course examines the concepts and tools to design and develop simple mobile applications. Topics include distributed computing with an emphasis on wireless technologies and web service architectures. Framework details for both mobile and web services will be explored, as well as deployment and security strategies.

Prerequisite: IT 407.

IT 519 - Emerging and Disruptive Technologies (3)

This course, taken toward the end of a student's program, focuses on currently emerging technologies, how they may impact or are impacting businesses, and how they might be integrated with existing information systems. Specific technology topics will vary with each offering to update students on changes that may have occurred since starting the program. Students will be expected to research an emerging technology to produce a final paper or project.

IT 550 - Foundations of Information Systems (3)

This course is designed to provide essential knowledge required throughout the program beginning with basic concepts of data, information, and knowledge; common development methodologies; and the phases of information systems deployment. The course also covers the types of programming languages and basic data structures, and concludes with an introduction to program design and logic, and programmatic control structures.

IT 620 - Information Resource Management (3)

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.

IT 630 - Technology Project Management (3)

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.

IT 638 - Economics of Information Systems and Proposal Management (3)

This course offers students the opportunity to develop the skills needed to manage IT within an organization, and acquire resources from prospective IT providers. Students focus on the planning and implementation of information systems using internal and external human resources for determining value, benefits, and improved performance at the functional level. Topics include strategic planning, organizational economic determination, project planning, and interpretation of requirements, knowledge management, resource management, and IT management for sound decision-making from an organizational and global perspective.

Prerequisite: IT 550 or equivalent.

IT 643 - Telecommunication/Satellite System Engineering (3)

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.

IT 644 - Telecommunication Systems (3)

This course provides a local-to-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.

IT 645 - Internet Business Strategy (3)

This course permits the student to explore 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).

IT 650 - Software Engineering Methodology (3)

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.

IT 651 - Software Design Methodology (3)

This programming language-independent course permits the student to explore formal methods and principles of modern software engineering. Students design medium-sized software projects from specifications while applying key principles to ensure the software is accurate, efficient, modular, reusable, structured, and well documented. Topics include software tools, object-oriented design, and project management.

Prerequisite: IT 309 and IT 654.

IT 654 - Integrated Data Resource Management (3)

This course permits the student to analyze the organizational needs, technology, and management necessary to store and manipulate data with an emphasis on databases in client/server, distributed, and service-oriented environments. Students compare common database architectures. Topics include "big data" in the context of Internet-based, object-oriented, and enterprise databases and the query languages and database management systems (DBMS) that support them.

Prerequisite: IT 550 or equivalent.

IT 660 - Security Systems Engineering (3)

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.

IT 661 - Security Systems (3)

This course concentrates on how security can be integrated into systems, applications, and communications. Students learn the importance of planning and implementing defenses that meet the various levels of confidentiality and security required for business data. Subjects include cryptography, database and data mining security, privacy in computing, and legal and ethical issues in computer security.

IT 670 - Project Verification and Validation (3)

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.

Prerequisite: IT 650.

IT 672 - Integrated Business Intelligence and Data Analytics (3)

This course offers students insight to concepts and processes associated with business intelligence (BI). Particular emphasis is placed on an issue confronting all types of organizations; the transformation of growing amounts of data into information that will permit enterprise decision-makers to drive changes that attain business value in a timely manner. This course is designed for advanced graduate students and includes current topics in BI related to "big data."

Prerequisite: IT 654.

IT 680 - Intrusion Detection and Analysis: Security Beyond the Firewall (3)

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.

Prerequisite: IT 661.

IT 698 - Information Technology Capstone (3)

This course provides students with the opportunity to utilize the knowledge, business, and technical skills learned through their graduate IT program. Through a course-long project, students will apply the frameworks and concepts learned throughout the program to real-world problems. Mastering these skills requires an integrated, holistic perspective that leverages a broad base of management skills with the deep insights gained through focused information technology expertise.

Prerequisite: 33 credits.

IT 699 - Seminar on Issues and Trends in Information Technology (3)

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).

Prerequisite: All IT major courses.

ITS - Internship

LDR - Leadership

LDR 610 - Leadership Styles (3)

This course focuses on leadership models and how to recognize and apply them in the workplace. Students will explore leadership theories while assessing their own personal leadership style. Topics include leadership styles, ethical leadership, and leadership strategies.

LDR 615 - Interpersonal Communication Skills for Leaders (3)

This course highlights the skills required for effective interpersonal communication. Students enhance their verbal and nonverbal communication skills by studying effective leadership communication strategies, motivational communication, and strategies for enhancing teamwork through negotiation and conflict resolution.

LDR 620 - Ethical Leadership and Corporate Responsibility (3)

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.

LDR 625 - Leading Organizational Change (3)

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 address resistance. Subjects include philosophies of change, the open systems model, stakeholders, and fostering high performance organizations.

LDR 635 - Leadership and Organizational Climate and Culture (3)

This course presents the importance of organizational climate and culture for successful leaders 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.

LDR 640 - Building Stakeholder Relationships (3)

This course provides a foundation for creating business value through stakeholder relationships. Students discover the significance of stakeholder dynamics related to achieving organizational objectives. Topics include the global business environment, the identification and engagement of stakeholders, and future stakeholder relationships.

LDR 645 - Innovative Leadership in a Global Context (3)

This course focuses on the rapidly changing global environment, placing great importance on leadership competencies. Students investigate the underlying forces driving globalization, as well as adjustments required to remain competitive. Topics include international contexts, leadership strategies, transnational organizational development, and cross-border collaboration.

LDR 650 - Leadership Intelligence (3)

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.

LDR 652 - Virtual Leadership (3)

This course expands on leadership theories, research, and strategies with a focus on virtual settings. Students examine the impact of leadership on motivating individuals within the organization while learning how to use leadership principles in a virtual environment.

LDR 655 - Critical Issues for Innovative Leaders (3)

This course discusses 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.

Prerequisite: LDR 610, LDR 615, LDR 620, and LDR 625.

LGS - Legal Studies

LGS 300 - Legal Research and Writing (3)

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

Prerequisite: ENG 101, ENG 102, and CRT 201.

LGS 310 - Justice System in America (3)

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.

LGS 320 - Alternative Dispute Resolution (3)

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.

LGS 330 - Ethics and the Administration of Justice (3)

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.

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.

LGS 400 - Comparative Law (3)

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.

Prerequisite: LGS 300.

LGS 410 - American Constitutional Law and History (3)

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.

LGS 420 - Criminal Law (3)

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.

Prerequisite: LGS 370.

LGS 430 - Civil Procedure (3)

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.

LIT - Literature

LIT 205 - World Literature (3)

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.

MAT - Mathematics

MAT 105 - Basic Mathematics (3)

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.

MAT 109 - Business Mathematics (3)

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.

Prerequisite: MAT 105.

MAT 110 - Algebra I (3)

This course focuses on introductory college algebra concepts and how to apply these concepts to solve problems. This course covers linear and quadratic equations, inequalities, polynomials, graphing, factoring, and systems of equations.

Prerequisite: MAT 105.

MGT - Management

MGT 240 - Organization Theory and Behavior (3)

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.

MGT 252 - Political, Legal, and Ethical Issues in Business (3)

This course explores how government policies and regulations affect business management, business transactions, and personnel management. Students explore how to balance corporate and community commitments while maintaining a successful business model. Subjects include key legal functions affecting business operations, ethical business practices, contracts, management of business property (personal and intellectual), product liability, labor relations, and personnel management.

MGT 337 - Supervision and Leadership (3)

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.

MGT 340 - Organization Theory and Behavior (3)

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.

MGT 352 - Political, Legal, and Ethical Issues in Business (3)

This course explores how government policies and regulations affect business management, business transactions, and personnel management. Students explore how to balance corporate and community commitments while maintaining a successful business model. Subjects include key legal functions affecting business operations, ethical business practices, contracts, management of business property (personal and intellectual), product liability, labor relations, and personnel management.

MGT 370 - Operations Management (3)

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.

Prerequisite: RES 211.

MGT 428 - Doing Business in a Connected World (3)

This course covers basic electronic business practices. Students learn about the application of internets, intranets, extranets, electronic business intelligence and electronic inventory management. The course focuses upon broad topics and not technical competencies.

MGT 429 - Digital Business Strategies and Applications (3)

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.

MGT 445 - Corporate Training and Development (3)

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.

Prerequisite: MGT 240.

MGT 452 - Managerial Communication (3)

This course addresses basic communication theories and examines the key concepts that contribute to effective managerial and organizational communication. Students engage in activities designed to improve professional writing, speaking, and presentation skills.

MGT 461 - Project Management (3)

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.

MGT 463 - Management of Small Business (3)

This course enables students to explore topics and issues unique to the small business environment. Activities focus on the business planning process with students completing a formal business plan. Some of the topics include ownership forms, management styles, cash flow/working capital, financing, product/service selection, marketing, accounting/inventory control, technology, and managerial policies and procedures.

MGT 466 - Organizational Change (3)

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.

Prerequisite: MGT 240.

MGT 477 - Entrepreneurship and Intrapreneurship (3)

This course fosters the development of an entrepreneurial perspective within any organization. Students will learn to evaluate entrepreneurial and intrapreneurial opportunities, with a focus on understanding the critical factors necessary for successful launch and growth of a new venture.

MGT 481 - Service Excellence (3)

This cross-functional course prepares students to take a broad integrative approach to organizational challenges and opportunities through an understanding of how value-added processes create differentiation in service-driven organizations. Students will explore the opportunities and challenges involved in integration of marketing and operations, back-end and customer-facing, and executive and staff functions. The course will also demonstrate the importance of closing the loop on service improvements by developing accessible, reliable and useful customer satisfaction measures.

MGT 486 - Management Capstone (3)

This course provides students with the opportunity to demonstrate their ability to integrate 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. Through project-based assignments, students are required to apply the frameworks and concepts learned throughout the Bachelor of Science in Management program to real-world problems. Mastering these skills requires an integrated, holistic perspective. Subjects incorporated in these assignments include management, communication, human resources, and ethics in a global environment.

Prerequisite: 114 credits.

MGT 625 - Strategic Management (3)

This course examines the process for developing and implementing a strategic plan in order to gain a competitive advantage. Students are immersed in the process of strategy creation through a focus on case studies to reinforce the application of theory to contemporary business realities. Topics include microeconomic foundations of competitive strategy, mission and vision statement development and analysis, and strategy evaluation.

MGT 634 - Entrepreneurship and Intrapreneurship (3)

This course explores the development of the entrepreneurial mindset in both entrepreneurial and intrapreneurial ventures. Students demonstrate their understanding of the risks and rewards of entrepreneurship through the study of the launch, growth, and harvest phases of a new venture. Themes include types of business ownership, leadership challenges, growth strategies, feasibility assessment, financing, valuation, and exit strategy.

MGT 636 - Managing Organizational Change

This course views change as an adaptive process that can affect organizational structure, design and technology, as well as group and interpersonal processes. Attention is devoted to the roles and responsibilities of both internal and external change agents such as: developing consulting skills in needs assessment, diagnosis and problem identification and process facilitation; developing intervention strategies at the individual, team and system level; integrating technology and personnel skills, and assessing the impact of various changes on the organization; and exploring conflict management strategies to effectively manage the disequilibrium that may result from implementation of organizational changes.

MGT 642 - Ethical Issues in Business (3)

The legal and ethical integrity of business individuals and entities is an important part of building quality products or services. This course examines issues and real questions faced by business organizations. Critical topics discussed are: ethical theory and corporate responsibility; governmental and self-regulation; the employer–employee relationship; discrimination, diversity and employment practices; financial disclosure and international issues.

MGT 660 - Managing People, Processes, and Change (3)

The current business environment demands that managers understand how to anticipate and respond to change. This course provides students with the foundations required to be a successful leader in such an environment. The course material focuses on the knowledge and skills necessary to attract, motivate, and reward valuable employees and to create and build a culture and process of innovation, accountability, and empowerment that engenders long-term sustainable competitive advantage. The course will expose students to a range of best management practices for centralized, decentralized, and virtual organizations.

MGT 665 - Corporate Power, Politics, and Negotiations (3)

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.

Prerequisite: MGT 625.

MGT 671 - Executive Strategy (3)

This course should 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.

MGT 672 - Operations Management (3)

This course focuses on the critical contribution of operations to an organization's success, covering the core principles of value chain management in the production and delivery of goods and services. Students will explore how operational excellence can be leveraged for strategic advantage with an emphasis on service development and delivery. Topics include the service value chain, supply chain management, process design and analysis, JIT, and alternative approaches to the management of quality.

MGT 675 - Management of Innovation and Creativity (3)

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.

Prerequisite: MGT 625 and RES 600.

MGT 698 - Management Capstone (3)

This course provides students with the opportunity to integrate the skills acquired throughout their MBA program. Through a unique interactive course-long project, students will apply the frameworks and concepts learned throughout the program to real-world problems in a service-oriented business. Mastering these skills requires an integrated, holistic perspective that leverages a broad base of management skills with the deep insights gained through focused functional-area expertise. Subjects include management, marketing, human resources, operations, finance and ethics in a global environment.

Prerequisite: Students must have completed at least 33 credits, including MGT 660, MGT 672, and MKT 646, prior to taking this course.

MKT - Marketing

MKT 100 - Introduction to Marketing (3)

This course introduces the concept of marketing to students. Students learn the basic tools of marketing, how opportunities are identified, how products and services are developed, and how marketing messages are developed. Topics include the basics of consumer behavior and positioning, and how companies use these and different forms of media and promotional strategies to influence consumer decisions.

MKT 308 - Marketing Management (3)

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.

MKT 415 - Consumer Behavior Issues and Analysis (3)

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.

MKT 423 - Business Development in a Digital Economy (3)

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.

MKT 434 - Consumer Communications and Sales Management (3)

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.

MKT 452 - International Marketing (3)

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.

Prerequisite: MKT 308.

MKT 454 - Marketing Research and Intelligence (3)

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.

MKT 470 - Strategic Issues in Marketing (3)

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.

MKT 476 - Integrated Marketing Communications (3)

This course introduces students to the full range of communication options currently available to organizations, including promotion, advertising, sponsorship, direct response, public relations, paid and non-paid search and social media. The focus of the course will be on preparing students to develop integrated communication plans whose results are measurable against relevant and meaningful organizational objectives. Students will be prepared to evaluate the ever-changing gamut of new communication options through exposure to conceptual frameworks and analytical tools.

MKT 610 - International Marketing (3)

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.

MKT 636 - Supply Chain Management (3)

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, Just-In-Time inventory, logistics, and technology.

MKT 642 - Buyer Behavior and Sales Promotion (3)

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.

MKT 646 - Strategic Concepts in Marketing (3)

Through this course, students learn the critical role of marketing in modern, cross-cultural businesses. Students learn to formulate strategies that are built upon in-depth marketing research and analysis, understanding of consumer behavior decision-making, and the development of integrated marketing programs to achieve target objectives. The course focuses on the marketing process whereby students learn to create, communicate and deliver value to chosen target customers. As a final deliverable, students develop a marketing plan for a new or existing service-oriented offering that integrates all components of the marketing process.

MKT 654 - Marketing Research and Intelligence (3)

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.

MKT 660 - E-Commerce Marketing (3)

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.

MPA - Public Administration

MPA 600 - Foundations in Public Administration (3)

This course provides students with a comprehensive overview of public administration in American governance. Examined through a multidisciplinary perspective, this course surveys the political, social, institutional, and organizational milieu in which public administrators function. Topics include the historic roots of public administration practice, bureaucratic theory, values in public administration, the role of the public administrator, and the distinctions that set management of public organizations apart from that of private-sector organizations. Completion of this course will provide the student with an understanding of both the complex environment within which public administrators function as well as the duties, responsibilities, challenges, and problems faced by public administrators.

MPA 610 - Strategic Planning and Implementation in Public Administration (3)

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.

MPA 625 - Strategic Management in the Public Sector (3)

This course highlights the role of strategy formulation in the development and sustainment of agency effectiveness and nonprofit 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.

MPA 630 - Managing Public Policy (3)

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.

MPA 642 - Public Finance: Government Accounting and Control (3)

This course examines the finance and accounting principles and procedures used by public administration professionals. Students learn the importance of ethical 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.

MPA 645 - Public and Nonprofit Financial Management (3)

This course examines the finance and accounting principles and procedures used by public administration professionals. Students learn the importance of ethical accounting practices as they pertain to the management of public and nonprofit organizations. Subjects include financial reporting, budget and control issues, revenue and expense recognition, auditing, and governmental performance measures.

MPA 646 - Procurement and Contract Administration (3)

This course presents the policies and procedures involved in procuring products and services in the public sector. Students explore the ethics, rules, regulations, and laws that are critical to the development, negotiation, and administration of contracts at all levels of government and private sector organizations. Themes include the procurement planning process, vendor/supplier selection, contract award and management strategies, and technologies used in public procurement.

MPA 650 - Human Behavior and Resource Administration (3)

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 in public and nonprofit organizations. Topics include management strategies, individual and group behavior, organizational behavior, and conflict management.

MPA 667 - Public Finance: Politics of the Budgetary Process (3)

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.

MPA 670 - Public Administrator and the Law (3)

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 civil law, constitutional law, administrative law, government contracting law, employment law, public liability law, insolvency law, as well as legislative and judicial processes and judicial review.

MPA 698 - Public Administration Capstone (3)

The Public Administration Capstone serves as the final requirement for the MPA program. Its purpose is to demonstrate the student's mastery of professional norms, ethical standards and analytical skills that are essential to successful public management by providing an integrative experience that taps into the core knowledge, skills and values students have acquired through their MPA coursework. The capstone course is directed toward the production of an analytical paper that addresses a demonstrated managerial or policy issue confronting a public or not-for-profit organization. Requirements for this course include a paper and oral presentation, which together demonstrate that the student is able to draw upon MPA coursework and current research to address specific workplace issues.

Prerequisite: 33 credits.

ORG - Organization

ORG 610 - Organizational Culture and Style (3)

This course examines organizations as social organisms. Students assess the relationship between an organization's culture and a society's culture, as well as individuals within the organization. Themes include organizational stratification, worker and leadership behavior, and the social roles of workers and leaders.

ORG 620 - Behavior in International Organizations (3)

This course explores organizational theories and their relationship to international organizational behavior. Students examine the effect of globalization on management theories and practices. Topics include international and cultural diversity in the workplace, management strategies for international groups, and the use of virtual teams.

ORG 630 - Diversity in Organizational Settings (3)

This course discusses management principles within an atmosphere of increasing workforce diversity. Students explore the necessity of implementing programs for diversity awareness in order to attract, motivate, develop, and empower employees. Topics include methods for raising awareness of racial, ethnic, cultural, age, and gender differences; understanding the needs of employees with disabilities; and promoting ethical standards for behavior.

ORG 640 - Human Relationships in Organizations (3)

This course focuses on the concepts of relationships in organizational settings. Building on lessons from prior courses, students will learn how to build effective relationships based on the individual and collective attributes of their respective organizations. Topics include: organizational systems and change management, team building, conflict and conflict resolution, interpersonal communication, stress, and ethical decision making. Issues of particular contemporary importance include work–life balance, national and organizational culture, and the impact of globalization on workplace relationships.

ORG 650 - Negotiation and Resolution Strategies (3)

This course will explore major concepts of negotiation and resolution strategies. Students will learn skills and techniques preparing them to negotiate in a variety of situations. Topics include win-win negotiation strategies, multiple party negotiation techniques, and the role of culture and gender within negotiations.

ORG 660 - Dynamics of Decision Making (3)

This course addresses how decision making occurs within an organization. Students investigate the psychological principles associated with decision making in the workplace, including the internal and external influences affecting the individual and the decision-making process. Topics include analyzing individual preferences, collective behavioral patterns, and the decision-making process.

ORG 670 - Organizational Learning (3)

This course explores how an organization can learn from evaluating its past successes and failures while implementing new agents for change. Students will learn how to best evaluate current organizational processes and structures in order to create new pathways for growth. Topics include learning mechanisms, dissemination of knowledge, and implementation of organizational learning.

PHI - Philosophy

PHI 101 - Introduction to Philosophy (3)

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.

PHI 204 - Ethics and Values (3)

In this course, students will learn to identify and evaluate ethical positions as they inform decisions and choices in business and in everyday life. Through an understanding of modern and traditional ethical approaches, students analyze and explore contemporary approaches to questions of value and morality. Themes include ethical theories; the political, social, and economic dimensions of moral responsibility; and contemporary conflicts that touch on ethical differences.

RES - Research

RES 211 - Quantitative Methods for Decision Making (3)

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.

Prerequisite: MAT 110.

RES 311 - Quantitative Methods for Decision Making (3)

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.

Prerequisite: MAT 110.

RES 321 - Behavioral Research Design, Tests, and Measurement (3)

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.

Prerequisite: RES 311.

RES 600 - Graduate Research Methods (3)

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 West. Students advance their studies of research design and methodology and apply these skills to their programs of study. Subjects include primary and secondary research, descriptive and inferential statistics, regression and correlation analysis, and research presentation.

SCI - Science

SCI 244 - Geology (3)

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.

SCI 262 - General Biology (3)

This course provides an introduction to the life sciences, including how cellular biology pertains to our everyday lives. Topics include cell structure and function, DNA structure and replication, protein synthesis, regulation of gene expression, mutations and cancer, natural selection, taxonomy, and more. Course objectives range from the discussion of how the human body operates to the diversity of non-animal species with which we share our world.

SCI 264 - General Physics (3)

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.

SCI 270 - Environmental Science (3)

This course presents scientific principles for the analysis of current and future issues facing the global environment. The course examines the interrelationship of life on earth and the environment, including land, water, and atmospheric systems. Human activity and population trends are analyzed for their potential impact on the global environment. Utilizing scientific methods of inquiry, students have the opportunity to investigate biological diversity, environmental sustainability, human health and waste management through a series of online and home-based laboratory exercises.

SOC - Sociology

SOC 101 - Introduction to Sociology (3)

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.

SOC 122 - Cultures of the Southwest (3)

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.

SPN - Spanish

SPN 154 - Introductory Spanish Conversation for Global Communication (3)

This course is designed for students 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.

SPN 252 - Beginning Spanish Conversation for Global Communication (3)

This course is intended for students 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.

Prerequisite: SPN 154.

SPN 253 - Intermediate Spanish Conversation for Global Communication (3)

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.

Prerequisite: SPN 252.

Faculty

Mr. Jihad Y. Abbas
BS, American University
MS, University of North Carolina - Charlotte

Dr. Innocent Abiaka
BA, Arizona State University
MIM, Thunderbird School of Global Management
MPA, Arizona State University
DPA, Arizona State University

Dr. Peggy L. Allen
BS, University of Maryland - College Park
MC, Arizona State University
PhD, Walden University

Dr. Rares I. Almasan
BS, Technical University
MPA, Western International University
DBA, Columbia Southern University

Dr. Christina M. Anastasia
BBA, Baker University
MA, University of Phoenix
PhD, Capella University

Dr. Kathryn M. Armstrong
BBA, Northwood University
MS, Walsh College of Accounting & Business Administration
MSA, Central Michigan University
DBA, Argosy University - Main

Mr. Gary D. Barden
BA, University of North Dakota
MISM, Keller Graduate School of Management

Dr. Daneene L. Barton
BS, University of Georgia
MBA, Webster University
PhD, Barry University

Ms. Christina L. Bates
BBA, Langston University
MBA, University of Phoenix

Dr. Jeremi R. Bauer
BS, University of Phoenix
MBA, University of Phoenix
DBA, Walden University

Ms. Lisa F. Bell
BS, Southern New Hampshire University
MBA, University of Phoenix

Ms. Gilat Ben-Dor
BA, Brandeis University
MBA, University of Phoenix

Ms. Joanna E. Binsfield
BS, University of Wisconsin - Lacrosse
MA, Ohio University

Mr. Richard C. Bjornholm, Jr.
BS, Arizona State University
MBA, University of Phoenix

Dr. Jennifer Bolden
BS, Fort Valley State University
MBA, Georgia College and State University
PhD, Capella University

Mrs. Tracey L. Booth
BS, University of Phoenix
MA, University of Phoenix

Dr. Terry J. Bovinet
BA, Taylor University - Fort Wayne Campus
MDiv, Trinity Evangelical Divinity School
DMin, United Theological Seminary

Dr. George F. Brackman
BA, Campbell University
MEd, Campbell University
DMin, Luther Rice Seminary

Mr. James D. Briggs
BS, Arizona State University
MBA, Arizona State University

Mrs. Sylvia G. Brinkmoeller
BS, Arizona State University
MEd, Northern Arizona University

Dr. Aalt Brouwer, Jr.
BA, Chaminade University
MAE, Northern Arizona University
DMN, University of Phoenix

Dr. Jennifer R. Brown
BA, University of Illinois at Urbana
MA, Institute of Transpersonal Psychology
PhD, Institute of Transpersonal Psychology

Ms. Kimela L. Bryant
BS, Valdosta State University
BGS, Valdosta State University
MA, University of Phoenix

Mrs. Lisa M. Buccigrosse
BA, Rutgers University - Camden
MS, Saint Joseph's University

Ms. Wendy E. Bullock
BSBA, Robert Morris University
MBA, Robert Morris University

Mr. Mark Busby
BS, University of Phoenix
MIM, Thunderbird School of Global Management

Ms. Ofelia M. Cardenas
BS, Barry University
MS, Western International University

Mr. Michael T. Casper
BS, The University of Texas at Austin
MBA, Southern Methodist University School of Law

Ms. Lisa Cave
BS, Arizona State University
MBA, University of Phoenix

Dr. Joan Cezair
BBA, Howard University
MBA, University of Maryland
DBA, Argosy University

Mr. Cammen Chan
BS, Wentworth Institute of Technology
MS, Boston University

Mr. Asif J. Choudhery
BS, Arizona State University
MS, Arizona State University
MBA, University of Phoenix

Mr. Irfan J. Choudhery
BS, Arizona State University
MS, Western International University

Mr. Aubrey L. Clinch
BS, Western International University
MS, Western International University

Mr. Nye A. Clinton, Jr.
BA, State University of New York - Buffalo
MA, State University of New York - Buffalo
MBA, University of Phoenix

Mr. Scott B. Cohen
BA, University of California - San Diego
MBA, Temple University
MPA, Pepperdine University

Ms. Gabriela M. Cojanu
BS, Romanian American University of Bucharest
MBA, Xavier University

Mr. James C. Cole, Jr.
BS, Illinois Institute of Technology
MS, California State University - Long Beach
MIT, American Intercontinental University

Dr. Steven A. Coleman
BS, Excelsior College
MS, New York Institute of Technology
MS, George Washington University
DMN, University of Phoenix

Mr. Stacy Collier
BBA, University of Texas - Austin
MACC, University of Texas - Austin

Mr. Karin S. Conradson
BA, Philander Smith College
MBA, Regis University

Dr. James Cox
BS, Duke University
MBA, Florida Institute of Technology
PhD, Capella University

Dr. Larry Cravens
BA, Quincy University
MA, Regent University
JD, Gonzaga University

Ms. Barbara L. Crews
BA, Texas A & M University
MBA, Western International University

Dr. Brian E. Daenzer
BS, Oakland University
MBA, Wayne State University
DMN, University of Phoenix

Dr. Christopher M. Davis
BA, University of Michigan - Ann Arbor
M.S. Psy., Walden University
PhD, University of Michigan - Ann Arbor

Dr. Lola A. O. Davis
BS, University of Lagos
BA, University of Ibadan
LLM, University of Arizona
DMN, University of Phoenix

Ms. Jenny Davis
BBA, Angelo State University
MBA, Angelo State University

Mr. Edward D'Avola
BS, Arizona State University
MAE, Arizona State University

Mr. Casey R Dejong
BS, University of Montana
MBA, University of Phoenix
MA, University of Phoenix
MIS/M, University of Phoenix

Mr. Michael Denson
BBA, University of West Georgia
MBA, Keller Graduate School of Management

Dr. Anthony Dibenedetto
BS, McGill University
MBA, McGill University
PhD, McGill University

Ms. Sharon Donnelly
BA, Eckerd College
MBA, Florida Institute of Technology

Mr. Robert K. Doolin
BS, Ball State University
MPA, Indiana University - Purdue University Fort Wayne

Mr. Stephen J. Downey
BS, Lehigh University
MS, Lehigh University

Mr. Kurt Earnhart
BBA, University of Memphis
MBA, Belhaven College

Dr. Mohamed A. Elseifi
BACC, Cairo University
MS, University of Cincinnati
PhD, Virginia Tech

Ms. Colleen A. Engineer
BA, University of Arizona
JD, University of Montana

Dr. Constance Erickson
BA, St. Mary's University of Minnesota
MA, Concordia University
PhD, Capella University

Ms. Christine M. Erwin
BA, Governors State University
ME, Northern Arizona University

Mr. John Famolaro
BS, Marquette University
MS, Western International University

Ms. Carol Farabee
BA, University of North Florida
MBA, Western International University

Ms. Darla K. Fast
BS, Western International University
MBA, University of Phoenix

Dr. Michael Field
BA, Brigham Young University
JD, University of Idaho

Mr. Eric H. Freeman
BS, Portland State University
MBA, University of Portland

Mr. Francis R. Fritz
BS, University of Phoenix
MBA, University of Phoenix

Dr. Steven M. Gaa
BA, Hood College
MBA, Golden Gate University
PhD, Capella University

Mr. John Gakopoulos
BS, University of Phoenix
MBA, University of Phoenix

Mr. Anthony R. Garcia
BS, University of Phoenix
MBA, University of Phoenix

Ms. Beth A. Garcia
BS, Bowling Green State University
JD, University of Toledo

Dr. Barbara Gast
BA, Arizona State University
MS, Arizona State University
MA, University of Phoenix
DNM, University of Phoenix

Dr. Ellen Gaston
BA, Knox College
MS, American University
DBA, University of Phoenix

Dr. Brenda Geer-Frazier
BA, American InterContinental University
MBA, American InterContinental University
PhD, Capella University

Dr. Lester Goldstein
BA, Hofstra University
MS, Polytechnic Institute of Brooklyn
PhD, Polytechnic Institute of Brooklyn

Dr. Arlene B. Goodman
BBA, Hofstra University
MS, Long Island University
DBA, Argosy University - Sarasota

Mr. Don D. Grant, III
BBA, University of South Carolina - Columbia
MACC, University of South Carolina - Columbia

Mr. Michael S. Green
BS, McGill University
MBA, McGill University
JD, University of Arizona

Mrs. Elizabeth Groh
BA, Illinois Wesleyan University
MS, Northwestern Business College

Dr. Norma Hackney
BS, Jacksonville University
MS, The United States Naval Postgraduate School
PhD, Capella University

Mr. Laurence P. Hagan
BS, Northwestern University
MBA, DePaul University

Ms. Jeanne Hardy-Miller
BA, Northeastern Illinois University
MS, Northern Illinois University

Mr. Daniel D. Haws
BA, Arizona State University
JD, University of Arizona

Mr. William Hecht
BA, University of Wisconsin - Madison
MBA, Thunderbird School of Global Management

Ms. Sherry L. Helsel
BSBA, University of Phoenix
MA, University of Phoenix

Dr. Crystal D. Hernandez
BA, California State University - Fresno
PsyD, Alliant International University - San Diego Scripps Ranch

Ms. Tammie Hertel
BA, University of Phoenix
MA, University of Phoenix

Dr. Linda S. Hildebrant
BBA, National University
MBA, University of Phoenix
DoCPH, Capella University

Mr. Ellis Hodgdon
BA, The University of Tennessee at Chattanooga
MA, Georgia Institute of Technology

Ms. Laurie Holmes
BS, Oklahoma State University
MS, Azusa Pacific University

Mrs. Judith L. Horgash
BA, Arizona State University
MC, University of Phoenix

Mr. Paul W. Hubble
BS, University of Arizona
MBA, University of Arizona

Dr. Darnell L. Huntley
BS, Wilberforce University
MBA, University of Findlay
DBA, Argosy University Phoenix

Ms. Tasha M. Hurn
BS, Langston University
MBA, University of Phoenix

Mr. Jamal B. Ibrahim
BS, University of Mosul
MS, University of Arizona
MBA, Western International University

Ms. Jevaun N. Jefferson
BBA, Kent State University
MBA, University of Phoenix
ME, Grand Canyon University

Mr. Dexter T. Jennings
BS, South Carolina State University
MBA, Webster University

Mr. Kenneth C. Jeremiah
BA, University of Rhode Island
MEd, University of Rhode Island

Mrs. Samantha L. Jeter
BA, University of Florida
MS, Nova Southeastern University

Mrs. Fang Jiang
BS, Chongqing Institute of Technology
MBA, Western International University

Mr. James W. Jones
BS, Johnson & Wales University
MBA, University of Phoenix
MA, University of Phoenix

Mr. David Kappel
BS, National-Louis University
MS, University of Maryland

Dr. Joan Jorgensen
BA, Western International University
MA, Chapman University
PhD, Capella University

Mr. Dennis P. Keegan
BS, Arizona State University
BS, DeVry University
MBA, University of Phoenix

Ms. Bibbian M. Kipp
BA, Loyola University
MA, University of Phoenix

Dr. Lisa Klein-Pearo
BA, Yale University
MBA, Harvard University
DBA, Harvard University

Mrs. Brandy W. Kreisler
BA, The University of Texas at Austin
MLS, University of Washington
JD, Texas Tech University

Mr. Douglas Krieg
BS, Arizona State University
MBA, University of Phoenix

Ms. Jennifer L. Krou
BA, Concordia University
MA, University of Phoenix

Mr. Michael T. Krum
BS, Northern Arizona University
MBA, University of Phoenix

Ms. Jasmine D. Kuylen
BBA, Gonzaga University
MBA, Gonzaga University

Mr. Robert B. Lambert
BS, Western International University
MBA, Regis University

Dr. Denise Land
BS, California State University - Sacramento
MSW, California State University - Sacramento
DMN, University of Phoenix

Mrs. Tracey M. Lauterborn
BA, University of Southern California
MIM, Thunderbird School of Global Management
MBA, Arizona State University

Ms. Doreen G. Lawrence
BS, Anna Maria College
MBA, Anna Maria College

Mrs. Wetanah L. Lenardson
BS, Aquinas College
MA, Grand Canyon University

Ms. Jessica Leslie
BA, Western International University
MA, University of Phoenix

Mr. Efrem Lieber
BS, University of Maryland - College Park
MBA, University of Delaware

Dr. Ernest E. Littler
BS, University of Dayton
MEd, University of Dayton
EdD, University of Cincinnati

Dr. Jeremy D. Lucabaugh
BA, Pennsylvania State University
MS, Capella University
PhD, Capella University

Mr. Fred D. Lumpkin
BA, The College of Wooster
MS, University of Detroit - Mercy

Dr. Marietta S. Luster
BS, Illinois State University
MA, University of Phoenix
DM, University of Phoenix

Mr. Terry Lynch
BS, University of Phoenix
MA, University of Phoenix

Ms. Jolanta Macek
BS, Michigan State University
MA, Wayne State University

Dr. Sancho J. Manzano, Jr.
BS, Western International University
MS, Western International University
PhD, Capella University

Mr. Clifford B. Marsh
BA, University of South Carolina - Columbia
MS, Capella University
MSW, University of South Carolina

Ms. Tresha A. Matthews
BBA, Monroe College
MBA, University of Phoenix

Ms. Lizabeth Matthiesen-Jones
BA, Scripps College
MIM, Thunderbird School of Global Management

Dr. Stephen M. McCauley
BS, University of Phoenix
MBA, University of Phoenix
DBA, Walden University

Mr. Kevin M. McCullough
BSBA, University of Arizona
MBA, Pepperdine University

Mr. Steven E. Michael
BS, Arizona State University
MBA, University of Phoenix

Dr. Louis Michalski
BA, Our Lady of the Lake University
MS, University of North Texas
PhD, The University of Texas - Arlington

Dr. Dawn T. Michaux
BA, Vanguard University of Southern California
MS, National University
PhD, Trident University

Dr. Robert A. Miller
BS, University of Central Florida
MA, University of Phoenix
DEd, Nova Southeastern University

Dr. Kevin Misenheimer
BS, Pfeiffer University
MBA, Western Carolina University
DBA, Northcentral University

Ms. Laura-Ann J. Mitchell
BS, Lincoln University
MBA, DePaul University

Mr. Gabriel A. Molieri
BA, University of California - Berkeley
MA, Stanford University

Mr. Allen H. Moore
BA, University of North Carolina
MBA, University of North Carolina - Charlotte

Dr. Bobby G. Morris, III
BA, Widener University
BS, Exelsior College
MA, Central Michigan University
DBA, Northcentral University

Mr. Khalif Muhammad
BS, University of Phoenix
MBA, University of Phoenix

Dr. Theresa M. Murray
BA, University of Phoenix
MBA, University of Phoenix
MSS, United States Army War College
DMN, University of Phoenix

Mr. Wali Naibi
BA, University of Hawaii at Manoa
MA, University of Hawaii at Manoa

Dr. Ibrahim A. Naim
BS, University of Arizona
MA, University of Arizona
PhD, University of Arizona

Mr. Scott W. Norman
BS, California Baptist University
MA, University of Phoenix

Mr. Terry L. Norris
BS, Lesley University
MBA, Western New England College

Mr. Raymond R. November
BBA, Case Western Reserve University
JD, Case Western Reserve University

Dr. Randsford Osafo-Danso
BA, Kwame Nkrumah University
MPA, Southern Illinois University
PhD, Walden University

Mr. Joel B. Packman
BS, Towson State University
MS, Towson State University

Mr. Stephen S. Page
BS, United States Air Force Academy
MBA, University of Utah

Dr. Joseph Parales
BS, Regis University
MBA, University of Phoenix
DMN, University of Phoenix

Mr. Neeraj Parikh
BS, DeVry University
MBA, Keller Graduate School of Management

Mrs. Erica M. Parish
BS, University of Michigan - Ann Arbor
MBA, Bowling Green State University

Ms. Carmen J. Pascaretti
BS, Wayne State University
MBA, Wayne State University

Mr. Daril Peterson
BA, University of Phoenix
MA, University of Phoenix

Mr. Howard L. Peterson
BA, Wheeling Jesuit University
MA, Adelphi University

Mr. Daniel Piercy
BS, University of Phoenix
MBA, University of Phoenix

Dr. Peter Pingerelli
BS, Wayne State University
PhD, Wayne State University

Dr. Scott E. Pollack
BA, University of California - Berkeley
MS, University of Colorado - Boulder
PhD, University of Colorado - Boulder

Mr. Duane R. Poole
BA, Grand Canyon University
MS, Spertus Institute of Jewish Studies

Mr. Willard S. Posko
BS, Western International University
MBA, Western International University

Dr. Keith H. Pressey
BA, Hawaii Pacific University
MS, Troy University
PhD, Capella University

Mr. Anthony Princivalle
BS, Bentley University
MBA, Columbia University in the City of New York

Mr. Corey B. Pruitt
BA, Colorado Christian University
MS, Capella University

Dr. Kavitha Ravella
BA, George Mason University
MS, Trinity Washington University
DMN, University of Maryland

Ms. Dawn L. Reinhardt-Wood
BA, Kean University
MA, Kean University

Dr. Ryan Repich
BS, State University of New York - Brockport
MS, St. John Fisher College
EdD, St. John Fisher College

Mr. Gene Richardson
BS, University of Phoenix
MBA, University of Phoenix

Mr. Keith E. Rieger
BBA, The University of New Mexico - Valencia
MA, The University of Alabama

Dr. Lillian R. Robinson
BS, Wayland Baptist University
MA, Webster University
PhD, Capella University

Mr. Roger W. Rouse
BS, San Diego State University
MBA, University of California - Irvine

Ms. Jane Russ
BS, Rider University
MBA, La Salle Extension University

Dr. Linda A. Salvucci
BA, Drake University
MA, Goddard College
PhD, Capella University

Ms. Beverly E. Salzman
BS, University of Bridgeport
MS, Capella University
MBA, Sacred Heart University

Mr. Daniel Scherr
BA, North Carolina State University
MBA, American Public University

Dr. Samantha Seaman
BA, University of Arizona
MPA, University of Arizona
PhD, Walden University

Mr. Ross A. Seligman
BA, Occidental College
MA, California State University - Los Angeles

Mrs. Veronica S. Shapiro
BA, University of Advancing Computer Technology
MBA, University of Phoenix

Ms. Deena Shehata
BA, Syracuse University
MFA, George Mason University
MA, Johns Hopkins University

Mr. Charles R. Shelton
BS, Cleveland State University
MBA, Baldwin Wallace College

Mr. Paul R. Shepherd
BS, University of Phoenix
MBA, University of Phoenix

Dr. Nigel G. Skinner
BS, University of Manchester Institute of Science
MEngr, McMaster University
MBA, Open University
PhD, University of Cambridge

Mr. Samir S. Sleiman
BS, The Ohio State University
MS, The Ohio State University

Mr. Daveed R. Snoll
BA, Florida International University
MA, Florida International University

Mr. Charles R. Sprague
BA, Purdue University
MS, National-Louis University

Ms. Khala M. Stanfield
BS, Arizona State University
MBA, University of Phoenix

Dr. Shawn L. Stanford
BA, Oral Roberts University
MA, Trinity Evangelical Divinity School
MDiv, Trinity Evangelical Divinity School
PhD, Capella University

Mr. Christopher G. Stanglewicz
BS, Wayne State University
MS, Walsh College of Accounting & Business Administration

Dr. James H. Stephenson
BBA, Boise State University
MS, Boise State University
PhD, Capella University

Dr. Elisabeth Ann Storm
BS, Embry-Riddle Aeronautical University
JD, Rutgers University - Camden

Mr. Robert L. Streeter
BS, Baker College Online
MBA, Baker College Online

Ms. Balinda S. Strosnider
BS, Northern Arizona University
MBA, University of Phoenix

Dr. Artrina Strurges
BA, University of Miami
MS, Franklin University
DEd, Argosy University - Phoenix

Mrs. Mollie E. Surguine
BS, Northern Arizona University
ME, Northern Arizona University

Ms. Cathy A. Taylor
BS, Northwestern State University of Louisiana
MS, Chaminade University

Ms. Dorothea L. Terry
BS, University of Alabama - Birmingham
MAE, University of Phoenix
MA, Western International University

Mr. Brice D. Thomas
BS, Bentley University
MBA, University of Massachusetts - Amherst
CPA, Arizona State Board of Accountancy

Mr. Robert P. Thompson
BS, Clarkson University
MBA, Syracuse University

Mr. John P. Tierney
BBA, University of Kentucky
MA, University of Maryland - College Park

Mr. Mark A. Tolf
BA, Indiana Wesleyan University
MA, DePaul University

Dr. Robert Touro
BS, Johnson and Wales University
MA, University of Phoenix
DMGT, Colorado Technical University

Ms. Michelle L. Turner
BA, Wright State University
MA, Wright State University

Mrs. Yelena Vaynberg
BA, Northwestern University
MS, Northwestern University

Ms. Sherri K. Villegas
BS, University of Phoenix
MBA, Western International University

Dr. Sharla M. Walker
BS, University of San Francisco
MA, University of Phoenix
DMN, University of Phoenix

Mr. Ryan J. Waltz
BCS, Sullivan University
MBA, University of Arizona

Ms. Rhonda Ware
BS, Alabama Agricultural and Mechanical University
MACC, University of North Florida

Mr. Robert D. Wengrzyn
BS, University of Phoenix
MBA, Western International University

Ms. Julia A. Westlake
BA, Western International University
MA, University of Phoenix
MBA, Western International University

Dr. Charlie W. Williams
BS, Fort Valley State University
MBA, Nova Southeastern University
PhD, Capella University

Dr. Christopher M. Wright
BA, Arizona State University
MBA, University of Phoenix
DEd, University of Phoenix

Mr. Robert A. Young
BS, Thomas A. Edison State College
MA, University of Phoenix

Mr. Christopher R. Zapalski
BS, Nova Southeastern University
MBA, Nova Southeastern University
MACC, Nova Southeastern University
MPA, Keller Graduate School of Management
JD, Nova Southeastern University

Dr. Maja Zelihic
BA, University of North Florida
MBA, University of Phoenix
PhD, Capella University

Mr. Benjamin A. Zuckerman
BA, California State University Fullerton
MIB, University of South Carolina Columbia

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