



Western International University

1999-2000 Catalog

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Welcome to Western International University

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

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

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

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

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

Michael J. Seiden
President

Effective September 1, 1999 - August 31, 2000

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with the University that is contrary to Western International University's published material.

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Campus Locations

Phoenix, Arizona – Main Campus
Western International University
9215 N. Black Canyon Highway
Phoenix, AZ USA 85021

Phone: 602.943.2311
Fax: 602.371.8637
602.943.3204

Chandler, Arizona - East Valley
Western International University
55 N. Arizona Place
Chandler, AZ USA 85225

Phone: 602.943.2311
Fax: 480.726.3068

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

Mailing: PO Box 12426
Ft. Huachuca, AZ USA 85670-2426

Phone: 520.459.5040
Fax: 520.459.7571

For further information visit WIU's website at:

<http://www.wintu.edu>

Campuses

Western International University is headquartered in Arizona, the Grand Canyon State. WIU's main campus, in northwest Phoenix, is conveniently located adjacent to the Black Canyon Highway. A second Phoenix metro area campus is situated in the East Valley suburb of Chandler. The southern Arizona campus is located on the Fort Huachuca Army Post in Sierra Vista.

Campus classrooms are designed to encourage student and faculty interaction and discussion. Computer facilities for hands-on

instruction are readily available to students, as are various audio-visual aids. Learning Resource Centers at each University campus provide staff-assisted access to online research resources.

In addition to campus programs, Western International University provides on-site coursework at numerous corporate and governmental teaching sites including; Intel Corporation, AlliedSignal, Adaptive Broadband Corporation, Salt River Project, City of Tempe, and Maricopa County.

Programs by Campus Location

Degrees/Majors	Phoenix Campuses	Ft. Huachuca Campus
AA Associate of Arts	■	
BA Administration of Justice	■	
BA Behavioral Science	■	■
BS Accounting	■	■
BS Business	■	
BS Business Administration	■	
BS Finance	■	
BS Information Technology	■	■
BS International Business	■	■
BS Management	■	
BS Marketing	■	
MBA Finance	■	
MBA International Business	■	■
MBA Management	■	■
MBA Information Technology	■	■
MBA Marketing	■	
MS Information Technology	■	■
MS Information Systems Engineering	■	■
Advanced Professional Studies:		
Corporate Management	■	
Executive Health Care Management	■	
Finance	■	
International Business	■	
Management Information Technology	■	
Marketing	■	
CPA Certification Preparation	■	

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

Accreditations & Affiliations

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

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

WIU holds membership in or is affiliated with the following:

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

Western International University Mission Statement

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

Purposes

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

Admission

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

Since coursework at WIU begins monthly, applications and registrations are accepted on an on-going basis. Early submission is encouraged to allow sufficient time to process application materials. International students should begin the process well in advance of intended start date. A minimum of three months is recommended.

Students must complete all application requirements before being considered for admitted status. All students applying for admission to the University have the responsibility of submitting a complete and accurate application package including all academic and professional credentials required. Applications to the University are considered current for 12 months from the date of submission. In the event that the process cannot be completed by that time, a new application will be required.

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

Degree Seeking Students

University applicants pursuing Associates, Bachelors, or Masters degrees at WIU are considered degree seeking students. Students applying for financial aid must be accepted for enrollment as degree seeking students prior to financial aid being processed. Students having completed a WIU application and granted registered status are considered eligible for enrollment. International students on WIU issued student visas must also be admitted as degree seeking.

The four types of admission to degree programs, Registered, Conditional, Provisional, and Admitted, are explained on page 5.

Undergraduate Admission

Eligibility

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

- High school graduation or equivalent from a regionally accredited institution.
- United States (US) citizenship or appropriate legal status allowing University enrollment.

Standards

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

- Applicants entering with 12 or more graded semester academic credits of college level work from regionally accredited post-secondary institutions must possess a cumulative grade point average (GPA) of 2.0 on a 4.0 scale for all coursework completed.
- Applicants entering with fewer than 12 graded semester academic credits of college level work from regionally accredited post-secondary institutions must possess an overall GPA of 2.5 on a 4.0 scale for all high school coursework, or have passed the GED or completed the International Baccalaureate (IB). Passing scores for the GED vary from state to state. WIU recognizes the recommendations of the state in which the GED was issued. **NOTE:** In certain circumstances, a transfer Associate degree from a regionally accredited institution may be accepted in lieu of a high school diploma.
- Students from countries where English is not the official language must demonstrate English language proficiency. (See page 8)

Procedures

Candidates for Admission must:

- Submit a completed and signed WIU Application for Admission listing secondary and all post-secondary institutions attended. Applicants under the age of 18 must have the signature of a parent or legal guardian.

- Pay non-refundable application fee (\$50).

- Sign request form(s) for official transcripts from all previously attended regionally accredited colleges, universities, and national testing agencies. Students relying on foreign transcripts for admission must provide official academic records from all institutions attended outside the US.

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

- Attend WIU New Student Orientation.

Graduate Admission

Eligibility

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

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

NOTE: Recipients of baccalaureate-equivalent degrees from abroad which are earned upon completion of 15 years of academic study may be admitted to graduate-level programs, but must complete a specific block of coursework designed to bridge the student into graduate studies. The University reserves the right to deny admission to these applicants based on comparability of secondary and postsecondary studies to those in the US system.

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

Standards

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

Admission

- Applicants must have achieved a cumulative grade point average (GPA) of 2.75 on a 4.0 scale for all undergraduate coursework completed.
- Applicants utilizing a previous masters degree for admission must have achieved a minimum overall GPA of 3.0 on a 4.0 scale.
- Students from countries where English is not the official language must demonstrate English language proficiency. (See page 8)

Procedures

Candidates for Admission must:

- Submit a completed and signed WIU Application for Admission listing secondary and postsecondary institutions attended.
- Pay non-refundable application fee (\$50).
- Sign request form(s) for official transcripts verifying bachelors or masters degrees from a regionally accredited college or university. Students relying on foreign transcripts for admission must provide official academic records from all institutions attended outside the US.
- Attend WIU New Student Orientation.

Registered Status

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

Provisional Status

Undergraduate Provisional Status

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

Graduate Provisional Status

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

Conditional Admission Status

Applicants who meet all other admission criteria, but provide unofficial academic records from institutions outside the US, may be eligible for Conditional Admission Status. Under this status, students may attend a maximum of three (3) degree courses during a six (6) month period. Prior to the end of this timeframe, students must obtain and submit official academic documents. Upon acceptance of the documentation by the WIU Admissions Office, students will be fully admitted to the University. Students attending under this status must meet and maintain acceptable academic standards.

Failure to produce official documentation by the end of

Conditional Admission period will result in dismissal.

Admitted Status

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

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

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

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

Non-Degree Seeking Students

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

General Non-Degree Seeking Status

Students under a general Non-degree Seeking Status may take a maximum of nine (9) credits hours at WIU. Non-degree seeking students are not eligible to receive most types of financial aid or veteran's benefits. This classification is not available for international students on WIU-issued student visas. Documentation of previous coursework is not required for admission under this status nor is attendance at New Student Orientation. It is the student's responsibility to ensure eligibility for the courses in which enrolled.

Advanced Professional Studies

Students pursuing Advanced Professional Studies are admitted under Non-degree Seeking Status and may complete a maximum of 18 credits at WIU. These credits must

be in the coursework required to complete the certificate for which the student has applied. Applicants for Advanced Professional Studies programs must provide documentation of a master degree from a regionally accredited institution and attend WIU New Student Orientation as part of the admission process.

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

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

Notification of Admission Status

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

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

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

Admission requirements must be met within 12 months of application date. Should this not occur students will be notified in writing and must reapply to continue the admission process.

Admission Appeals

An applicant whose admission to the University is denied may file a written appeal of the decision. The appeal should be directed to the attention of the Admissions Manager. Students are not allowed to register for courses during the appeal process.

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

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

Readmission

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

New Student Orientation

WIU New Student Orientation is an admission requirement for all degree seeking and Advanced Professional Studies students.

Student Orientations are designed to provide new WIU students with information and tools necessary for their academic success. Instruction regarding University services, policies and procedures, student responsibilities, and faculty expectations are presented.

Financial Aid Orientations are scheduled in conjunction with New Student Orientations.

All International Students must attend New Student Orientation prior to attending degree courses.

CAAP Testing

WIU utilizes the ACT Collegiate Assessment of Academic Proficiency (CAAP) test as a means of assessing the University's educational effectiveness in order to provide continuous improvement. All domestic undergraduate students must complete the CAAP during PRT 300. In addition, students will complete the CAAP as part of their final capstone course. There is no fee associated with the assessment.

The CAAP is used for University-wide assessment purposes only. It is not a determinant of student placement or eligibility.

International Student Admission

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

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

Eligibility

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

- Appropriate visa status allowing University enrollment.
- All bachelor degree applicants must have completed the equivalent of a US high school degree (12th grade-secondary school).
- All master degree applicants must have the equivalent of a US bachelor degree (16th year) from a regionally accredited institution.

Standards

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

- All applicants, who are from countries where English is not the official language must demonstrate English language proficiency.
- All bachelor degree applicants entering with the equivalent of 12 or more graded semester academic credits of college level coursework must possess a cumulative grade point average (GPA) of 2.0 on a 4.0 scale (C level) for all work completed.
- All bachelor degree applicants

entering with the equivalent of fewer than 12 graded semester academic credits of college level coursework must possess a cumulative GPA of 2.50 on a 4.0 scale (C+ level) for all high school (secondary) work completed.

- All master degree applicants must have achieved the equivalent of a cumulative grade point average (GPA) of 2.75 on a 4.0 scale for all undergraduate coursework completed.

Procedures

Candidates for Admission who reside in countries other than the US must:

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

directly from the issuing institution or request students provide a professional evaluation from a WIU approved agency.

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

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

F-1 Students only

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

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

F-1 Student Procedures

1. Upon receipt of the Letter of Admission, all students residing outside the US must remit tuition deposit for first month of ESL or first degree course. This deposit is refundable upon proof of visa denial.
2. Upon receipt of students' course deposit indicating their intention to attend WIU, the I-20 Form will be sent. Students residing in the US are expected to sign the I-20 at the campus.

International Student Admission

3. Students residing outside the US are required to present Form I-20 and evidence of financial support to the American Consulate to obtain student visa status.

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

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

International Transfer Students

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

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

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

English Language Proficiency

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

- **US high school graduation**
Completion of at least two (2) years of coursework at a regionally accredited secondary school with a cumulative GPA of 2.0 on a 4.0 scale (C level).

- **US college or university attendance**

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

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

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

WIU will accept TOEFL scores from tests taken within two years of application. A minimum score of 500 (paper-based) or 173 (computer-based) is required for admission to bachelor degree programs. A minimum score of 550 (paper-based) or 213 (computer-based) is required for admission to master degree programs. The Test of Written English (TWE) with a passing score of five (5) should be included. If the TWE is not included or the student has a low TWE score, an ESL test of writing must be taken upon arrival at WIU. Students who do not pass the ESL test of writing are required to successfully complete ENG 070 Business Writing.

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

TOEFL
Box 6154
Princeton, New Jersey
USA 08541-6154

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

- **Completion of WIU ESL Program**

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

English as a Second Language Program (ESL)

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

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

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

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

International Student Admission

ESL tuition may be refunded when:

- Students withdraw during the days 1-4 – 100% refund.
- Students withdraw during the days 5-8 – 66% refund.

No tuition refunds are issued for withdrawal after the eighth day of class.

International Student Responsibilities

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

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

12-month period is required for graduate students.

- Notifying University personnel of any changes in address, telephone number, and/or student status, program or transfer.
- Completing at least 2 courses at WIU before requesting release of I-20 status to another institution.
- Notifying the International Program Liaison (IPL) of any extended leave of absence. The IPL must endorse student's I-20 prior to any travel outside the US.
- Maintaining major medical insurance while attending WIU.

International Student Insurance Requirements

Due to the high cost of medical care in the US, major medical insurance coverage is mandatory for all students attending the University from other countries. At minimum a six-month policy must be obtained from the WIU preferred provider. The

International Program Liaison (IPL) will assist students in obtaining this insurance upon arrival. Coverage must be maintained throughout course of study at WIU. Coverage must include:

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

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

Academic Advising

Western International University (WIU) provides academic guidance to all students throughout their academic careers at the University. Enrollment Advisors assist students entering the University with the selection of their first three (3) courses. Upon admission or at the third course (whichever occurs first), students are assigned an Academic Counselor who will work with them throughout the balance of their degree program.

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

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

It is the student's responsibility to know their degree requirements, to be accountable for university policies, and to obtain course scheduling information.

Students are encouraged to meet with their Counselor to develop class schedules, to inform their Counselor of problems that may affect academic performance, and utilize the Counselor's expertise to most effectively achieve their academic goals.

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

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

Student Associations

International Student Association (ISA)

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

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

Alumni Network

The WIU Alumni Network provides services and benefits to Western International University

graduates, as well as current degree seeking and certificate students. The Network exists to foster the mission and purposes of the University, promote communication among alumni, students, faculty, and administration, and support members in the achievement of their professional goals. The network provides information regarding professional development current University activities, scholarships, career services, and continued access to online research.

Upon graduation, students are added to the database. However, current WIU students are also welcome to join the Network and take advantage of the services offered. Students and alumni may join and continue to update their information by accessing and registering

on the Alumni Network web page at <http://www.wintu.edu/alumni/>. No dues or fees are associated with the Alumni Network.

Delta Mu Delta

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

Student Support Services

Computer (PC) Labs

Computer facilities provide resources for instructional and research purposes at the Main, East Valley and Ft. Huachuca campuses. The computer labs provide access for students and faculty to support educational activities through multiple software programs and Internet access.

Learning Resource Center (LRC)

Students have access to Western International University's Learning Resource Center to accommodate their research requirements and quiet educational studying needs. The LRC provides electronic access via the Internet to databases throughout the world. Special access rights have been obtained from many database sources to insure that WIU's students have the most up-to-date information available to back up their course

requirements. Instruction in the use of LRC resources is available. In addition, the LRC has hard copy periodicals, reference books, and other resources to accommodate the students' educational learning process.

Writing Center

Students needing assistance with writing structure and style may visit the Writing Centers. The Centers, located on the Main and East Valley campuses in Phoenix, provide tutorial help for writing tasks that range from term papers and case studies through employment resumes and major theses at no charge. All tutoring is arranged by appointment.

International Program Office

Western International University recognizes the level of trust placed in

the University by students who leave their home countries to study at WIU. These students will receive additional support from the International Program Office (IPO).

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

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

Course Registration

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

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

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

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

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

Drop/Add Policy

The Registrar's Office must be notified of the student's intent to drop a course or the student is subject to full tuition costs. For students utilizing Financial Aid, schedule changes affect Financial Aid eligibility. These students should contact their FA Counselor if dropping or adding any coursework. Courses dropped after the third class meeting will be recorded on the student's permanent record with a grade of W.

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

No withdrawals are allowed for courses taken as Independent Study.

Schedule Adjustments

The University reserves the right to cancel any course due to low enrollment. Students enrolled in a course that has been cancelled should

contact their advisor for assistance in making another course selection.

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

Class Attendance

Three credit courses require nine four hour meetings, and attendance is mandatory. Special instructional activities may be scheduled on week-ends or at other times convenient to both students and faculty members. Class attendance requirements are as follows:

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

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

Independent Study Attendance

Courses completed through independent study require weekly contact with the assigned faculty member. This attendance contact must be direct communication through the following: phone, fax, meeting, electronic/online. It is the student's responsibility to initiate weekly contacts with the faculty for each of the scheduled weeks of the course. Grades of W and I will not be issued for independent study courses (see page 24).

Withdrawal from the University

All students who find it necessary to interrupt their attendance at the University, withdraw from the program,

or take a leave of absence for any reason, must contact their Academic and Financial Counselors to complete appropriate paperwork.

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

Re-Entry Students

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

Residency Requirements

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

Transfer of Credit

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

The regional accreditation agencies with commissions on colleges or institutes of higher education are:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges (Commission on Higher Education only)

- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

WIU also considers for transfer that credit earned through personal, professional and military experience, institutional exam or assessment, and national tests for credit.

Evaluation of Credit

A preliminary estimate of transfer credit will be provided at the time of application for admission to the University. The Admissions Office completes the official transfer credit evaluation within three weeks of receipt of all application materials and official documents. Any questions regarding the evaluation must be addressed by the student with an Academic Counselor within 60 days of the date of admission notification. The evaluation of prior academic credit will be considered final after this period.

The University engages in transfer credit articulations with various institutions. Unless otherwise notified, the Admissions Office will evaluate prior credit based on these articulations. Any request for re-evaluation of credits under general policies must be made in consultation with the Academic Counselor within the 60-day period.

Eligible Credit

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

Limitations

For undergraduate students, lower-

division credits will be accepted up to a maximum of 72 semester credit hours. A maximum of 18 upper division semester credits will be accepted. A course is evaluated as upper or lower division based on its level at the issuing institution. Semester hour courses are transferred with the credit hour value assigned by the issuing institution. Quarter hour credit earned is equivalent to two-thirds of a semester credit hour. A transfer course must bear a minimum weight of 2.5 semester credits to fulfill a specific course requirement at WIU. A total of six credits may be applied to the major requirements.

Within these limits, a maximum of 60 credits may be applied from non-classroom sources: prior life/work experience assessment, military experience, institutional exam and national tests for credit. Credits by assessment or institutional exam will only be accepted when transcribed by specific course titles with assigned credit and grade earned.

Non-Eligible Credit

Transfer credit will not be awarded for non-credit courses, workshops, activities or seminars offered by postsecondary institutions as part of continuing education or professional development programs. Courses identified by the issuing institution as not applicable to a baccalaureate degree or otherwise pre-college level are not transferable. Vocational courses are not transferable. Coursework in information technology must have been completed within five years of the date of application to be applied toward specific IT courses at WIU.

Military Training

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

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

An official transcript from the

Army/ACE Registry Transcript System (AARTS) is recommended.

Servicemembers Opportunity College (SOC)

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

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

Credit by Examination

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

- DANTES (SST) - Subject Standardized Tests (formerly USIF)
- CEEB/AP - College Entrance Examination Board Advanced Placement Examinations
- CLEP - College Level Examination Program
- RCE/PEP - Regents - Proficiency Exam Program previously known as ACT/PEP

WIU Assessment of Prior Learning

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

- Credits from nationally accredited institutions

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

Meeting with an Academic Counselor and attendance at a Student Assessment Workshop are mandatory. **NOTE:** Financial Aid funds may not be used to pay Assessment credits.

Change of Major

Students who wish to change their program major must meet with their Academic Counselor to petition their request. A 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 Admissions Office. A fee of \$50 is assessed for the second and subsequent change requests made.

Dual Majors

Undergraduate students, in all programs except the Bachelor of Science in Business, may simultaneously complete two majors provided both majors lead to the same degree (i.e. Bachelor of Science). A minimum of 23 credits must be completed in residence at WIU for the second major. PRT 495 must be completed for each major. A maximum of nine credits (institutional and transfer) may be shared between both majors.

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

All requirements for each major must be satisfied. No one course may apply to both majors unless it is specifically required in both or applied to a major elective requirement. The

request for a second major must be indicated prior to completion of the first. Completion of the second major will be based on degree requirements in effect at the time of the request. Prior transfer and institutional credits will be evaluated for applicability to the new major. Only one diploma will be issued.

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

Second/Dual Degrees

Students cannot be awarded more than one of the same degree from WIU. To earn both a Bachelor of Arts and a Bachelor of Science degree, a minimum of 36 additional credits must be completed for the second degree. Graduate students, except Information Technology majors, may earn one of each degree type: Master of Business Administration, Master of Public Administration, or Master of Science. Second Degrees may be pursued simultaneously or sequentially.

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

Minors

Students enrolled in the Bachelor of Science in Business program may elect to declare one minor as part of their program. The minor consists of five upper division courses in one discipline (ACC, ADJ, BEH, FIN, INB, IT, MGT, or MKT) that must be taken in residence at WIU. Students may declare a minor at any time prior to or at Request For Diploma.

Nondiscrimination Policy

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

The Americans with Disabilities Act (ADA) of 1990

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

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

All WIU campuses and learning sites are wheelchair accessible.

Student's Right to Privacy

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

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

Written student consent is required

University Policies

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

Questions with respect to a student's

prerogatives under FERPA should be directed to the Registrar's Office.

Choice of Catalog

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

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

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

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

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

Transcripts

The Registrar's Office will release transcripts upon written request from the student. The request must include the student ID number, date of last attendance, and name(s) used while in attendance at WIU. No official transcripts will be released until all

financial and other obligations to the University have been met. Each student is issued one transcript free of charge at time of graduation. There is a charge (\$5) for each additional transcript.

Transcripts may be requested in

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

Graduation

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

Commencement Ceremony

The commencement ceremony for the University is held once a year in early summer. All students completing their degree during the previous year or who are within nine (9) credits of degree completion at the time of the ceremony are eligible to participate. Students are notified by the Registrar's Office of eligibility. Students are allowed to participate in only one ceremony per degree earned. Participation in the commencement ceremony is not mandatory.

Honors are recognized at the ceremony for those undergraduate students who have met the academic requirements and completed their degrees a minimum of 60 days prior to the date of the ceremony. (Refer to Page 26.)

Graduation Clearance Procedure

Students must apply for graduation by submitting a request for graduation clearance to the Registrar's Office or

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

Diploma Request Procedure

Students must contact the Registrar's Office upon receipt of their final grade to initiate final degree audit and order their diploma. Students who receive government financial aid must complete and sign an exit interview form available in the Financial Aid office.

Students are required to remove any deficiencies from their academic record, clear any indebtedness to the University, and pay the Graduation Fee (\$75) prior to release of the diploma and official transcript indicating the award of the degree. Issuance of the diploma is delayed two (2) weeks to allow funds to clear if the student writes a check for the diploma fee or to clear any debts to the University. Students who have met all degree requirements and financial obligations may request from the Registrar a letter verifying degree completion prior to receiving their diploma.

Graduation Deadlines

All WIU students are expected to complete their programs within a reasonable time frame. Students who remain in active status (no absences of more than twelve months) must adhere to the following timeline

- Associate of Arts degrees:
Five years from start of program
- Bachelor degrees:
Eight years from start of program
- Master degrees:
Six years from start of program

The time away from the University will not be counted against graduation deadlines for those students who leave the University and return as a re-entry student.

Tuition & Fees

Type of Fee	Phoenix Amount	Ft. Huachuca Amount	When Due
Application Fees			
Resident	\$50	\$50	Paid when application submitted
International	\$100	\$100	Paid when application submitted
Curriculum Tuition Per Credit			
Undergraduate-Resident (includes U.S. Mexico, and Canada)	\$223	\$195 Non-Military \$165 Military	Paid prior to first class meeting
Undergraduate-International	\$260		Paid prior to first class meeting
Graduate-Resident (includes U.S. Mexico, and Canada)	\$240	\$215 Non-Military \$205 Military	Paid prior to first class meeting
Graduate-International	\$285		Paid prior to first class meeting
Executive MBA	\$335		Paid prior to first class meeting
English as a Second Language (ESL) Per course	\$2000		Paid prior to first class meeting
Certificate programs (per credit)	\$240	\$215	Paid prior to first class meeting
Assessment of Prior Learning			
Initial Evaluation (one-time fee)			
Pre-evaluated Training	\$50	\$50	Paid with first submission
Initial Evaluation (one-time fee)			
Portfolio	\$175	\$175	Paid with first submission
Credit Awarded (per credit)	\$20-\$50	\$20-\$50	Paid upon notification
Miscellaneous Fees			
Change of Major/Catalog Fee			
First Change	No Charge	No Charge	
Each Change Thereafter	\$50	\$50	Paid upon notification
Graduation Fee	\$75	\$75	Paid with Application For Diploma
Additional Diploma Copy (limit one)	\$25	\$25	Paid at time of request
RES 785 Extension Fee (one extension limit)	\$100	\$100	Paid at time of request
Independent Study Fee	\$100	\$100	Paid at time of registration
Late Payment Fee	\$25	\$25	Paid upon notification
Late Registration Fee	\$25	\$25	Paid upon notification
Reapplication Fee	\$25	\$25	Paid with readmission application
Declined Credit Card Fee	\$30	\$30	Paid upon notification
Returned Check Fee	\$30	\$30	Paid upon notification
Student Services Fee	\$50	\$50	Paid prior to first course
Transcript Fee	\$5	\$5	Paid upon request

ALL FEES ARE NON-REFUNDABLE AND SUBJECT TO CHANGE

ALL CHARGES AND FEES NOT PAID ON TIME ARE SUBJECT TO LATE FEES

Financial Policies & Procedures

Payment Policies

The tuition, as well as the fees and materials, for each course must be paid in full prior to the course's first class meeting. Students who have not paid tuition prior to a course's first class meeting may not be allowed to attend the course, and, if allowed to continue, will be subject to applicable late fees of \$25 to \$50 per course.

All applicable fees are due and payable as specified. There will be a \$30 fee charged to students for checks returned for any reason. If a student's checks are returned from the bank on two occasions, the student will be required to pay all future charges in cash, cashier's check or money order. Students are required to clear any indebtedness to the University before grades or transcripts will be issued or the degree awarded. All tuition and fees of the University are subject to change.

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

Direct Billing/Military Tuition Assistance

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

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

These programs do not relieve students of financial obligation to the University, and students retain full responsibility for ensuring that all tuition and fees are paid in full and in a timely manner.

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

Corporate Reimbursement Plan

This option is available for students whose employers have an approved written reimbursement policy. 100% tuition is deferred until 45-days after the course start date. Students must submit a credit card and authorization to charge automatically to secure the deferment. Student's credit card will be charged 45 calendar days after the course start date. Tuition is deferred for a maximum of two courses per session. A \$30.00 Declined Credit Card fee will be charged to the student's account for each declined credit card transaction.

Students who do not have a credit card must pay 25% of the tuition prior to the first class meeting. The remaining tuition balance must be paid in full within 45 calendar days from the course start date. The student's account will be subject to late fees if payment is not received in accordance with this payment option.

Veterans Educational Assistance

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

Application for VA benefits should be sent to the local campus for submission to the Department of Veteran Affairs with enrollment certification. WIU does not participate in the Department of Veteran 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 Veteran Affairs can determine a VA applicant's eligibility. To contact a Department of Veteran Affairs representative, students may call toll-free 1-800-827-1000.

To avoid overpayments, VA educational benefit recipients should promptly report any changes in enrollment or dependency status to their Financial Counselor at the University and the Department of Veteran Affairs. The University is

required to notify the Department of Veteran Affairs within 30 days of a change in student status during previously certified periods of enrollment. Changes include withdrawal, reduction in training time, unsatisfactory academic progress or conduct, and assignment of a non-punitive grade. Upon receipt of the notice, the Department of Veteran Affairs will reduce or terminate benefits. Department of Veteran Affairs is required to take prompt and aggressive action to recover benefit overpayments.

DANTES Reimbursement

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

Refund Policy

All fees, including application, assessment, student services fees, graduation, independent study and lab fees are non-refundable (for additional fees see page 16).

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

1. Written notification of withdrawal is provided prior to the 2nd class meeting of a course: Refund 100% of tuition paid.
2. Written notification of withdrawal prior to the 3rd class meeting of a course: Refund 66% of tuition paid.
3. There is no tuition refund for students who withdraw after the third class meeting.
4. Students who began a program under Registered Status pending the completion of their admission file, and are subsequently denied admission, are eligible for a refund of the full tuition amount for the course in which currently enrolled. Tuition will not be refunded to the student for any course that has been completed.

Non-attendance in a course does not constitute a withdrawal. The student

Financial Policies & Procedures

must contact the University to be withdrawn from a course.

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

Withdrawal with Credit

Students who must withdraw from a course and are in good academic standing according to the instructor may receive a tuition credit (WC). To receive this credit the course must be paid in full and the student must withdraw, in writing, prior to 5th class meeting. If approved, this credit may be applied to any course taken within 90 days. This tuition credit is nontransferable. Students will be permitted one use of the tuition credit. A second credit will not be approved if the student withdraws from the class to which the WC was transferred.

Students utilizing Financial Aid to meet their financial obligations will be reviewed on a case by case basis for eligibility.

Additional Refund Policies for Students Receiving Financial Aid

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

If students withdraw before completing at least 60% of the first half of their first academic year at the University (first time students), the following calculations will be computed and the largest amount refunded:

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

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

1. Western International University Refund Policy

2. Federal Refund Policy

These additional policies are discussed briefly as follows:

1. **Pro-Rata Refund Policy:** This calculation only applies to first time students who have completed less than 60% of the first half of their first academic year at WIU. This calculation applies a pro-rata percentage computed by taking the number of weeks of instruction completed and dividing that amount by the number of weeks of instruction in the students' academic year.
2. **Federal Refund Policy:** This calculation applies when students are no longer considered first time students. It allows the University to retain a certain percentage of the institutional charges based upon the percentage of the academic year students have attended. The percentage is set by the following table:

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

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

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Plus Loan
- Federal Pell Grant
- Other Loans and Grants
- Student Contributed Funds

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

Any amount returned to the lender that results in a student account balance with the University will be collected from the student. For more details regarding the refund policy for students receiving Financial Aid, students should contact their Financial Counselor.

Financial Charges Grievance

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

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

Financial Policy Grievance

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

Director of Finance and Administration
Western International University
9215 N. Black Canyon Highway
Phoenix, AZ 85021

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

Financial Appeals Committee

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

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

Financial Aid

Western International University (WIU) participates in three Title IV Financial Aid programs designed to give students who need or desire assistance several alternatives in financing their education. Information and/or application forms can be obtained from the Financial Aid Office each campus.

Students may borrow to the Federal limits of their Financial Aid eligibility once every academic year (24 credits) and 360 hours (not less than 30 weeks) of instruction time. At WIU, the student is required to complete 30 credits. Therefore, students may be eligible to apply for two or three loans and/or two or three grants during their program. Normal processing time is 30 to 60 days. The student must complete the credits approved under the first loan of his or her academic year before receiving disbursement of a new loan.

All students applying for Financial Aid at WIU will have loan documents reviewed for eligibility and approval by the WIU Financial Aid Office prior to each disbursement of Financial Aid loans and/or grants. Interested students must apply for Financial Aid well in advance of each academic year.

All students receiving Financial Aid must comply with the requirements of WIU's Satisfactory Academic Progress Policy for Title IV recipients. Those students not making satisfactory academic progress may be academically disqualified and/or Financial Aid disqualified.

Federal Pell Grant Program

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

Federal Stafford Student Loans (Subsidized and Unsubsidized)

Federal Stafford Loans (formerly GSL loan program) are low-interest loans. Loans are made by a lender such as a bank or a credit union. These loans are insured by the

appropriate national or state guarantee agency and reinsured by the federal government. Loans must be repaid once the student graduates or withdraws from the University.

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

The Subsidized Federal Stafford Loan is made to borrowers who demonstrate financial need according to the federal methodology. The Unsubsidized Federal Stafford Loan is made to all borrowers who meet the requirements for student aid eligibility.

A student cannot borrow more than his/her cost of education at WIU less any other Financial Aid received which could include, but is not limited to, Tuition Assistance and Veteran benefits. Information on current interest rates, loan limits, insurance premiums and guarantee fees can be obtained from WIU's Financial Aid Office.

After a student graduates or leaves school, he/she has a six month grace period before beginning repayment for the Federal Stafford Loans. During the grace period, the student receiving subsidized funds is not responsible for interest or principal. For an Unsubsidized Federal Stafford Loan, the student has the option to defer interest but it will continue to accrue.

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

Financial PLUS Loans

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

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

Information on other financing options are available through the WIU Financial Aid Office.

Loan/Grant Disbursement

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

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

Grant disbursements are made to eligible students at the beginning and mid-point of the grant period.

Satisfactory Academic Progress

A student is expected to demonstrate academic progress toward a degree with a minimum cumulative GPA of 2.0 or better at the bachelor level, and 3.0 at the master level to be considered in good academic standing. Students whose GPA drops below the minimum requirements will be placed on academic probation. Students on probation are subject to restrictions on enrollment. Students on probation must improve their GPA to the minimum for academic progress (as indicated above) within three courses following the course(s) in which probationary status was assigned. If students fail to do so, they

Financial Aid

are subject to academic suspension. Students suspended for lack of academic achievement may not return to the University for a minimum period of 12 months. At the end of this period, the student may reapply for admission with an accompanying letter of explanation describing the reasons for their prior academic deficiencies and a statement of how those issues have been resolved. Re-admission will be subject to approval by the Director of Curriculum and Academic Affairs.

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

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

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

At the time of certification and each disbursement, the Financial Counselor requests a SAP audit to be performed by the Student Services Department. The student is evaluated on the number of credits required for graduation in their degree program to determine the student's maximum time frame. The minimum number of credits required for graduation is 126 credit hours for undergraduates and 40 credit hours for graduate students. Listed below is the number of cumulative credit hours that must be earned by the end of each incremental period in order to avoid probation or, eventually, suspension. If the audit results in a regular or probationary status, the Financial Aid Office will be notified to release or certify funds. Student Services will notify the student in writing if the student has been placed on Academic Probation. If the SAP audit results in Financial Aid Disqualification, WIU Financial Aid Office will notify the student in writing. The student may continue to take courses at WIU subject to WIU policies, however, will not be eligible for Financial Aid at that time.

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

Undergraduate Student

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

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

Graduate Student

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

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

Financial Aid Appeals Committee

Any student who wishes to appeal a Financial Aid eligibility decision must do so in writing to the WIU Financial Aid Office located in Phoenix at:

Director of Finance and
Administration
WIU Financial Aid
9215 N. Black Canyon Highway
Phoenix, AZ 85021

Leave of Absence

On occasion, a student may find it necessary to take a Leave Of Absence (LOA). The LOA serves several purposes. While in a current Academic Year, it serves to maintain eligibility within the Financial Aid process. It also serves to delay the student's grace/repayment period

Financial Aid

for federal student loans. For students requesting an LOA, the following applies:

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

- 2. Only one LOA can be granted in any 12-month period.
- 3. The LOA cannot exceed 60 calendar days.
- 4. The LOA Request Form must be received in WIU's Financial Aid Office within 30 days of the student's last date of attendance.

All students requesting an LOA will be notified of their status (approved or denied) by the WIU Financial Aid Office. Financial Aid loan disbursements cannot be released while a student is on a Leave of Absence.

Student Right-To-Know

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

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

Below are the reported occurrences for the years 1996, 1997, and 1998.

Campus/Criminal Offense

Number of Violations Reported

Phoenix Campus	1996	1997	1998
Murder	0	0	0
Aggravated Assault	0	0	0
Robbery	1	0	0
Burglary	1	2	0
Motor Vehicle Theft	0	0	0
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapons Possession	0	0	0
Sex Offenses			
Forcible	0	0	0
Non-Forcible	0	0	0
Fort Huachuca Campus			
Murder	0	0	0
Aggravated Assault	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapons Possession	0	0	0
Sex Offenses			
Forcible	0	0	0
Non-Forcible	0	0	0

Student Right-To-Know

Reporting Criminal Activity

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

Sexual Assault Prevention Programs and Sexual Harassment

Sexual Assault Prevention programs and literature are available from the local law enforcement agency. If a student is sexually assaulted, it is recommended that the local law enforcement agency be notified immediately (dial 911). Students who believe they have been sexually harassed by faculty, administrative personnel, or other students, are urged to report these incidents to the Executive Director of Operations. An immediate investigation of all complaints will be undertaken. Anyone found, after appropriate investigation, to have inappropriately harassed a

student or employee, will be subject to sanctions. Student sanctions may include written warnings and/or dismissal. Faculty members and employees are subject to written warnings and/or terminations.

Student Completion Rate

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

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

Student Code of Conduct

Students are expected to demonstrate good citizenship, to observe University regulations, to devote themselves earnestly to their studies and to uphold and promote the image of the University.

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

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

Drug & Alcohol Prevention Program

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

Standards of Conduct

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

Associated Health Risks

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

Marijuana

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

Cocaine

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

Heroin

Can cause lack of interest in workplace safety. The high cost of the drug can cause an increase in workplace

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

Hallucinogens (PCP, LSD, Ecstasy)

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

Amphetamines

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

Sedatives

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

Alcohol

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

Sanctions the School will Impose

Any student found consuming or selling alcohol or drugs on school

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

Counseling, Treatment and Rehabilitation Programs

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

■ **Al-Anon**

1-800-356-9996

■ **American Council on Alcoholism Helpline**

1-800-527-5344

■ **Cocaine Hotline**

1-800-COCAINE

■ **National Council on Alcoholism**

1-800-NCA-CALL

■ **National Institute on Drug Abuse Hotline**

1-800-662-HELP

■ **National Institute on Drug Abuse Helpline**

1-800-843-4971

Academic Policies & Procedures

Independent Study Courses

Independent study courses are designed to meet specialized interests and needs of students. These courses are available on a limited basis to degree-seeking students. A Request for Independent Study form is available from Academic Counselors and must be submitted by the 15th of the month preceding the session for which the independent study is being requested. This written request must include the specific course, the justification for taking it as an independent study, and payment of a non-refundable Independent Study Fee.

Requirements and procedures for Independent Study are as follows:

- Completion of a minimum of four courses at WIU in the classroom.
- A GPA of 3.20 or better at the undergraduate level, 3.50 or better at the graduate level.
- Students with incomplete grades (I) will not be authorized for independent courses.
- No more than two courses at the undergraduate level and one course at the graduate level may be completed as independent study.
- Submission of a request to Academic Counselor by the 15th of the preceding month.
- Tuition and fee paid upon registration.
- Students work with the assigned instructor, to complete the course requirements as specified in the course syllabus.
- Coursework must be completed within the session time frame.

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

Experiential Learning Program

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

Graduate Internship Program

A Graduate Internship is a working and learning arrangement. Internships provide opportunities for students to earn academic credit for approved work programs at cooperating businesses organizations. The internship, which is three sessions in duration, is open to qualified graduate students with the approval of the Program Chair. The student negotiates an internship proposal with the sponsoring business or organization and with the University.

APA Writing Style

Western International University has adopted a modified American Psychological Association (APA) style for resource documentation of papers. A handbook of the approved style is available at the bookstore. It is the student's responsibility to learn to document papers in the established format.

Grading Procedures

Formal grade reports are issued to students upon completion of each course. Grade reports indicate the course taken, the credits received and grade assigned. Students who have failed to make payment for tuition of courses will have grades withheld until payments are made.

Faculty members are required to forward final grades to the University for processing within seven (7) calendar days of completion of the course.

WIU uses the following grading system to evaluate student performance.

Letter Grade	GPA
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
F	.00
I	Incomplete
P	Pass
NP	No Pass (ESL only)
HP	High Pass (ESL only)
Non-Grade Symbols	
R	Repeat
X	Audit
W	Withdrawal
WC	Withdrawal with tuition credit
WV	Waiver

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

A = Clearly stands out as excellent performance. Has unusually sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next step in progression of ideas.

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

Academic Policies & Procedures

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.

I = INCOMPLETE (see section below).

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

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

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

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

R = REPEAT. Course retaken at a later date.

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

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

WX = WAIVER. Course requirement alternatively fulfilled.

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

Incompletes

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

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

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

Note: Incompletes are not awarded for independent study courses.

Course Repeat Policy

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

Electing to repeat courses in which passing grades have been earned may adversely affect Satisfactory Academic Progress for purposes of

VA Educational benefits, Financial Aid or corporate funding.

Course Audit Option

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

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

Academic Load

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

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

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

Academic Standards

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

Academic Policies & Procedures

Honors

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

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

WIU does not issue honors designations at the graduate level.

Academic Probation

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

Academic Suspension

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

Academic Dismissal

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

Academic Integrity

Acts violating academic integrity include, but are not limited to, plagiarism, cheating on an examination, forging an instructor's signature, copying themes or tests from other students, altering college records, enlisting another person to write a paper for any class, or conduct detrimental to the student or other members of the class. Students charged with a violation of academic integrity are subject to course withdrawal and Academic Suspension.

Academic Dishonesty and Plagiarism

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

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

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

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

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

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

Grade Appeals

It is incumbent upon the student to attempt to resolve a grade issue with the faculty member within six weeks of the course end date. Faculty are obligated to respond to the student's inquiry, explain rationale for the grade issued, and review grade calculations for accuracy.

If the grade dispute cannot be resolved, the Director of Curriculum and Academic Affairs may be contacted in writing to pursue mediation.

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

Academic Policies & Procedures

Grade disputes that are based on alleged discrimination are reviewed as non-grade grievances.

Student Grievances

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

Administrative or Academic Student Grievances

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

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

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

Student Appeals Committee

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

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

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

Academic Program Requirements

Associate of Arts Degree

The Associate of Arts in degree provides students with a solid background of general knowledge in addition to a broad-based business foundation. WIU's AA program is designed so that students wishing to continue their education are prepared to move directly into the Core and Major course requirements of any Bachelor degree program offered at WIU.

AA Degree Requirements:

- Total Credits Required – 60
- General Education Core Requirements - 42 credits
Select courses that fulfill General Education Requirements as listed under the Bachelor degree requirements.
- Common Body of Knowledge - 18 credits

Select courses that fulfill CBK requirements as listed under the Bachelor degree requirements *except PRT 300*.

- A minimum of 24 credits must be earned in residence at WIU.
- Students must maintain a minimum cumulative grade point average (of 2.00 (C) or higher) for all coursework at WIU.

Bachelor Degree

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

126 credits are required to receive a Bachelor degree from WIU. Credits are broken into five categories, each of which has a specific set of credit requirements.

- General Education Core – 42 credits
- General Education Selectives – 18 credits
- Common Body of Knowledge (CBK) – 19 credits
- Core Requirements – 15 credits
- Major Requirements – 32 credits
- Total Credits Required – 126 credits

Additional Requirements:

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

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

Undergraduate Professional Portfolio

The Undergraduate Professional Portfolio, a graduation requirement for all WIU undergraduate students, provides the opportunity to demonstrate and document skills and abilities gained through the student's academic experience at WIU. The focus of the Undergraduate Professional Portfolio is on student achievement of competencies required by the University and those valued by the professional community and employers. These competencies are demonstrated by the completion of all requirements of the Portfolio course and the creation of an Individualized Professional Portfolio. The Individualized Professional Portfolio contains samples of the student's best work collected throughout their undergraduate program. Students complete the Undergraduate Professional Portfolio requirements by working with their Portfolio advisor and with Resident Faculty and, in that process, receive ongoing input, guidance and evaluation.

Academic Program Requirements

General Education Requirements

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

Total General Education Requirements – 60 Credits

General Education Core Requirements – 42 Credits (All courses are 3 credits)

Language & Culture – 18 Credits

*INDICATES COURSES REQUIRING A PREREQUISITE

●ESL 100 (eligible students only)*	Select two of the following Language/International Studies courses:	●INS 321	Cultural and Social Environment: Europe and Russia
●ESL 110 (eligible students only)*		●INS 323	Cultural and Social Environment: Latin America
●ENG 101 English Composition I	●FRN 258 French I	●INS 324	Cultural and Social Environment: Middle East and Africa
●ENG 102 English Composition II*	●FRN 259 French II*	●INS 326	Cultural and Social Environment: Australia and New Zealand
●CRT 201 Critical Thinking	●GER 262 German I		
	●GER 263 German II*		
Select one of the following courses:	●SPN 254 Spanish I		
●COM 210 Written Communication*	●SPN 255 Spanish II*		
●COM 259 Oral Communication	●INS 320 Cultural and Social Environment: Pacific Rim		

Information Technology – 3 Credits

- IT 110 Fundamentals of Computers

Humanities – 6 Credits

Select two of the following courses:

- HUM 201 World Culture and the Arts
- HUM 127 Religions of the World
- LIT 205 World Literature
- PHI 101 Introduction to Philosophy

Social & Behavioral Sciences – 6 Credits

●SOC 123 Cultural Diversity and Social Change	●BEH 222 Humanistic Psychology and Personal Growth	●GOV 280 Contemporary Political and Economic Systems
Select one of the following courses:	●BEH 223 Group Dynamics and Problem Solving	●HIS 278 Historical Perspectives of the World Economies
●BEH 221 Introduction to Behavioral Science	●ECO 276 Money and Banking	●SOC 101 Introduction to Sociology
	●GOV 250 Economic Geography	●SOC 122 Cultures of the Southwest

(BEH 221 is a prerequisite for the BEH major)

Mathematics – 6 Credits

*INDICATES COURSES REQUIRING A PREREQUISITE

●MAT 110 Algebra I*	Select one of the following courses:	●MAT 111 Algebra II/Pre-Calculus*
	●MAT 108 Applied Mathematics of Business	●MAT 116 Calculus*

Natural Science – 3 Credits

Select one of the following courses:	●SCI 264 General Physics
●SCI 244 Geology	●SCI 270 Environmental Science

General Education Selective Requirements – 18 Credits

The General Education Selective credit block offers students the opportunity to pursue a variety of topics of interest, and fulfill prerequisites for their major. Activity or skill-based courses will not be accepted in transfer as selective credit.

Academic Program Requirements

Common Body of Knowledge (CBK)

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

■ Common Body of Knowledge (CBK) Requirements – 19 credits		*INDICATE COURSES REQUIRING A PREREQUISITE	
Courses providing competencies common across all degree programs at WIU:	<ul style="list-style-type: none"> ●IT 300 Management Information Systems* ●MGT 340 Organization Theory and Behavior ●MGT 350 Political, Legal and Ethical Issues in Business 	<ul style="list-style-type: none"> ●PRT 300 Introduction to Undergraduate Professional Portfolio (1 credit) ●RES 311 Quantitative Methods for Decision Making* 	
<ul style="list-style-type: none"> ●ECO 301 Economic Theory ●INB 300 International Management 			

Core Requirements

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

■ College of Business and Technology		*INDICATE COURSES REQUIRING A PREREQUISITE	
The College of Business and Technology provides education to equip students for assuming leadership positions in a variety of organizations. Majors that are housed in the College of Business and Technology are:	<p>Business Core – 15 credits Core requirements for ACC, BUS, BA, FIN, INB, MGT and MKT are as follows:</p> <ul style="list-style-type: none"> ●ACC 301 Financial Accounting ●ACC 302 Managerial Accounting* ●FIN 317 Financial Management* ●MGT 370 Operations Management ●MKT 308 Marketing Management 	<p>IT Core – 15 credits Core requirements for IT are as follows:</p> <ul style="list-style-type: none"> ●IT 301 Fundamentals of Programming* ●IT 315 Enterprise Data Analysis* ●IT 318 Information Systems Architecture* ●IT 319 Computer Networking (Communications, Networks, Telecommunications) ●IT 320 Algorithms and Logic* 	
<ul style="list-style-type: none"> ■ Accounting (ACC) ■ Business (BUS) ■ Business Administration (BA) ■ Finance (FIN) ■ Information Technology (IT) ■ International Business (INB) ■ Management (MGT) ■ Marketing (MKT) 			

■ College of Liberal Arts (LA) Core		*INDICATE COURSES REQUIRING A PREREQUISITE	
The College of Liberal Arts provides a broad education for professionals through specialized programs. Majors that are housed within the College of Liberal Arts are:	<p>LA Core – 15 Credits Core requirements for ADJ and BEH are as follows:</p> <ul style="list-style-type: none"> ●BEH 301 Teambuilding, Negotiating and Conflict Management ●BEH 315 Psychology of Personal Adaptation 	<ul style="list-style-type: none"> ●MGT 335 Human Resources Management ●MGT 337 Supervision and Leadership ●MGT 355 Interpersonal and Group Behavior* 	
<ul style="list-style-type: none"> ■ Administration of Justice (ADJ) ■ Behavioral Science (BEH) 			

Academic Program Requirements

■ Bachelor of Science in Accounting

*INDICATE COURSES REQUIRING A PREREQUISITE

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

General Education Requirements – 60 Credits

CBK and Business Core – 34 Credits

Major Requirements – 32 Credits

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

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

●1 upper division electives from: ACC, BEH, FIN, INB, IT, MGT or MKT

- PRT 495 Portfolio*
(2 credits/required)

Credits Required for Degree: 126

■ Bachelor of Science in Business

Building on the solid foundation provided by the general education, common body of knowledge and business core requirements, the BS Business degree program offers students the opportunity to tailor their major requirements to meet their individual and/or business needs. 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.

Students may also elect to declare one minor as part of this program by concentrating 15 of the major credits in one discipline.

General Education Requirements – 60 Credits

Common Body of Knowledge and Business Core – 34 Credits

Major Requirements – 32 Credits

●10 upper division electives from: ACC, ADJ, BEH, FIN, HSM, INB, IT, MGT or MKT

- PRT 495 Portfolio*
(2 credits/required)

Credits Required for Degree: 126

■ Bachelor of Science in Business Administration

*INDICATE COURSES REQUIRING A PREREQUISITE

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

General Education Requirements – 60 Credits

Common Body of Knowledge and Business Core – 34 Credits

Major Requirements – 32 Credits

- ACC 303 Cost Accounting
- FIN 341 Financial Markets
- MGT 465 Organizational Development*
- IT 315 Enterprise Data Analysis*

- MGT 335 Human Resource Mgt.
- MGT 492 Seminar on Strategic Management Issues*
- MKT 311 Sales Management

●3 upper division electives from: ACC, BEH, FIN, INB, IT, MGT or MKT

- PRT 495 Portfolio*
(2 credits/required)

Credits Required for Degree: 126

■ Bachelor of Science in Finance

*INDICATE COURSES REQUIRING A PREREQUISITE

The Finance curriculum provides broad-based theory complemented by practical application. Essential qualitative and quantitative models are emphasized for the development of the analytical financial corporate decision-making process. Challenges are presented in courses through case studies, computer modeling and integrative analytical techniques.

General Education Requirements – 60 Credits

Common Body of Knowledge and Business Core – 34 Credits

Major Requirements – 32 Credits

- FIN 322 Operations of Financial Institutions*
- FIN 325 Portfolio Management*
- FIN 332 Professional Financial Planning
- FIN 341 Financial Markets*

- FIN 412 Working Capital Management*
- FIN 420 Seminar in Financial Institutions*
- FIN 450 Real Estate Finance*
- FIN 455 International Finance*

●2 upper division electives from: ACC, BEH, FIN, INB, IT, MGT and MKT

- PRT 495 Portfolio*
(2 credits/required)

Credits Required for Degree: 126

Academic Program Requirements

■ Bachelor of Science in Information Technology

*INDICATE COURSES REQUIRING A PREREQUISITE

The Bachelor of Science in Information Technology degree program provides a solid foundation for business students who wish to pursue careers as information technology professionals, or for those who desire a more concrete understanding of the integral ways in which information technology impacts the global business environment.

The CBK component of the BSIT program provides students with the knowledge of principles and practices required to achieve success in any of WIU's business degree programs. The Technology Core enables students to understand and integrate the basic components of the IT

environment, while building the logic skills necessary for system development. The major requirements introduce the most current and relevant topics affecting information technology in business.

General Education Requirements – 60 Credits

Common Body of Knowledge and Technology Core – 34 Credits

Major Requirements – 32 Credits

- IT 302 Visual Basic*
- IT 303 C Programming*
- IT 312 Internet Concepts*
- IT 421 Database Management*

- IT 423 Software Engineering*
- IT 440 Project Planning & Execution*
- IT 450 Evaluation, Selection and Implementation of Application Software*
- IT 460 Quality Assurance and Configuration Mgt.*

●2 upper division electives from: ACC, BEH, FIN, INB, IT, MGT or MKT

- PRT 495 Portfolio* (2 credits/required)

Credits Required for Degree: 126

■ Bachelor of Science in International Business

*INDICATE COURSES REQUIRING A PREREQUISITE

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

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

General Education Requirements – 60 Credits

Common Body of Knowledge and Business Core – 34 Credits

Major Requirements – 32 Credits

- INB 420 Import/Export Mgt.*
- INB 460 International Economics*
- FIN 455 International Finance*
- MKT 452 International Marketing*

Select two of the following courses:

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

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

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

●2 upper division electives from :ACC, BEH, FIN, INB, IT, MGT or MKT

- PRT 495 Portfolio* (2 credits/required)

Credits Required for Degree: 126

■ Bachelor of Science in Management

*INDICATE COURSES REQUIRING A PREREQUISITE

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

General Education Requirements – 60 Credits

Common Body of Knowledge and Business Core – 34 Credits

Major Requirements – 32 Credits

- MGT 335 Human Resources Management
- MGT 337 Supervision and Leadership
- MGT 355 Interpersonal and Group Behavior
- MGT 425 Small Business Management

- MGT 445 Corporate Training and Development
- MGT 460 Labor/Management Relations
- MGT 465 Organizational Development
- MGT 490 Total Quality Management
- MGT 492 Seminar on Strategic Management Issues*

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

- PRT 495 Portfolio* (2 credits/required)

Credits Required for Degree: 126

Academic Program Requirements

■ Bachelor of Science in Marketing

*INDICATE COURSES REQUIRING A PREREQUISITE

Marketing is a major force in the daily operation of all businesses. Products must be effectively marketed to create the need for all other support functions. The Marketing degree program focuses on domestic, as well as international marketing and provides students with the background needed to be competitive in the job market of the future.

General Education Requirements – 60 Credits

Common Body of Knowledge and Business Core – 34 Credits

Major Requirements – 32 Credits

- MKT 311 Sales Management
- MKT 322 Advertising and Sales Promotion
- MKT 412 Marketing Research and Intelligence*
- MKT 417 Consumer Behavior*
- MKT 420 Public Relations*
- MKT 452 International Marketing*
- MKT 460 Marketing on the

- MKT 470 Internet Strategic Issues in Marketing*
- 2 upper division electives from: ACC, BEH, FIN, INB, IT, MGT or MKT
- PRT 495 Portfolio* (2 credits/required)

Credits Required for Degree: 126

■ Bachelor of Arts in Administration of Justice

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

General Education Requirements – 60 Credits

Common Body of Knowledge and Liberal Arts Core – 34 Credits

Major Requirements – 32 Credits

- ADJ 310 Justice System in America
- ADJ 320 Introduction to Criminology
- ADJ 330 Ethics and Administration of Justice
- ADJ 410 Police in the Community
- ADJ 420 Organizational Communication in Administration of Justice
- ADJ 430 Probation, Parole and Contemporary Corrections

- ADJ 440 International Justice Systems
- ADJ 450 Crime From the Streets to the Boardroom
- ADJ 460 Legal Issues in Criminal Justice
- 1 upper division elective from: ACC, BEH, FIN, INB, IT, MGT and MKT
- PRT 495 Portfolio* (2 credits/required)

Credits Required for Degree: 126

■ Bachelor of Arts in Behavioral Science

*INDICATE COURSES REQUIRING A PREREQUISITE

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

General Education Requirements – 60 Credits

Common Body of Knowledge and Liberal Arts Core – 34 Credits

Major Requirements – 32 Credits

- BEH 300 Personality and Motivation
- BEH 305 Cognitive Psychology*
- BEH 310 Social Psychology and Interpersonal Process
- BEH 411 Lifespan Development*
- BEH 415 Psychology of Free Enterprise and Democratic Values
- BEH 420 Contemporary Issues in Behavioral Science*

- BEH 422 Psychology of Personal and Professional Achievement
- BEH 430 Theories of Counseling*
- BEH 431 Issues in Marriage and Family Life

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

- PRT 495 Portfolio* (2 credits/required)

Credits Required for Degree: 126

Academic Program Requirements

Master Degree Programs

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

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

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

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

- Undergraduate Prerequisite Requirement
- Core Requirements
- Major Requirements
- Total Credits Required

Students must:

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

Applied Thesis

All Master degree programs at WIU require successful submission of an Applied Thesis for graduation. This allows students to relate coursework to real-world situations. The first course required is RES 600 Graduate Research Methods. During this course students gain knowledge and skills of applied and major coursework for development of their topic of study.

After completion of the Managerial Core requirements, students complete

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

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

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

Master of Business Administration Degrees

The MBA Degree Programs offer a combination of theory and application that provides students the balance necessary in today's business world.

The major areas provide students the opportunity to build competence in specific business disciplines.

Students select their majors from finance, information technology, international business, management, and marketing.

- MBA Undergraduate Prerequisites – 18 credits

- Managerial Core Requirements – 19 credits
- Major Requirements – 21 credits
- Total Credits Required – 40

■ Master of Business Administration Undergraduate Prerequisites – 18 Credits *INDICATE COURSES REQUIRING A PREREQUISITE

The following undergraduate courses are required prior to taking any of the major courses. If knowledge has been gained through means other than completion of courses, students should contact their Academic Counselor for information

on the Assessment of Prior Learning program.

- ACC 305 Financial and Managerial Accounting
- ECO 301 Economic Theory
- FIN 317 Financial Management*

- IT 300 Management Information Systems*
- MGT 340 Organization Theory and Behavior
- RES 311 Quantitative Methods for Decision-Making

Academic Program Requirements

■ Managerial Core Requirements – 19 Credits

*INDICATE COURSES REQUIRING A PREREQUISITE

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

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

- RES 600 Graduate Research Methods*
- INB 601 International Business Environment
- IT 620 Information Resource Management*

- MGT 625 Strategic Management
- FIN 639 Financial Management and Economic Analysis of the Firm*
- MKT 646 Strategic Concepts in Marketing
- RES 601 Applied Thesis Fundamentals (1 credit)*

■ Master of Business Administration in Finance

*INDICATE COURSES REQUIRING A PREREQUISITE

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

MBA Undergraduate Prerequisites – 18 Credits

Managerial Core Requirements – 19 Credits

Major Requirements – 21 Credits

- FIN 655 Corporate Financial Management*
- FIN 656 International Financial Management
- FIN 660 Security Analysis*

- FIN 665 Money and Capital Markets
- FIN 670 Mergers and Acquisitions*

Select one of the following courses:

- FIN 680 Financial Modeling
- FIN 685 International Finance Theory*

Capstone Requirement:

- RES 785 Applied Thesis Seminar*

Credits Required for Degree: 40

■ Master of Business Administration in Information Technology

*INDICATE COURSES REQUIRING A PREREQUISITE

The MBA Information Technology program is designed to provide a higher level of understanding of information technology and its uses when teamed with cutting edge global business practices.

The MBA prerequisites provide the general business foundations upon which the Managerial Core builds executive management skills. The IT Major extends this knowledge by integrating technology with strategic planning practices.

MBA Undergraduate Prerequisites – 18 credits

Managerial Core Requirements – 19 Credits

Major Requirements – 21 Credits

- IT 615 Integrated/Strategic Information Systems*
- IT 630 Technology Project Management
- IT 625 Economics of Information Systems

- IT 641 Global Information Systems
- IT 645 Internet Business Strategy
- IT 699 Seminar on Issues and Trends in Information Technology*

Capstone Requirement:

- RES 785 Applied Thesis Seminar*

Credits Required for Degree: 40

■ Master of Business Administration in International Business

*INDICATE COURSES REQUIRING A PREREQUISITE

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

MBA Undergraduate Prerequisites – 18 Credits

Language/Int'l Studies Courses – 6 Credits

Managerial Core Requirements – 19 Credits

Major Requirements – 21 Credits

- INB 641 Managing in the Global Cross-Cultural Environment*
- INB 643 International Business Policy and Strategy*
- INB 650 Structure of the World Economy*
- 1 graduate elective from: ACC, FIN, INB, IT, MGT or MKT

Select two of the following courses:

- ACC 630 Accounting for Multinational Corporation
- FIN 656 International Financial Mgt.
- INB 670 Legal Environment of International Trade
- IT 641 Global Information Systems
- MGT 699 Seminar on Global Issues in Management
- MKT 610 International Marketing

Capstone Requirement:

- RES 785 Applied Thesis Seminar*

Credits Required for Degree: 40

Academic Program Requirements

■ Master of Business Administration in Management

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

MBA Undergraduate Prerequisites – 18 Credits

Managerial Core Prerequisites – 19 Credits

Major Requirements – 21 Credits

Select five of the following courses:

- MGT 634 Entrepreneurship and Innovation
- MGT 636 Managing Organizational Change
- MGT 640 Corporate Ethics
- MGT 665 Corporate Power, Politics and Negotiations

- MGT 675 Management of Innovation Seminar on Global Issues in Management
- MGT 699

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

Capstone Requirement:

- RES 785 Applied Thesis Seminar

Credits Required for Degree: 40

■ Master of Business Administration in Marketing

Major corporate changes occur quickly. The challenge of aligning these changes is placed on the marketing organization. Companies in a state of transition attempt to refocus their domestic market and prepare for future domestic and global markets. As competition increases worldwide, corporations are becoming more sophisticated in meeting operational needs for timely product development and marketing. The MBA in Marketing prepares students for the challenges of the future.

MBA Undergraduate Prerequisites – 18 Credits

Managerial Core Prerequisites – 19 Credits

Major Requirements – 21 Credits

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

*INDICATE COURSES REQUIRING A PREREQUISITE

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

Select one of the following courses:

- MKT 635 Marketing Channels
- MKT 650 Industrial and Government Marketing
- MKT 654 Marketing Intelligence
- MKT 656 Marketing and Public Policy

Capstone Requirement:

- RES 785 Applied Thesis Seminar*

Credits Required for Degree: 40

Master of Public Administration Program

■ Master of Public Administration

The Master of Public Administration Program is offered only to organizations who wish to provide site-based instruction to their employees. The program has minimum enrollment requirements and enrollment is closed to all but employees of the sponsoring organization.

The program is designed to provide advanced study in the public and non-profit sectors. The curriculum focuses on operational and administrative theory and practice for government non-profit organizational management.

MPA Undergraduate Prerequisites – 12 Credits

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

- ACC 305 Financial and Managerial Accounting

- RES 311 Quantitative Methods for Decision Making*
- MGT 340 Organization Theory and Behavior
- MGT 350 Political, Legal and Ethical Issues in Business

Select Managerial Core Requirements – 10 Credits

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

Major Requirements – 30 Credits

- MGT 665 Corporate Power, Politics and Negotiation

*INDICATE COURSES REQUIRING A PREREQUISITE

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

- 1 graduate elective from: ACC, FIN, INB, IT, MGT and MKT

Capstone Requirement:

- RES 785 Applied Thesis Seminar*

Credits Required for Degree: 40

Academic Program Requirements

Master of Science Degrees

The Master of Science (MS) Degree Program offers coursework to prepare IT professionals for advanced information technology design and engineering. Both the Information Technology and the Information

Systems Engineering degrees position graduates for maximum marketability in a rapidly changing and growing technical arena.

NOTE: Master of Science undergraduate prerequisites are listed with each program.

Master of Science in Information Systems Engineering

*INDICATE COURSES REQUIRING A PREREQUISITE

Preparing students for leadership roles in design, development and implementation of information systems, the MSISE degree focuses on the theory, methods and practices of building effective systems. Students must demonstrate fundamental knowledge of information technology principles, either through a technical baccalaureate degree or through successful completion of the undergraduate prerequisites.

The Information Technology Core provides advanced knowledge of software engineering, integrated data resource management and web-based design. The MSISE major then extends students' knowledge through coursework in topics specifically related to engineering and building information systems.

Information Systems Undergraduate Prerequisites – 21 Credits

●IT 302 Visual Basic*

- IT 303 C Programming*
- IT 305 Object-Oriented Programming*
- IT 318 Information Systems Architecture*
- IT 319 Computer Networking
- IT 421 Database Management*
- IT 423 Software Engineering*

IT Core Requirements – 22 Credits

- RES 600 Graduate Research Methods*
- IT 615 Integrated/Strategic Information Technology*
- IT 625 Economics of Information Systems
- IT 630 Technology Project Management
- IT 635 Web-based Applications Design and Development
- IT 650 Software Engineering Methodology

- IT 654 Integrated Data Resource Management
- RES 601 Applied Thesis Fundamentals (1 credit)*

Major Requirements – 18 Credits

- IT 643 Telecommunication/Satellite Systems Engineering
- IT 660 Security Systems Engineering
- IT 665 Intellectual Property Law and Ethics
- IT 670 Technology Manufacturing Processes
- IT 680 Software Process Improvement and the Capability Maturity Model

Capstone Requirement:

- RES 785 Applied Thesis Seminar*

Credits Required for Degree: 40

Master of Science in Information Technology

*INDICATE COURSES REQUIRING A PREREQUISITE

The Master of Science in Information Technology program is designed to provide the knowledge and skills necessary to design, develop, implement and manage information systems in a business environment.

The IS undergraduate prerequisites provide the principles and concepts necessary for success in the challenging fields of software engineering, integrated data resource management and web-based design. The Major requirements provide valuable knowledge in management of technology proposals, global information systems and of technology professionals.

Information Systems Undergraduate Prerequisites – 15 Credits

●IT 301 Fundamentals of Programming*

- IT 315 Enterprise Data Analysis*
- IT 318 Information Systems Architecture*
- IT 319 Computer Networking
- IT 320 Algorithms and Logic*

IT Core Requirements – 22 Credits

- RES 600 Graduate Research Methods*
- IT 615 Integrated/Strategic Information Technology*
- IT 625 Economics of Information Systems
- IT 630 Technology Project Management
- IT 635 Web-based Applications Design and Development
- IT 654 Integrated Data Resource Management
- IT 650 Software Engineering Methodology

- RES 601 Applied Thesis Fundamentals (1 credit)*

Major Requirements – 18 Credits

- IT 641 Global Information Systems
- IT 690 Management of Technology Proposals
- IT 699 Seminar on Issues and Trends in Information Technology*
- MGT 674 Leadership Skills for Technology Managers

●1 graduate elective from: ACC, FIN, INB, MGT and MKT

Capstone Requirement:

- RES 785 Applied Thesis Seminar*

Credits Required for Degree: 40

Advanced Professional Studies

Professionals interested in advancing their knowledge of Finance, Marketing, International Business, Corporate Management, Management Information Systems and Health Care Management, and who have completed a Master degree, are invited to enroll in WIU's Certificate Programs.

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

- Certificate programs are 12-18 credits in length
- Certificates are awarded upon successful completion of the program

- Certificate programs earn academic credit
- Certificate program course syllabi are available to professional organizations for continuing educational units (CEUs)

Admission Requirements

Requirements for admission into Certificate programs are as:

- A completed and signed WIU application form
- Payment of non-refundable application fee
- Master degree or equivalent from a regionally accredited college or university

- Official transcripts verifying a cumulative grade point average of 3.0 on a 4.0 scale for all graduate course work completed.
- Attendance at WIU New Student Orientation

CPA Certification Program

For students seeking to complete 150 semester hours soon to be required for CPA certification, WIU offers graduate level accounting courses plus a wide variety of graduate level business courses which meet the proposed requirements.

■ Corporate Management Certificate

Select 6 of the following courses:

- MGT 625 Strategic Management
- MGT 634 Entrepreneurship and Innovation

- MGT 636 Managing Organizational Change
- MGT 640 Corporate Ethics
- MGT 665 Corporate Power, Politics and Negotiation

- MGT 675 Management of Innovation
- MGT 699 Seminar on Global Issues in Management

■ Finance Certificate

Select 6 of the following courses:

- FIN 655 Corporate Financial Management
- FIN 656 International Financial Management

- FIN 660 Security Analysis
- FIN 665 Money and Capital Markets
- FIN 670 Mergers and Acquisitions

- FIN 685 International Finance Theory
- MGT 625 Strategic Management

■ Marketing Certificate

Select 6 of the following courses:

- MKT 610 International Marketing
- MKT 630 Promotion Management

- MKT 635 Marketing Channels
- MKT 640 Buyer Behavior
- MKT 646 Strategic Concepts in Marketing

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

Advanced Professional Studies

■ International Business Certificate

Select 6 of the following courses:

- ACC 630 Accounting for Multinational Corporations
- FIN 656 International Financial Management

- INB 641 Managing in the Global Cross-Cultural Environment
- INB 643 International Business Policy and Strategy

- INB 650 Structure of the World Economy
- MGT 625 Strategic Management
- MKT 610 International Marketing

■ Management Information Technology Certificate

Complete the following 6 courses:

- IT 615 Integrated/Strategic Information Systems
- IT 625 Economics of Information Systems

- IT 641 Global Information Systems
- IT 650 Software Engineering Methodology

- IT 699 INFO 2000 – Seminar on Issues and Trends in IT
- MGT 625 Strategic Management

■ Executive Health Care Management Certificate

Complete the following 4 courses:

- HCM 750 Lending and Managing 21st Century Health Care Systems

- HCM 760 Advanced Seminar in Legal & Human Resource Issues in Health Care
- HCM 770 Strategic Positioning, Marketing and Consumerism in Health Care

- HCM 780 Special Topics in Organizational Performance: Financial Configurations, Quality and Evaluation in Health Care

Course Descriptions

Western International University will offer the courses listed below annually. All are three-credit courses unless otherwise noted.

ACC 301 Financial Accounting

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

ACC 302 Managerial Accounting

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

Prerequisite: ACC 301

ACC 303 Cost Accounting

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

Prerequisites: ACC 301 and 302

ACC 304 Intermediate Accounting I

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

Prerequisite: ACC 303

ACC 305 Financial and Managerial Accounting

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

ACC 306 Intermediate Accounting II

This course provides an in-depth discussion and analysis of significant accounting principles as well as an in-depth study of corporate financial statements. There is a

major focus on the principles for recording transactions involving stocks, bonds, leases and various long-term investments.

Prerequisite: ACC 304

ACC 317 Auditing

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

Prerequisite: ACC 306

ACC 319 Federal Income Taxation

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

Prerequisites: ACC 306

ACC 405 Accounting Information Systems

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

ACC 406 Governmental/Fund Accounting

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

Prerequisites: ACC 301 and ACC 302, or ACC 305

ACC 450 Corporate Taxation

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

Prerequisite: ACC 319

ACC 460 Advanced Accounting

The focus of this course is on accounting principles relating to combined corporate entities, partnerships, governmental units and international operations. Consolidations, business combinations, branch office accounting, foreign exchange rates and

financial statements are included. Exploration of the major literature in accounting, including the publications of the associations and regulatory bodies, is an integral part of the course.

Prerequisite: ACC 306

ACC 615 Advanced Corporate Taxation

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

Prerequisite: ACC 450

ACC 616 Accounting Theory

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

ACC 620 Legal Environment for Accounting

This course provides an understanding of accountants' legal responsibilities to the profession, client and regulating agencies. It will include a discussion of the need for professional liability insurance and the extent of exposure under various situations. Case analysis will be done to emphasize preventative measures.

ACC 630 Accounting for Multinational Corporations

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

ACC 640 Multinational Taxation

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

Course Descriptions

ACC 670 Accounting Policy and Ethics

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

ADJ 310 Justice System in America

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

ADJ 320 Introduction to Criminology

The purpose of this course is to study the theories of causation of crime and the effects of deviant behavior on the law and its enforcement. The major focus will be on the various motivations that cause individuals to choose to violate society's standards.

ADJ 330 Ethics and the Administration of Justice

Criminal justice professionals are faced with a myriad of issues that can bring into question their integrity or that of the organization. This course examines the profession, ethical issues and ways to resolve them.

ADJ 410 Police in the Community

This course explores the dynamic roles and perspectives that impact the police in their relationships with the communities they serve. Included is a study of the variety of cultures/cultural differences professionals face.

ADJ 420 Organizational Communication in the Administration of Justice

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

ADJ 430 Probation, Parole and Contemporary Corrections

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

ADJ 440 International Justice Systems

A variety of international systems will be compared and similarities and differences will be reviewed and evaluated.

ADJ 450 Crime from the Streets to the Boardroom

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

ADJ 460 Legal Issues in Criminal Justice

This course examines the legal issues affecting the justice manager including civil liability, labor law, civil rights and current case law. Cases will be reviewed to understand and appreciate the legal factors, public policy and methods of reducing risk.

BEH 221 Introduction to Behavioral Science

As a survey in behavioral sciences, this course focuses on human motivation, personality, learning and cognition. The theories and insights of major figures in psychology are discussed.

BEH 222 Humanistic Psychology and Personal Growth

Delving into humanistic psychology and the human potential, this course examines Maslow's hierarchy of needs as a basis of motivation and self-actualization, as well as other practical applications for personal growth and well being.

BEH 223 Group Dynamics and Problem Solving

By studying the principles of effective interpersonal and group functioning, this course examines group decision-making, problem-solving, teamwork, and task forces. The principles of group dynamics are then applied to actual brainstorming, negotiation and conflict resolution experiences.

BEH 300 Personality and Motivation

This course examines various approaches to understanding human personality and motivation. Different perspectives on motivation and emotion are explored, along with their implications and applications for self-understanding and lifestyle.

BEH 301 Teambuilding, Negotiating and Conflict Management

This course explores the basics of

teambuilding, effective versus dysfunctional teams, major team player styles, and the importance of style delivery. It also examines win-win, non-zero sum conflict management and negotiating, and team-based creative problem solving, including simulated team problem solving experiences.

BEH 305 Cognitive Psychology

As a survey course in cognitive psychology, this course examines human memory and information processing, thinking, concept formation, problem-solving, creativity and states of consciousness.

Prerequisite: BEH 221

BEH 310 Social Psychology and Interpersonal Processes

As an introduction to social psychology, this course focuses on social perceptions, attitudes and influence, group and interpersonal processes, and strategies for promoting healthy relationships.

BEH 315 Psychology of Personal Adaptation

This course addresses issues in managing stress in today's challenging and fast-paced lifestyles. Focusing on mental health and well being, various approaches, coping strategies and techniques for stress management and relaxation are presented.

BEH 411 Lifespan Development

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

Prerequisite: BEH 221

BEH 415 Psychology of Free Enterprise and Democratic Values

Contemplating freedom and democracy from a psychological perspective, this course examines issues of human motivation and personality in a free society.

BEH 420 Contemporary Issues in Behavioral Science

Each student selects, designs and completes a program of supervised research, or a study project, that addresses a contemporary issue or topic in the behavioral sciences.

Prerequisite: Completion of major BEH courses.

BEH 422 Psychology of Personal and Professional Achievement

This course explores personal qualities, values, attitudes and behaviors that help build career, professional and life success.

Course Descriptions

There is also examination of “learned optimism,” assertiveness, creativity and other attributes and abilities which increase personal effectiveness and facilitate high levels of achievement.

BEH 430 Theories of Counseling

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

Prerequisite: BEH 221 or 300

BEH 431 Issues in Marriage and Family Life

A wide range of issues, challenges and problems facing the contemporary family are addressed, as well as historical and cross-cultural perspectives of family life. Family counseling models are also studied.

BEH 440 Abnormal Psychology

This course provides students with an integrative vision of the biological, psychological, and social aspects of abnormal behavior and its treatment in the workplace and counseling settings. Using both the textbook and the diagnostic and statistical manual (DSM-IV), the course will integrate the important influences of life-span development, cultural factors, and societal change on the manifestation and treatment of psychopathology. It will provide a solid foundation for working within employee assistance programs, in human resource departments, and in risk assessment.

Prerequisite: BEH 300 & BEH 310.

COM 210 Written Communication

Internal and external business communications using non-verbal techniques are addressed in this course. Major topics are how to effectively write job-related communications such as letters, memos, resumes, bids and proposals.

Prerequisite: ENG 102

COM 259 Oral Communication

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

CRT 201 Critical Thinking

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

ECO 276 Money and Banking

Money in all its forms and its role in the banking system underpin the economic conditions of all developed countries. This course examines the effects of money on the U.S. economy and its interactions internationally. Topics include the Federal Reserve System, instruments of central banks, electronic banking, monetary and fiscal policy of government and their effects on economic activity.

ECO 301 Economic Theory

This course introduces fundamental economic theory in both microeconomics and macroeconomics. Economic principles are studied and their application and impacts on all aspects of economic life are analyzed and discussed. Topics covered include supply, demand, consumption, production, investment, money, supply, inflation, interest rates, unemployment and economic growth.

ENG 070 Business Writing

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

ENG 101 English Composition I

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

ENG 102 English Composition II

This course continues to build writing skills as students explore the strategies for organizing, writing and documenting a research paper in a specified style.

Prerequisite: ENG 101.

ESL 070 Business English for Special Programs

This is a non-credit course designed for international students enrolled in special programs such as the Executive Master of Business Administration (EMBA) degree program. This ESL course is customized to meet the needs of groups at various levels. The course will help students develop their knowledge of business vocabulary and

concepts. In addition, academic skill building in the areas of speaking, researching topics and writing can be included.

ESL 080 Basic English Communication Skills

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

Prerequisite: ESL placement test.

ESL 090 English Communication Skills

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

Prerequisite: ESL 080 or ESL placement test.

ESL 100 Business English for the Classroom I

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

Prerequisite: ESL 090 or ESL placement test.

ESL 110 Business English for the Classroom II

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

Prerequisite: ESL 100 or ESL placement test.

FIN 317 Financial Management

This course introduces the student to all aspects of the finance industry through analysis of industry, corporate and government information. Major areas covered include asset management, financial analysis, sources and uses of funds, budgeting, cost of capital and financial planning.

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

FIN 322 Operations of Financial Institutions

This course examines the structure and

Course Descriptions

operation of financial institutions, including commercial banks, investment firms and other financial service organizations, as well as government agencies. Areas covered include income and balance sheet analysis, effects of government policies and international financial management.

Prerequisites: ECO 301 and FIN 317

FIN 325 Portfolio Management

An overview of information needed to invest successfully, this course covers analysis of risk and return, portfolio theory, stock and bond management, measurement, measures of investment performance, options and futures and definitions of market efficiency. The effects of government policies, both national and international, are discussed.

Prerequisite: FIN 317

FIN 332 Professional Financial Planning

An introduction to the concept of an over-all financial plan and the elements of creating and executing such a plan for individuals is the course focus. Topics covered include money management, investment alternatives, taxation, retirement planning and establishing financial goals. Individual personal financial plans are developed and reviewed by each student.

FIN 341 Financial Markets

This course covers all the participants in national and global markets, both individual and institutional, and analyzes their motivations, operations and measurements of performance. The interaction of governments, corporations, individuals and the financial markets is defined and discussed to gain understanding of the impacts of each on the capital markets.

Prerequisites: FIN 317

FIN 412 Working Capital Management

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

Prerequisites: ECO 301 and FIN 317

FIN 420 Seminar in Financial Institutions

In seminar format, this course covers the many variables that interact and cause changes in worldwide capital markets, including U.S. fiscal and monetary policy and its effects on national and international economies. Students complete in-depth analysis and reports on contemporary financial events and present research

papers documenting their conclusions.

Prerequisites: FIN 322

FIN 450 Real Estate Finance

This course examines all financial aspects of real estate investing from single family homes to multiple family units and commercial developments. Topics covered include leverage, collateral, interest rates, mortgage documents, appraisals, lending sources, land development, capitalization rates and real estate swaps.

Prerequisite: FIN 317

FIN 455 International Finance

An overview of all aspects of the major international markets with some study of emerging markets is presented in this course. Students learn international financing alternatives, currency fluctuation sources, international situations, the effects of government actions, international lending policies and balance sheet effects of international financing.

Prerequisite: FIN 317

FIN 639 Financial & Economic Analysis of the Firm

The analytical methods necessary to analyze the likely outcomes of changes in economic policy on individual firms and industries are developed in this course. Topics covered include interest rates, inflation, monetary policy, fiscal policy, balance sheet and income statement analysis and managing corporate financial growth.

Prerequisite: FIN 317

FIN 655 Corporate Financial Management

This course studies all aspects of corporate financial management in controlling and forecasting corporate and industry growth in both national and international markets. Major areas covered include leverage, debt, operating budgets, capital budgets, liquidity, capital structure, dilution, interest rate forecasts, balance sheet and income statement analysis.

Prerequisite: FIN 639

FIN 656 International Financial Management

Examined in this course are the requirements for financial management of multinational enterprises. Included are international monetary relationships, currency implications, international financial institutions, international capital markets and the interaction of global events on the decision-making process of international organizations.

FIN 660 Security Analysis

This course covers all aspects of corporate financial analysis for individual companies,

as well as major industry participants. It addresses the importance of understanding structures and history of corporations, balance sheet and income statement analysis, ratio analysis, industry comparisons, analysis of historical growth patterns and valuations techniques for the capital markets.

Prerequisite: FIN 655

FIN 665 Money and Capital Markets

National and international monetary and fiscal policy and the effects of those policies on global capital markets will be addressed. Also covered are the U.S. Federal Reserve, the World Bank, the International Monetary Fund and other government agencies, as well as interest rates, inflation, currencies, futures markets and individual country economic growth.

FIN 670 Mergers and Acquisitions

This course analyzes the planning, structure, development and eventual execution of mergers and acquisitions. Topics covered include asset valuation, leverage, debt, interest rates, personal policies, accounting treatment, tax effects and ultimate successful completion of a merger or acquisition.

Prerequisite: FIN 665

FIN 680 Financial Modeling

This course covers general and financial models, computer-based financial models and specific financial model cases. Major areas covered include model variables, objectives, dependencies, decision support systems with student projects to facilitate understanding of financial modeling applications in financial management.

FIN 685 International Finance Theory

The conceptual framework and techniques to analyze key financial decisions of multinational enterprises are provided in this course. Specific topics covered include government policies, inflation, currency fluctuations, demographic and economic growth and corporate alternative decision making.

Prerequisite: FIN 656

FRN 258 French I

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

FRN 259 French II

Oral and written skills are further developed with an emphasis on practical, business, and travel-related contexts.

Prerequisite: FRN 258

Course Descriptions

GER 262 German I

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

GER 263 German II

Oral and written skills are further developed with an emphasis on practical, business, and travel-related contexts.

Prerequisite: GER 262

GOV 250 Economic Geography

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

GOV 280 Contemporary Political and Economic Systems

An introduction to the political and economic structures of various countries, this course emphasizes an understanding of the differences between North American, Asian and European free enterprise systems. It also examines various socialist, social democratic and authoritarian regimes.

HCM 750 Leading and Managing 21st Century Health Care Systems

Providing an in-depth focus on the leadership and management requirements and skills needed for successful 21st century health care systems and organizations, this course emphasizes the practical use of emerging leadership and management theories and models and their application to health care management. Shared visioning, organizational development/learning, best practices, cyberhealth, networks, and care by design are included.

Prerequisite: Master's Degree in Business or Health Care related fields.

HCM 760 Advanced Seminar in Legal and Human Resource Issues in Health Care

With a focus on effective organizational and workforce performance, this course offers an in-depth examination of critical human resource issues. Critical analysis of policy and legal issues affecting health care systems and their workforce are emphasized. Addition topics include forecasting needs; professional, licensed and unlicensed workforce requirements and issues; work design and redesign; salary/wage configurations; labor/management issues; managing diversity; alliances; quality assessment; and performance evaluations.
Prerequisite: Master's Degree in Business or Health Care related fields.

HCM 770 Strategic Positioning, Marketing, and Consumerism in Health Care

Emphasizing the use of strategic planning to position for 21st Century health care systems and organizations, this course provides advanced skills in developing and implementing strategic initiatives, creating marketing and public relations plans that achieve strategic visions and initiatives, examining new/potential product lines, and explores the impact of consumerism on customer service and quality management.
Prerequisite: Master's Degree in Business or Health Care related fields.

HCM 780 Special Topics in Organizational Performance: Financial Configurations, Quality and Evaluation in Health Care

This course offers the opportunity to explore and critically analyze financial configurations appropriate to particular health care systems. Also emphasized are the development of quality systems and initiatives and the enhancement of skills in evaluating systems, programs, outcomes and workforce achievements.

Prerequisite: Master's Degree in Business or Health Care related fields.

HIS 278 Historical Perspectives of the World Economies

Students trace the history of the world economies showing how conflict, trade and colonial interests have influenced modern history. The course focuses on the competition for world markets and the struggle for economic empires.

HSM 320 Health Care Systems and Communication

There are many issues unique to contemporary health organizations, including delivery structures and processes, caring models, marketing and client/customer relations, and workforce requirements. Special communication techniques are required to make these organizations operate efficiently; therefore, the topic of organizational communications in health care settings is addressed.

HSM 340 Health Care Economics, Law, and Policy

The health care economic market issues – the dynamics of competition, supply and demand – as they relate to public and private sectors, for profit and nonprofit institutional structures, are the focus of this course. Emphasis is placed on legal and regulatory issues in health care including Federal, State, and local laws, accreditation, certification, and licensing. Patient rights, informed consent and advance directives are also discussed.

HSM 425 Health Care Planning, Finance and Budgeting

The complex planning, finance and budgeting processes of health care organizations are studied, including strategic alignment, workforce design, resource assessment and analysis, and systems integration. Emphasis is on financial planning and decision making, capitalization, rationing, risk pools and sharing, uncompensated care and other budgetary issues. The essentials of budgetary management, reporting and tracking are also included.

HSM 455 Performance Management in Health Care

The unique organizational workforce performance issues in health care such as delegation, managing unlicensed health care workers, and labor/management issues are explored. Emphasis is placed on evaluation, continuous quality improvement, product line development and evaluation, value/cost assessment, patient and system outcome measures, impact assessment, quality monitoring and program evaluation are included.

HSM 475 Contemporary Issues in Health Systems Management

Provides an opportunity to explore emerging issues in health care, health systems management, and international health care delivery systems and issues using a seminar format. A short in-field experience researching and issue/topic in health care allows for further depth in health systems management.

Prerequisite: Completion of HSM 320, HSM 340, HSM 425, and HSM 455.

HUM 127 Religions of the World

A comparative study of major religions of the world and their impact on the economies in which they are prevalent, this course reviews tenets of Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism and Taoism.

HUM 201 World Culture and the Arts

Culture and the arts play a complex role in enriching the human experience. Universal human themes and values in art and the power and influence of the arts are examined by analyzing art forms from great world literature to contemporary popular culture (including cinema).

INB 300 (400) International Management

Environmental constraints on doing business abroad, effects of overseas

Course Descriptions

business investments on domestic and foreign economies, foreign markets analysis, operational strategy of a firm, and management problems of international operations are the major topics covered in this survey course in international business.

INB 411 Economic and Business Environment: Europe/Russia

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

INB 412 Economic and Business Environment: Middle East/Africa

Reviewing the volume, direction, and composition of trade between the United States and Middle Eastern/African countries, this course also looks at the impact of historical, political, social, economic and cultural factors in promoting trade among member countries. Government policies, legal barriers, promotional efforts and market potential are also discussed.

INB 413 Economic and Business Environment: Latin America

Reviewing the volume, direction, and composition of trade between the United States, Latin America and the Caribbean, this course also looks at the impact of historical, political, social, economic and cultural factors in promoting trade among member countries. Government policies, legal barriers, promotional efforts and market potential are also discussed.

INB 414 Economic and Business Environment: Pacific Rim

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

INB 420 Import/Export Management

The organization of export and import operations in support of marketing and distribution is emphasized; including such topics as freight forwarding, shipping procedures, selecting transportation modes, documentation, the interface with treasury functions in international banking

transactions and collections, and review of governmental regulations over imports and exports.

Prerequisite: INB 400 (300)

INB 460 International Economics

Analyzing international trade and finance, the interrelationships among domestic and international economic forces and institutions, international monetary systems, problems, and issues are the focuses of this course.

Prerequisite: ECO 301

INB 601 International Business Environment

This course develops an understanding of the economic, political, social and technological issues of many nations as they relate to the global business environment. Also covered are strategic plans and logistical systems of the multi-national firm and how they are adjusted to meet the corporation's goals. Alternative structures of overall corporate policies and strategies as related to the global operation are also examined.

INB 641 Managing in the Global Cross-Cultural Environment

After exploring various global cultural and religious environments this course provides an in-depth study of current conditions existing in the global economy and business world. Understanding the need to develop methodologies for managing in specific cross-cultural situations is emphasized.

Prerequisite: INB 601

INB 643 International Business Policy and Strategy

The emphasis in this course is on development of international business organizations and strategic planning for organizing, financing and managing international operations. The strategies and policies of small and medium sized companies and major industrial firms are discussed, along with their long-term planning and research for developing opportunities for global business.

Prerequisite: INB 601

INB 650 Structure of the Global Economy

This course is a survey of world populations, income, resources and patterns of economic development, with emphasis on newly developed and emerging nations. The changing nature of agricultural and industrial production, directions of world trade and techniques for financing global trade, lending practices and world debt are also covered.

Prerequisite: INB 601

INB 670 Legal Environment of International Business

The legal questions of international business environment are explored. A study is made of the interrelationships among laws of different countries as they affect individuals and business organizations attempting to operate internationally. The role of the attorney is also investigated in this framework.

INS 320 Cultural and Social Environment: Pacific Rim

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

INS 321 Cultural and Social Environment: Europe and Russia

The course uses comparative and historical methods to focus on how the religious, philosophical, historical and cultural aspects of European civilization's impact modern problems, processes and outcomes. The development of conflicting world views over time such as feudalism in both Catholic and Orthodox forms, Marxism and western democratic capitalism is emphasized.

INS 323 Cultural and Social Environment: Latin America

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

INS 324 Cultural and Social Environment: Middle East and Africa

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

INS 326 Cultural and Social Environment: Australia and New Zealand

This course addresses pre-colonial and

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modern worldview of Australians and New Zealanders and highlights the effect of historical background on the present day character of their societies. The course emphasis is on relations with Asian, North American, and European societies.

IT 110 Fundamentals of Computers

The basic knowledge needed to successfully utilize personal computers and standard software packages is covered in this course. Emphasis will be on the primary software tools used in everyday business operations-Microsoft Office applications, and Netscape and Explorer Internet browsers. Office applications include Word, Excel, and PowerPoint. Internet application will focus on the use of the Internet for e-mail and research.

IT 300 (310) Management Information Systems

This course provides an introduction to the use and application of information systems technology in the business environment. Concepts include the components of an M.I.S., the systems development process, and the uses of the basic types of information systems in support of the organization's goals and objectives. Topics discussed include basic hardware and software concepts, telecommunications, business processes, strategy, databases, artificial intelligence, ethics, legal issues, and electronic commerce using the Internet.
Prerequisite: IT 110

IT 301 Fundamentals of Programming

Basic understanding of programming practice and conceptual analysis: symbol, representation, algorithm, information, effectiveness, implementation, object, abstraction, modularity, data, etc. and developing an explanation of computing that provides a working understanding of these notions. A small subset of the dBase programming language will provide sufficient functionality to reach the above goals.
Prerequisite: IT 300

IT 302 Visual Basic

This course provides an introduction to Visual Basic, an object-oriented, event-driven application development language used to create macros in such end-user applications as Excel, Access, Word, Project, and PowerPoint. Assuming no prior knowledge of Visual Basic and taking a hands-on approach, the course uses examples and assignments to bring students to a level of proficiency in the material. Assignments are drawn from applications in a wide range of business contexts.
Prerequisite IT 301

IT 303 C Programming

A general purpose programming language that features modern control flow and data structures, economy of expression and a rich set of operators, C is becoming one of the most important and popular programming languages because of its portability features and generality. The course focuses on structured problem solving and "C-style" programming.
Prerequisite: IT 301

IT 304 Advanced C Programming

This course is a continuation of IT 303 and focuses on structured problem solving, advanced data equalization, "C-style" programming and software reusability.
Prerequisite: IT 303

IT 305 Object-Oriented Programming

This course introduces concepts using the C/C++ programming language. Object-oriented programming is based upon non-traditional concepts including object, type, implementation hiding, parameterization, inheritance, encapsulation, and abstract data type. This course stresses the inclusion of reusable program code to decrease the software development cycle.
Prerequisite: IT 301

IT 307 JAVA Programming

JAVA has rapidly become the language of choice for platform-independent implementations. This course provides a general introduction to programming and object-oriented programming in particular. The syntax and semantics of the JAVA language are addressed, as well as related topics, which include object oriented-programming concepts, terminology, and notation.
Prerequisite: IT 301

IT 312 Internet Concepts

This course is an introduction to the Internet and will address issues ranging from terminology to web development tools. The concepts behind the development of the Web, its history and impact on global commerce and culture are examined. Technical topics will include: how it works, TCP/IP, HTML, and JavaScript.
Prerequisite: IT 301

IT 315 Enterprise Data Analysis

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

IT 318 Information Systems Architecture

The major components of computers - hardware (mainframes, minis, servers, and personal computers), operating systems (MVS, VM, VMS, UNIX, Windows, OS/2, DOS), application software and utilities are covered in this course.
Prerequisite: IT 300

IT 319 Computer Networking

Designed to introduce Information Technology networking, this course takes a functional approach - focusing on functional details rather than broad-based theory. An extensive coverage of today's most common networking schemas gives students a real world grounding in the subject and a current understanding of industry practices.

IT 320 Algorithms and Logic

Logic has been called "the calculus of computer science." This course introduces logic with an emphasis on computational applications. It provides an elementary exposition, from a computational point of view, of propositional logic, predicate logic, axiomatic theories, and theories with equality and introduction. The course presents logic's role in Information Technology as expressed in architecture, software engineering, programming languages, databases, and algorithms. Throughout this course, the concepts and techniques are illustrated with applications such as program verification, artificial intelligence and deductive databases.
Prerequisite: MAT 111

IT 350 Commerce on the Web

This is a hands-on course in which students work in groups exploring the ways businesses and communities interact on the Web. Groups propose a design for a local commerce Web and prototype it. The basic components, applicability of electronic commerce, as well as security issues, are covered.

IT 421 Database Management

This course provides an overview of the concepts involved in the four structure models of database management: 1) simple, 2) hierarchical, 3) network and 4) relational. *Prerequisites: IT 300 & IT 315*

IT 423 Software Engineering

This course covers: software product life cycle, software engineering concepts, process models and metrics, requirements-specifications-design-implementation-validation of systems using modern programming languages, reuse of software

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work products, large scale systems, and the human factors of software engineering.
Prerequisite: IT 300

IT 430 Multimedia

This course covers both theoretical and practical issues in designing multimedia systems. Topics to be covered include introduction to multimedia systems, digital video compression techniques, operating system support for digital audio and video, as well as network and transport protocols for multimedia. Integration of data, image, voice, and video in contemporary applications and the economics these current design systems and applications will be analyzed.
Prerequisite: IT 300

IT 435 Client/Server Distributed Systems

The intent of this course is to provide a strong foundation of knowledge about the critical component areas of Client/Server. The technical aspects, management and institutional concerns will be discussed.
Prerequisite: IT 300

IT 440 Project Planning and Execution

This course focuses on the application, planning, and execution side of Project Management. Areas covered include; specifications, participation of project team members, developing a project schedule, and implementation of the project plan. Students will become familiar with computer project management software to assist in investigation, system planning, business process modeling, and requirement specification.
Prerequisite: IT 300

IT 450 Evaluation, Selection and Implementation of Application Software

Selecting, acquiring, and implementing these new applications will require teamwork between the business functions and IT. This course focuses on the acquisition of pre-packaged software; beginning with the development of a joint RFP with the business unit, the evaluation/selection of potential vendors, evaluating proposals, negotiating contracts, and implementation of the software package.
Prerequisite: IT 300

IT 460 Quality Assurance and Configuration Management

This course focuses on techniques used to successfully test and implement information systems applications including the policies, procedures, and organization required to ensure that new software will be tested completely and put into production without causing severe disruptions to the organization. Topics addressed include; the

design of a comprehensive test plan, determining critical success factors, the testing of system components, ensuring plans are in place to provide user training, and that hardware and operating system software is installed and properly configured.
Prerequisite: IT 318 & IT 423

IT 480 IT Management

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

IT 615 Integrated/Strategic Information Systems

This course discusses the management of the function of information and communication technology and the increasing role they play in shaping and executing the enterprise's strategies. The class focuses on the need to manage information; the strategies needed to integrate the diverse and complex applications and databases which exist in today's global corporations. This course requires a familiarity with software, systems engineering, hardware, communications, and networking concepts. It will expand on that knowledge by examining the corporate strategic planning process and the role of Information Technology in a global strategy. Students will conduct an Information Systems Study and create a Technology Plan to support a particular strategy.
Prerequisite: IT 421

IT 620 Information Resource Management

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

IT 625 Economics of Information Systems

This course develops the processes needed to manage information as a resource within the organization, and how to plan the integration of technology and human resources for improved performance at the functional level. In addition, the course describes the computational tools for analyzing and quantifying benefits and costs for information strategies.

IT 630 Technology Project Management

Managing the delivery of complex Information Technology projects requires the knowledge and application of sound project management skills and tools. The

class focuses on the identification and use of the techniques of project management, from defining project requirements to successfully closing out the project. Methodologies for planning, estimating, tracking, and controlling projects are taught in this course. This course will incorporate practical hands-on case studies to reinforce the skills taught. Students will be equipped with proven templates for each major project management assignment.

IT 635 Web-based Applications Design and Development

The evolution of Electronic Commerce places a new focus on the information technology (IT) infrastructure required to support key customers and business strategies based on the Web. Electronic Commerce demands the integration and support of all elements of the selling cycle. Any business activity that involves technology, business, and commerce can logically be considered Electronic Commerce. The use of IT in providing the Web connectivity is only the beginning – sound IT design and implementation in support of advertising, sales, and marketing will be a hallmark of a successful EC strategy. The intent of this course is to provide a logical transition from classic IS applications to a broader concept of IT involvement and ownership of EC projects.

IT 641 Global Information Systems

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

IT 642 Information Networks

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

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and the delivery of business services over the Internet form a major part of the course.

IT 643 Telecommunication/Satellite Systems Engineering

Major knowledge topics covered are: satellite systems, orbital positioning, transponders and allied space systems, link-power-budget space transmissions, mathematics of space interference, transponder channels satellite access, Iridium Satellite Project analysis, and other current/futuristic global satellite operations.

IT 645 Internet Business Strategy

This course explores how new technology will help those who utilize it achieve a competitive advantage for transforming relationships with customers, suppliers, and business partners, to empower global business, and to rebuild their organizations. Students explore these topics through on-line research, analysis and Internet related applications.

IT 650 Software Engineering Methodology

On completion of the subject, students should be able to competently design and implement medium size software projects from specification; and apply key principles of software engineering to all software that they author so that it is correct, efficient, modular, reusable, structured and well documented. This subject looks at formal methods and approaches to the construction of modern computer software. Topics covered include software tools, object-oriented design, object-oriented programming process and project management issues.

IT 654 Integrated Data Resource Management

This course analysis organizational needs, data and storage structures, file design, indexed sequential-clustered-inverted files, DBMS design and hierarchical and relational databases. Special emphasis is placed on the relational data base and the client server environment.

IT 660 Security Systems Engineering

This course focuses on engineering the security tools that can be integrated into the systems software, applications software and communications software to meet the various levels of confidentiality required by business data. Also emphasized will be the engineering of hardware/technology to meet physical data security requirements.

IT 665 Intellectual Property – Law & Ethics

The proliferation of personal computers, global communications and the Internet

have brought issues involving intellectual property rights and ethics to the forefront of today's organization. Topics in this course include the definition of a copyright and how it is obtained, protected and used, from both a legal and ethical perspective. The legal and ethical aspects of uploading and downloading information from the Internet will be analyzed. Other course topics include the risks associated with computer viruses and worms and the protective measures, physical and legal, that can be taken against these attacks on intellectual property.

IT 670 Technology Manufacturing Processes

In today's fast-paced, global business environment a critical component of being a successful technology organization is management of the product life cycle and time-to-market. This course explores the key components of the product life cycle, starting with initial product definition and moving through design and prototyping, testing and certification, preparation of documentation, manufacturing, distribution and support through ongoing product releases. The processes, procedures and deliverables of each phase are defined and developed.

IT 680 Software Process Improvement and the Capability Maturity Model

In today's global business environment, certification that software products and the processes that are used to develop them meet the ISO 9000 standard has become essential. This course describes the SEI Capability Maturity Model (CMM), which is the cornerstone for successful quality software management, software process improvement and ISO 9000 certification. Emphasis is placed upon how to make a business case for software process improvement and the methods that will most effectively institutionalize these concepts within the organization.

IT 690 Management of Technology Proposals

Technology proposals are a means of acquiring responses from prospective providers of technology based business solutions. In responding to a proposal from a potential client there are skills and processes that will insure a favorable impression on the customer. This course will focus on how to: develop a proposal response team, understanding how to interpret what is asked for in the proposal, developing

IT 699 Seminar on Issues & Trends in IT
Current IT issues and trends are analyzed

based upon the current and projected business environment to determine what trends are evolving.

Prerequisite: All IT major courses

ITS 600 Graduate Internship

The Internship is a working-and-learning arrangement. Internships provide opportunities for students to earn academic credit for approved work programs in cooperating businesses or organizations. The internship, which is three sessions (six months) in duration, is open to qualified graduate students with the approval of the program chair. The student negotiates an internship proposal with the business or organization where the student plans to work, and with the University. Students must work at the internship site at least 160 hours per term (approximately 20 hours per week).

ITS 601 Graduate Internship (6 credits)

The Internship is a working-and-learning arrangement. Internships provide opportunities for students to earn academic credit for approved work programs in cooperating businesses or organizations. The internship, which is three sessions (six months) in duration, is open to qualified graduate students with the approval of the program chair. The student negotiates an internship proposal with the business or organization where the student plans to work, and with the University. Students must work at the internship site at least 320 hours per term (approximately 40 hours per week).

LIT 205 World Literature

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

MAT 108 Applied Mathematics of Business

This course provides a review of the fundamentals of basic business mathematics, including decimals, signed numbers, fractions and percentages. Also covered are basic accounting, retailing and finance mathematics.

MAT 110 Algebra I

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

Prerequisite: MAT 108 or equivalent

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MAT 111 Algebra II/Pre-Calculus

This class provides skills needed by students in computer science programs, and/or those preparing for the MS/Information Systems Engineering program. Topics covered include a review of the fundamentals of algebraic functions, conic sections, systems of equations, matrices, exponential and logarithmic functions, sequences, series, trigonometric equations and identities, complex numbers. Application of these concepts to business and industry receives particular attention.

Prerequisite: MAT 110 or equivalent

MAT 116 Calculus

Providing an introduction to the theories and methodologies of differential and integral calculus, this course illustrates special applications to business and industry. Topics include derivatives and their uses, exponential and logarithmic functions and their applications, differential equations and intervals.

Prerequisite: MAT 111 or equivalent

MGT 335 Human Resources Management

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

MGT 337 Supervision and Leadership

The role and importance of skilled supervision and leadership within an organization are discussed in this course. The major topics covered are: the supervisor's role, management/supervisory styles, supervisory functions and activities, problem solving, human relations, discipline techniques and operational control.

MGT 340 Organization Theory and Behavior

Realistic case studies, group exercises and self-assessment illustrate the integration of the principles, philosophies and theories of management/leadership and organizational behavior as used in public and private organizations. Topics included are: evolving management thought, functions, and practices, management approaches, general management systems theory, contingency management and process analysis.

MGT 350 Political, Legal and Ethical Issues in Business

How government policies and regulations and social issues impact the structure, activities, and concerns of business is addressed in this course. Specifically, it

deals with the economic and legal environment of the business enterprise, social and political influences, ethics, business responsibility, employment and labor issues and consumer problems.

MGT 355 Interpersonal and Group Behavior

How organizations use team-building methods to fully develop the human resource capabilities of their work force is the focus of this course. This is completed through analysis of case studies, leadership theories, discovering and developing leadership styles, motivational theories and utilizing techniques to establish groups within the corporate environment.

Prerequisite: MGT 340

MGT 370 Operations Management

This course explores the management of the operational elements of the business, using system concepts to stress coordination, optimization and control of materials, equipment and people. Provides a quantitative basis for the decision-making process in such areas as logistics, production, purchasing, inventory control, project management and other areas of operations management.

MGT 425 Small Business Management

Concentrating on the small business environment, this course enables students to explore the subject of entrepreneurship. Activities focus on the business planning process with students completing a formal business plan. 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 445 Corporate Training and Development

The value of an educated workforce and how to develop it is the focus of this course. Major topics are: understanding the need for training within the organization; analysis, design, and development of programs that facilitate the achievement of corporate strategies; development of a training department within the corporate structure; monitoring, controlling, evaluating training; and planning for future training needs.

MGT 460 Labor/Management Relations

The role of balanced labor and management relations within the organization and its impact on the organization's ability to meet its strategies is addressed in this course. Major topics are: growth/trends in labor market, collective bargaining, arbitration,

impact of the labor relations on the organization's strategies, analysis of federal labor laws, NLRB negotiations, labor agreements and the human relations involved in labor/management relations.

MGT 465 Organizational Development

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

Prerequisite: MGT 340

MGT 490 Total Quality Management

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

MGT 492 Seminar on Strategic Management Issues

A review of management decision areas impacting today's business environment. Focus is on the integration and application of management theories to current issues and topics of concern selected industries. Course methodology includes electronic research, library and literature reviews, case analysis and business simulations.

MGT 625 Strategic Management

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

MGT 634 Entrepreneurship

A study of the legal, financial, marketing, human resource, organizational and production

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aspects of starting, implementing and successfully managing your own venture. Other topics include: patents, trademarks, copyrights, licensing strategies, tax implications and venture resources. A major outcome for this course is a comprehensive business plan.

MGT 636 Managing Organizational Change

This course views change as an adaptive process that can affect organizational structure, design and technology, as well as group and interpersonal processes. 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; and assessing the impact of various changes on the organization; and exploring conflict management strategies to effectively manage the disequilibrium which may result from implementation of organization change.

MGT 640 Corporate Ethics

More and more the ethical responses of corporations are being scrutinized by the public. Critical topics discussed are: government regulations; protection of workers; employee/ employer rights and obligations; discrimination and employment practices; moral issues; and other theories of economic justice.

MGT 665 Corporate Power, Politics and Negotiation

Using case studies to simulate different business environments, this course focuses on various forms of power, and determines the necessary negotiation and political strategies used by successful employees/ managers. Every individual has goals that depend upon the actions of other people within the organization to be achieved. This course illustrates how successful employees, and managers, ultimately “manage” not only their subordinates, but also superiors and peers as well, in order to succeed.

MGT 674 Leadership Skills for Technology Managers

The rapidly evolving world of Electronic Commerce is placing new and more complex requirements on the senior technology managers in a business enterprise. This course will emphasize the skills and processes that are required to effectively build concurrence between business units and technology managers. Focus will be on the identification and prioritizing of common drivers critical to achieving business objectives, establishing

relationships among vision, process, business objectives, and information technology, and critically evaluating available technology resources vis-a-vis corporate goals. Leadership styles will be evaluated and incorporated into class case studies.

MGT 675 Management of Innovation

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

MGT 699 Seminar on Global Issues in Management

This course explores the formulation of a strategic plan and policies with emphasis on integrating the decisions of the various functional areas it applies to. Special contemporary topics and cases will be studied that emphasize integrative analysis and planning. The topics are to be researched and reports are due at each class session.

Prerequisite: All graduate management major courses.

MKT 308 Marketing Management

Providing an overview of marketing’s role in the socioeconomic and business environments, this course focuses on target market segmentation, product planning, pricing techniques, distribution channels and promotional strategies.

MKT 311 Sales Management

The importance of professional sales force management to the total marketing program within any organization is the focus of this course along with how to integrate the sales force into the total marketing effort and with the products being sold. This course also involves the examination of various types of selling situations, development of skills in organizing the sales program and planning, recruiting and motivating the sales force.

MKT 312 Marketing Services

Emphasis in this course is on services and their importance in the total marketing environment. Also covered is the importance of service quality, which provides a key competitive advantage in all businesses. Major topics include the planning and execution of quality conscious management and marketing programs for service industries (commercial, public and non-profit) and professional services, as well as service aspects of the manufacturing sector.

MKT 317 Retail Marketing Management

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

MKT 322 Advertising and Sales Promotion

Course focus is on how advertising and sales promotion are used to get the corporate product information to the prospective customer. It also covers the general role and importance of advertising and sales promotion in obtaining corporate objectives. Topics include formulation of advertising strategy, message appeals, media selection, campaign evaluation, personal selling and sales promotion.

MKT 327 Marketing Channels

This course is designed to provide the student with the skills necessary to choose the most effective marketing channels. Topics covered include the nature of wholesalers, retailers, distributors, agents and brokers, as well as the design, management, evaluation and modification of marketing channels.

MKT 412 Marketing Research and Intelligence

The emphasis of this course is on data gathering to successfully implement corporate marketing strategies, monitoring the environment, getting feedback from customers and understanding the competitive forces within the industry. Topics include basic methods and techniques for research, tools used to define, gather and interpret information for marketing decision-making, computerized data-base used for marketing research, methodologies involved in doing applied market studies and techniques on converting the market data to strategic and operational value.

Prerequisite: MKT 308

MKT 417 Consumer Behavior

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

Prerequisite: MKT 308

MKT 420 Public Relations

Course emphasis is on the ways that public relations effect building brand awareness and brand knowledge. Topics to be covered will include techniques of publicity, event management, media relations and opinion surveys.

Prerequisite: MKT 308

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MKT 452 International Marketing

Designing global marketing strategies within the constraints of a particular cultural, economic and political setting for a successful international marketing campaign is the focus of this course. Students will analyze the decision-making process in marketing products globally.

Prerequisite: MKT 308

MKT 460 Marketing on the Internet

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

MKT 470 Strategic Issues in Marketing

A strategic in-depth analysis will be made of the major issues in marketing that have an impact on the organization. All issues will be studied from the perspective of integration within corporate strategies. Case studies will be used to illustrate the interaction and reaction of the corporate environment to strategic issues.

Prerequisite: Completion of marketing major courses.

MKT 610 International Marketing

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

MKT 630 Promotion Management

The importance of promotions as major contributors to the success of an organization, problems of managing promotional operations in the firm, including advertising, sales promotion, merchandising, personal selling and public relations are approached from a managerial point of view.

MKT 635 Marketing Channels

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

MKT 640 Buyer Behavior

A study of the influence of buyer behavior on marketing strategy, this course examines

buyer concepts as they apply to the buying situation. The course focuses on the use of consumer behavior knowledge, types of consumer research and marketing issues that aid in the development of marketing strategies.

MKT 646 Strategic Concepts in Marketing

With an in-depth concentration on the concepts, issues and development factors involved in building a marketing strategic plan, corporate strategies, environmental factors, strategic decision-making process, marketing program strategies, implementation and control processes, this course analyzes the complex marketing problems that involve corporate policy decisions and operational strategies.

MKT 650 Industrial and Government Marketing

Concentrating on the unique marketing needs of the industrial and government sectors, this course analyzes the development and implementation of marketing techniques and strategies for these organizations.

MKT 654 Marketing Intelligence

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

MKT 656 Marketing and Public Policy

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

MKT 699 Seminar on Issues in Marketing

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

Prerequisite: All graduate Marketing major courses.

MPA 610 Strategic Planning and Implementation in Public Administration

This course provides an overview of public

administrative and management processes, procedures, structures and systems at the local, regional and federal levels. Current and futuristic practices, roles, responsibilities and ethics of the public administrator/manager who develops and implements strategic plans for public organizations will be discussed.

MPA 630 Managing Public Policy

Designed to facilitate the development of insights and skills needed to plan, organize, implement and manage public policy programs and operations, this course focuses on the theoretical, conceptual and practical understanding of public policy management.

MPA 642 Public Finance: Government Accounting and Control

A critical aspect of the management of public organizations is their use of finance and accounting services. This course provides insight into finance and accounting principles and procedures used by public administration/management service professionals.

MPA 646 Procurement and Contract Administration

This course is designed to develop the interoffice policies and procedures used to procure goods and services in the public sector. A practical approach is used to present the rules, regulations and laws that are critical to the development, negotiation and administration of contracts at all levels of government.

MPA 650 Human Behavior and Resource Administration

A realistic approach to the organizational theories and behaviors experienced within the public sector, this course will analyze the economic, political, social factors and their implications to human resource management.

MPA 667 Public Finance: Politics of the Budgetary Process

An exploration of the grounding political issues in public finance, and simulation of the process by which public budgets are made and their purpose in the management process of public finance.

MPA 670 The Public Administrator and the Law

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

PHI 101 Introduction to Philosophy

Philosophical thinking and reasoning are introduced by examining the basic questions

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of life: knowledge, values, ethics, society and the nature of reality. Exploring the meaning of life and helping the students develop a unique philosophy of life statement are integral parts of this course.

PRT 300 Introduction to Undergraduate Professional Portfolio (1 credit)

This is the first course taken in the Undergraduate Professional Portfolio sequence and must be taken within the first 12 credit hours after the WIU Student Orientation. Providing an orientation to the requirements for the Undergraduate Professional Portfolio, this course emphasizes the information needed to assess individual skills, knowledge, and abilities against WIU University and Program competencies, how to create the Individualized Professional Portfolio and preparation for the Professional Oral Presentation.

PRT 495 Undergraduate Professional Portfolio (2 credits)

Completion of the Individualized Professional Portfolio and the delivery of the Professional Oral Presentation to demonstrate the achievement of WIU competencies is the focus of this course. This is the final course in the Undergraduate Professional Portfolio sequence and is taken as a self-paced structured seminar with a selected Resident Faculty Advisor and Portfolio facilitator.

Prerequisite: PRT 300 and taken within 6 credit hours of WIU graduation.

RES 311 Quantitative Methods for Decision Making

Emphasizing quantitative techniques used in business/management decision-making, this course surveys design, forecasting, statistical inference, correlation, regression, analysis of variance, and the use of software for statistical analysis and modeling of business practices.

Prerequisite: MAT 110

RES 600 Graduate Research Methods

Research methodology in business decision-making is the emphasis of this course. Research design and methodology, use of primary and secondary research, and information and data analysis are included. This is the first course in the Applied Thesis sequence so the development of a research

proposal for the Applied Thesis is required. This course is the prerequisite for all Master's level courses and must be taken as the first or second course in the Core.

RES 601 Applied Thesis Fundamentals (1 credit)

Orientation to and planning for the Applied Thesis in an independent study format with a selected Thesis Advisor is the purpose of this research course. Attendance at the Applied Thesis Orientation is required along with the development of a topic for study, detailed outline, and timeline.

Prerequisite: RES600 and Completion of the Core.

RES 785 Applied Thesis Research Seminar

As the final course in the Applied Thesis sequence, emphasis is on the development of the written Applied Thesis and the Formal Professional Presentation completed in an independent study format with the selected Thesis Advisor. Focus is on integration of knowledge and skills and achievement of WIU University and Program competencies.

Prerequisite: Completion of all Master's level coursework.

SCI 244 Geology

Two billion years of earth history are explored, covering rocks and minerals, weathering and erosion, stratigraphic principles, the geologic time scale, geologic structures, plate tectonics, mountain building, volcanism, landforms and economic geology. Visits to unique geologic environments and field trips to selected sites are included. Lab fee may be required.

SCI 264 General Physics

The principles of Newtonian and modern physics, including mechanics, heat, sound, electricity, light and atomic physics are covered in this course. Emphasis is on comprehension of concepts rather than on computations.

SCI 270 Environmental Science

Providing a general overview of scientific knowledge, this course examines the current and future issues of the global environment from the scientific, social, business and individual perspectives.

SOC 101 Introduction to Sociology

Designed to facilitate understanding of the principles of collective human behavior, social change and the origins, functions and dynamics of social institutions, this course allows students to explore cultures, subcultures, families, primary groups and other social units, as well as contemporary issues in social change.

SOC 122 Cultures of the Southwest

A survey course that highlights Hispanic, Native American and other cultures of the American Southwest, this course examines historical development, social structures, religious beliefs, art forms and the impact of these cultures on contemporary society.

SOC 123 Cultural Diversity and Social Change

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

SPN 254 Spanish I

In this introductory level course, the focus is on essential vocabulary for basic oral communication and written expression. A brief survey of Spanish cultural and commercial mores, standards and etiquette is included.

SPN 255 Spanish II

Oral and written skills are further developed with an emphasis on conversational and professional terminology in business and travel-related contexts.

Prerequisite: SPN 254

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