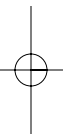
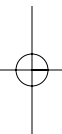


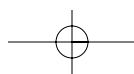
Western  
International  
University



# Western International University Associate Programs

April 2006-2008 Catalog

Online Campus



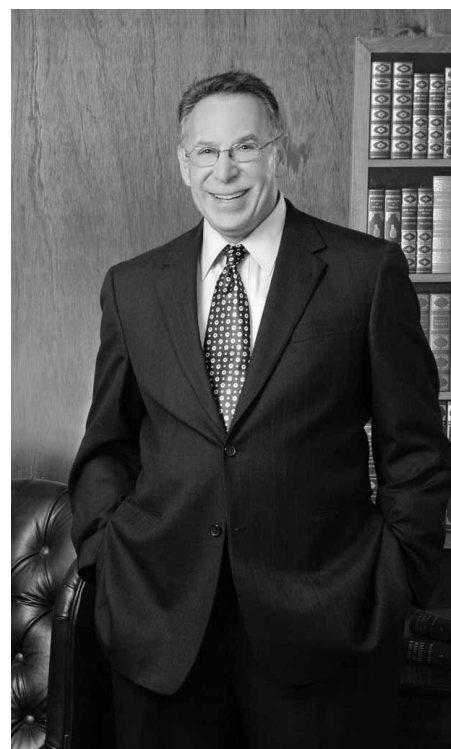
# Welcome

## Welcome to Western International University Associate Programs

Western International University (WIU) is a private university with some very unique characteristics. The majority of WIU's 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.

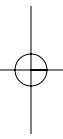
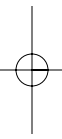
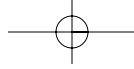
Recognizing the importance of flexibility to our freshman and sophomore students, WIU established Western International University Associate Programs (WIUAP), an online college specializing in meeting the unique needs of those who are just beginning their postsecondary education. Offering only associate degrees, WIUAP's courses are conducted in an online asynchronous learning environment. This modality provides students with the opportunity to interact with faculty members and other students from around the world as they develop their own critical-thinking, research and writing skills. Course classrooms are available 24 hours a day, 7 days a week in nine-week sessions so students can continue to work and attend to personal obligations while earning their degrees. High levels of interaction and easy access to WIUAP faculty members uniquely tailor the academic experience for each student.

WIUAP faculty members hold advanced degrees in their teaching fields and have completed a training program to enable them to teach students in the online modality. As part of earning an associate degree from WIU, students can acquire not only discipline-specific knowledge, but also college skills that can help prepare them for a bachelor's degree program. Students learn as they participate with faculty members and the other students in the online classroom. They share information from class readings, discussion questions and feedback from faculty members. Students demonstrate their learning through individual quizzes, tests, papers, projects and presentations. Students with no previous college credits can earn their associate degree in as few as 20 months. Western International University is part of Apollo Group, Inc., a leading provider of quality educational programs for working students. The Apollo Group's long-term commitment to student service and quality education provides our students and faculty members with rewarding and exciting experiences at our institution.



Michael J. Seiden

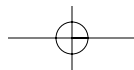
President



Effective April 2006

Information contained in this catalog is subject to change at the discretion of Western International University.

Western International University is not responsible for information or claims made by individuals not affiliated with the University that is contrary to published material. WIUAP Student Website: <http://ecampus.wintu.edu>



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# Campus Locations



WIU Main Campus  
9215 N. Black Canyon Highway  
Phoenix, AZ 85021  
Phone: 602.943.2311  
Fax: 602.371.8637

WIU Associate Programs Online  
9215 N. Black Canyon Highway  
Phoenix, AZ 85021  
Phone: 602.308.2085  
Fax: 601.735.7019  
Email: [axiacollegeservices@apollogrp.edu](mailto:axiacollegeservices@apollogrp.edu)

## Arizona Campuses

Chandler Campus  
55 N. Arizona Place  
Chandler, AZ 85225  
Phone: 602.943.2311  
Fax: 480.726.3068

Fort Huachuca Campus  
Buffalo Soldier Training and Education Center/  
Rascon Building 52104, ATZS-HRH-E  
Fort Huachuca, AZ 85613  
Phone: 520.459.5040  
Fax: 520.459.7571

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

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

## WIU China Campuses

Shuanglong Campus  
120 Shuanglong Nanli, Chaoyang  
Beijing, China 100021  
Phone: 86.10.8731.3311

Beijing - Executive Training Center  
#2006, Tower A, Chao Wai Men  
Nan Fu Road, Chao Yang Men Wai Street  
Beijing, China  
Phone: 86.536.298.9188  
Phone: 86.536.878.5588

## WIU India Campuses

Modi Apollo International Institute  
24A, Lajpat Nagar IV,  
Ring Road, New Delhi 110024  
Phone: 011.91.11.264.41203/ 41204  
Fax: 011.91.11.264.46217

Gurgaon Learning Centre  
Golf View Tower A, 1st Floor  
Sector 42  
Gurgaon, India  
Phone: 011.951.2451.05153/ 05156

# Western International University

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

WIU is headquartered in Arizona, the Grand Canyon state. WIU's main campus is conveniently located adjacent to the Black Canyon Highway in northwest Phoenix. Additional campuses in the Phoenix metro area are situated in the East Valley communities of Chandler and

Scottsdale, and the West Valley community of Peoria. The Southern Arizona campus is located on the Fort Huachuca Army Post in Sierra Vista. Campus classrooms are designed to encourage student and faculty member interaction and discussion. In addition to campus programs, Western International University provides onsite coursework at numerous corporate and governmental teaching sites including: Salt River Project, Maricopa County, and the city of Tempe. WIU also offers coursework in classrooms at affiliate campuses in Delhi, India and Beijing, China.

## WIU Associate Programs

Western International University Associate Programs is headquartered in Phoenix, AZ. It was created to meet the unique needs of those who are new to post-secondary education and educate them in an online modality. The online format provides convenience and flexibility for students who are working or busy. WIU associate degree programs are designed to prepare students for the workplace or subsequent educational endeavors.

Students can study and complete their associate of arts degree in less than two years. WIUAP's online and asynchronous learning environment blends the latest technological advancements with its innovative instructional model so

students can tailor their educational experiences. As part of the learning model, students take two courses simultaneously for nine weeks, logging in to attend class at times most convenient to their schedule. Faculty members are available to assist students by providing timely feedback and coaching as needed. These features maximize student learning and academic success.

An electronic version of the WIUAP catalog is located at <https://ecampus.wintu.edu>. Further information regarding Western International University Associate Programs is available on the campus website, <https://ecampus.wintu.edu>.

## Mission Statement

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

### Purposes

1. To provide education programs to a student population that includes domestic and international students.
2. To provide education in a format and at times and locations conducive to the student population.
3. To provide programs that meet educational needs identified by industry, government and other institutions of higher education in communities served by the University.
4. To provide domestic and international students with an education that blends practical experience with a strong theoretical framework.

5. To provide an international educational environment through implementation of global-oriented curriculum.
6. To generate the financial resources to ensure financial viability.
7. To provide for the personal professional development of staff and faculty members 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.

As of April 2006 WIU associate programs contained in this catalog are no longer accepting applications for enrollment. Current students will be able to complete their associate degree program through a teach-out of the degree program. Prospective students interested in applying for a WIU associate, bachelor's or master's degree should contact the main campus at 602.943.2311.

## Accreditation

WIU Associate Programs is an academic division of Western International University. WIU is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools (30 N. LaSalle Street, Suite 2400, Chicago, IL 60602; 312.263.0456) to offer courses and programs leading to certificates, associate degrees, bachelor's (arts and sciences and professional curricula) degrees, and master's (professional

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

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

## Affiliations & Memberships

WIU holds membership in or is affiliated with the following:

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

# Admission

WIUAP welcomes applications from all students qualified to achieve the University's educational goals without regard to gender, race, creed, age, disability, national origin or religious belief.

Because online coursework at WIUAP begins regularly, applications and registrations are accepted on an on-going basis. Please work with your enrollment representative to ensure sufficient processing time of all application materials.

Students must complete all application requirements before being considered for admitted status. All students applying for admission to WIUAP have the responsibility of submitting a complete and accurate application package including all academic and professional credentials required. Applications to WIUAP are considered current for 12 months from the date of submission. 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. Special consideration is given to applicants who are active service members or reservists called to active duty.

For admission and transfer credit purposes, WIUAP recognizes only coursework attempted and credit earned at regionally or nationally (associate-degree granting) accredited (or equivalent) colleges and universities. As a service to students, the WIUAP Admissions Office accepts the responsibility of obtaining transcripts from previously attended regionally accredited institutions. However, should another institution refuse to release a student's records, the student will be notified and must assume responsibility for obtaining documentation required for admission.

As of April 2006 the WIU associate degree programs are no longer accepting applications for enrollment. All associate degree seeking students should contact WIU main at 602.943.2311 for enrollment information.

## Degree-seeking Students

University applicants pursuing associate degrees at WIUAP 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 WIUAP application and granted provisional status are considered eligible for enrollment. The three types of admission to degree programs are provisional, conditional and admitted.

## Undergraduate Admission-Associate of Arts Degrees

### Eligibility

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

- High school graduation or equivalent from an institution that is regionally accredited or state licensed.
- United States citizenship or appropriate legal status allowing University enrollment.

*NOTE: Because of the purposes and specific mission of WIUAP, admission criteria differ from those of other Western International University degree programs.*

### Standards

All students who have presented qualifications that meet published admission criteria will be provisionally admitted to WIUAP during their first four courses and will receive a letter indicating this status.

Upon completion of four courses with a GPA of 2.0 or better, all students will be moved to admitted status and receive a letter notifying them of their admission. Students demonstrating a transfer GPA of 2.0 or better can be admitted prior to completion of four WIUAP courses.

Student's whose primary language is not English must demonstrate English language proficiency prior to enrollment.

### Procedures

Candidates for admission must:

- Submit a completed and signed WIUAP Application for Admission listing secondary and all post-secondary institutions attended. Applicants under the age of 18 must have the signature of a parent or legal guardian.
- Pay non-refundable application fee.
- Sign request form(s) for official transcripts from all previously attended regionally or nationally (associate-degree granting) accredited colleges, universities and national testing agencies. Students relying on foreign transcripts for transfer credit purposes must provide official academic records from all institutions attended outside the United States. Students whose records are on administrative hold at another institution must resolve the issues and provide the required documents to WIUAP.



# Admission

## Provisional and Admitted Status

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

Students attending courses under provisional status must achieve the University's required academic standards by the end of the fourth course to be granted admitted status. Associate degree students must achieve a cumulative grade point average of 2.0 or above in the first four courses to be admitted.

Students who transfer more than 12 college credits with a cumulative GPA of 2.0 or higher from an accredited transfer institution will be immediately admitted and subject to all policies therein.

## Denial of Admission

Applicants will be denied admission to WIUAP if they do not meet published admission requirements. Students who have not achieved an acceptable cumulative grade point average (2.0) upon the completion of four courses will be denied admission and be academically disqualified.

Students submitting false, misleading or incomplete information on their application may be denied admission and academically dismissed.

Denied students are not eligible to register for further coursework. Students in attendance at the time of the denial decision will be immediately withdrawn from all courses in progress without penalty, and all future course registrations will be cancelled.

As of April 2006 the associate programs are no longer accepting applications for admission.

## Notification of Admission Status

Students are notified of their provisional admission by mail within four weeks of receipt of all application materials.

If the official admission decision is favorable, either upon completion of four courses, or transfer of more than 12 college credits with a GPA of 2.0 or above, students will meet with an academic representative to review transfer credits and remaining degree requirements, as well as develop a course of study. If the official admission decision is not favorable upon completion of four courses, students will be immediately withdrawn from all

courses in progress at the time of notification with no penalty. No further registrations will be accepted.

## Admission Appeals

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

As of April 2006 the WIU associate programs are not accepting new applications.

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 Student Faculty Appeals Committee will review the appeal and render a decision. Applicants will be notified by mail of the committee's decision, which may include specific requirements and/or recommendations. Should the denial be upheld, further appeals will not be considered for 12 months from the date of the denial. At that time, the student may petition for admission by submitting a letter describing the reasons for previous academic deficiencies and a statement explaining how these issues have been resolved. Re-admission applications should be submitted to the attention of the Student Faculty Appeals Committee.

As of April 2006 WIU associate programs are not accepting new applications for enrollment. In the event that a student has to sit out a year due to denial of admission, the student petition should be addressed to Western International University (main campus): Attention: Student Faculty Appeals Committee.

## Re-admission

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

As of April 2006 WIU associate programs are not accepting new applications for enrollment. Students should apply for re-admission through Western International University (main campus).

# 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.

## WIU Associate Programs (WIUAP) International Admission Policies

### Eligibility:

International (non-U.S. citizens) candidates for admission to WIUAP are expected to meet comparable requirements for admission as applicants from the United States.

All associate degree applicants must have completed the equivalent of a U.S. high school diploma (12th-grade secondary school). All applicants from countries where English is not the official language of instruction must demonstrate English proficiency.

Students are responsible for submitting official postsecondary non-U.S. institution transcripts within 60 days of application to the University for review for possible transfer credit.

Students who wish to receive transfer credit must provide official academic records from all postsecondary schools attended outside the United States. An official academic record/document is an original or true copy, which includes seal, stamp and signature of the institution.

Copies must be certified by an official of the institution attended, U.S. Consular official, or U.S. Information Agency (USIA) office. All documents must be in English or accompanied by a certified English translation. Graduation date, degree earned (if applicable), courses, grades, and years of attendance should be clearly indicated. Students desiring transfer credit must furnish catalogs and/or course descriptions. The University reserves the right to request official documents to be sent directly from the issuing institution or request students to provide a professional evaluation from a WIU approved agency.

### English Proficiency

All applicants from countries where English is not the official language must demonstrate English proficiency prior to enrollment in any WIUAP course. Proficiency can be demonstrated by:

- Graduation from an English-speaking high school or equivalent (GED)

- Completion of at least 12 semester college-level credits from an English-speaking, accredited institution of which six credits (two seminars) of English composition is equivalent to COM 110 and COM 112, with a cumulative GPA of 2.0 on a 4.0 scale.
- Completion within the past two years of an approved standardized English proficiency test with an acceptable score\*

*\*Approved tests and acceptable scores:*

TOEFL (TWE) 173-computer/500 paper  
(TWE 5.0)

CELSA 65+

IELTS Band Score 6.0

ACCUPLACER 70+

OEPT 107

Documents verifying proficiency must be provided to WIUAP by the issuing institution.

### U.S. Citizenship

All non-U.S. citizens residing within the United States must possess an immigration status (VISA type) allowing study in the United States in compliance with guidelines of the Bureau of Citizenship and Immigration Services (BCIS). Non-U.S. citizens will need to provide front and back copies of their VISA or Permanent Resident Card prior to enrolling in WIUAP. Students must acknowledge responsibility for maintaining acceptable immigration status throughout their entire period of study with WIUAP.

## Academic Advising

Advisement services are provided to all WIUAP students throughout their program at various periods of degree progression. At a minimum, all students will meet with their academic representative online or by telephone upon admission and prior to graduation.

Upon official admission, transfer credit implications and credit alternatives, such as assessment of prior learning and national testing programs, will be explained. A graduation plan, designed

to support the students' successful completion of their academic goals, also will be developed to ensure a student's timely progression.

Students are responsible for following WIUAP's policies, knowing their degree requirements, adhering to their plan of study, and contacting their academic representative to make adjustments to or extend their schedules.

## University Policies

### Calendar

Because the mission of WIUAP is to meet the educational needs of working adults, qualified students can begin their associate degree program online virtually any week of the month throughout the year. Classes generally start each Monday, making it possible for new students to begin their education when it is most convenient to them.

### Holidays

Classes are continuously taught over a nine-week interval. Both students and faculty members have posting requirements, however the number of online postings required per week can be accomplished without requiring any posting to be done on holidays.

### Student Contact Information

It is the responsibility of each student to maintain current personal and contact information on file with the University. A Change of Information form may be completed with your academic representative or financial representative. Students also can update contact information on the student website (form not required).

All official University documentation will be issued in the student's name as indicated on the WIUAP Application for Admission. Any request for a change of name must be accompanied by legal documentation and submitted to the WIUAP Office of Student Records by faxing 602.735.7019, emailing [axiacollegeservices@apollogrp.edu](mailto:axiacollegeservices@apollogrp.edu), or mailing to 9215 N. Black Canyon Highway, Phoenix, AZ 85021.

### Drop/Add Policy

The student's academic representative must be notified of a student's intent to drop a course, or the student may be subject to full tuition costs. Students with seven or more total weeks of attendance in any course will receive their earned letter grade. If a student meets the attendance requirement for any week and

chooses to withdraw from a WIUAP course, the student's permanent record will reflect a grade of W.

Students utilizing financial aid should contact their financial representative prior to dropping or adding any coursework as schedule changes could affect financial aid eligibility.

### Schedule Adjustments

WIUAP reserves the right to cancel any course. Students enrolled in a course that has been cancelled will be contacted in a timely manner. Academic representatives will assist students in making another course selection.

### Class Attendance

Since WIUAP offers non-traditional course schedules, governmental compliance requires tracking of student attendance. Three-credit courses are scheduled over a nine-week period, and student adherence with the WIUAP attendance policy is mandatory to earn any letter grade other than W. Class attendance requirements are as follows:

1. Students may not miss more than two weeks of attendance in a nine-week course.
2. Students who have missed three or more weeks of attendance in a nine-week course will be administratively withdrawn and receive a grade of W. Absences from a course may impact a student's grade. It is important for students to understand the distinction between attendance and participation. Attendance guidelines outlined in this section present the minimum administrative requirement for a student to be eligible to receive an earned grade in a course. WIUAP students meet the minimum attendance requirement each week by posting at least one message to a newsgroup on two separate days of each week.

# University Policies

Please see the message posted by executive administration in each course for additional information regarding the attendance and participation definitions/requirements.

## 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 representatives and financial representatives to complete appropriate paperwork. For students receiving financial aid, a change in enrollment status may result in a loss of financial aid eligibility or cancellation of funds.

## Re-entry to the University

The University considers students who allow a time lapse of 12 months between the completion of one WIUAP course and the beginning of the next course to be on inactive status. To regain active status, students must submit a new Application for Admission. Academic representatives assist students with this process as well as scheduling appropriate coursework following re-enrollment. Associate degree candidates will re-enter under current catalog degree requirements unless all three of the following criteria have been met:

- A minimum of 24 credits that are applicable to the student's associate of arts program have been earned at WIUAP.
- All degree-required coursework (within six credits) has been completed.
- The student will be able to complete the program within five years from its original start date.

Students meeting all three of the above requirements may re-enter under their original catalog's degree requirements. All students are subject to University policies in effect at the time of re-entry.

As of April 2006 a student out of attendance for a period of 12 months will not be eligible to re-enter WIU associate programs. The student will need to contact the Western International University main campus for re-entry information.

## Residency Requirements

At the associate degree level, a minimum of 18 total credits must be earned through WIUAP courses for issuance of a WIUAP degree. Please see the specific associate of arts program requirements for additional information related to the residency requirement.

## Transfer of Credit

Academic credit earned for courses appearing on an official transcript from a regionally or nationally accredited associate-degree granting college or university will be evaluated according to University policies and accepted subject to approval of the Central Office of Admissions.

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)
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- The Higher Learning Commission of the North Central Association of Colleges and Schools
- Western Association of Schools and Colleges

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

- Accrediting Association of Bible Colleges
- Accrediting Bureau of Health Education Schools
- Accrediting Commission for Career Colleges/Colleges of Technology

# University Policies

- Accrediting Council for Independent Colleges and Schools
- Association of Advanced Rabbinical and Talmudic Schools
- Association of Theological Schools
- Council on Occupational Education
- Distance Education and Training Council
- Transnational Association of Christian Colleges and Schools

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

## Evaluation of Credit

A preliminary estimate of transfer credit may be provided at the time of application for admission to WIUAP. The official transfer credit evaluation will be completed and applied to the student's record by the Admissions Office upon admission to an associate of arts degree program. Any questions regarding the evaluation must be addressed by the student with an academic representative within 60 days of the date of admission notification. The evaluation of prior academic credit will be considered final after this period.

The University engages in transfer credit articulations with various institutions. These articulations are designed to support the academic mission of University programs and supersede the University's standard transfer credit policies. Unless otherwise notified, the Admissions Office will evaluate prior credit based on these articulations. Any request for re-evaluation of credits under general policies must be made in consultation with an academic representative and submitted in writing within the 60-day period.

## Eligible Credit

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

## Limitations

The 18-credit hour residency requirement for associate of arts degrees must be met to graduate from the program at WIU. Please see the specific program requirements for more information about the courses required as part of the residency requirement. 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 WIUAP.

## Non-eligible Credit

Transfer credit will not be awarded for non-credit courses, workshops, activities or seminars offered by postsecondary institutions as part of continuing education or professional development programs. Courses identified by the issuing institution as not applicable to a baccalaureate degree or otherwise pre-college level are not transferable. A maximum of four vocational/activity credits may be accepted in transfer unless specified in a University articulation agreement.

Coursework in information technology must have been completed within five years of the date of application to be applied toward specific IT courses at WIU.

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.

## Credit by Examination

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

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

# University Policies

## Assessment of Prior Learning (APL)

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

- Documentation of professional training courses
- Essays relating to life experiences (15-credit maximum)
- Licenses and certificates earned

Meeting with an academic representative is mandatory for submission of a portfolio. A maximum of 24 credits of an associate of arts degree program at WIUAP may be earned through any combination of APL and credit by examination. No more than 15 of the credits may be earned through APL submissions.

## Choice of Catalog

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

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

Axia catalogs are published regularly when programs are updated or added. Students may choose to graduate under the program requirements of any current catalog issued while they are in attendance.

## The Americans with Disabilities Act (ADA) of 1990

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

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

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

## Harassment Policy

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

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

Conduct deemed to be in violation of this policy is prohibited and will not be tolerated by the University. Retaliation, in any form, against a person raising such a concern also will not be tolerated by the University. Any student or applicant concerned with the University's compliance with this policy may direct questions or concerns to the WIU executive director of University Services or may elect to utilize the University's grievance processes as outlined in the "Student Grievance" section of the catalog.

# University Policies

## Nondiscrimination Policy

Western International University does not discriminate on the basis of race, age, color, national origin, sex, disability or veteran status in its educational programs, activities or employment practices.

The University complies with Title IX of the Education Amendments of 1997, Titles VI and VII of the Civil Rights Act of 1964 and regulations, and Section 504 of the Rehabilitation Act of 1973.

## Student Grievances

The University has a responsibility to protect the rights of students and ensure compliance with its nondiscrimination policy by providing an appeal process for those who wish to file grievances against the University including claims of discrimination. Prior to entering the formal appeal process, students must attempt to resolve the issue through the appropriate department by working with their academic or financial representative. If the issue cannot be resolved through those means, a formal appeal may be submitted. All grievances must be initiated within six weeks of the final day of the class in question. Students must submit all grievances in writing and include all relevant documents or statements of support with appeals. After the initial documentation is submitted, no further evidence will be accepted.

## Academic Student Grievances (Grade Related)

Students disputing a grade received should contact their academic counselor who will submit a grade research ticket on their behalf. In the event the grade grievance is denied, the decision may be appealed within 30 days to the Student Faculty Appeals Committee (SFAC) for a final decision.

Grade disputes that are based on alleged discrimination (as defined in this catalog under the headings "Nondiscrimination Policy" and "Harassment Policy") are reviewed as non-grade related grievances.

Students alleging discrimination, harassment or a violation of University policy by WIUAP faculty members or administration must submit their grievances in writing to the WIU Executive Director of University Services within six weeks of the incident. A University Grievance Committee will be convened to investigate and review the charges. All grievances will be reviewed and responded to within 30 days of receipt.

## Administrative or Non-academic Grievances

Students who wish to appeal an administrative decision, including admission decision, or request exemption from University policy may do so by filing a grievance in writing to the Student Faculty Appeals Committee within 30 days of the decision.

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

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

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

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

## Students' Right to Privacy

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

The law requires that:

1. Students are afforded the right to access official records directly related to the student. Students who wish to view their records must contact the WIUAP Office of Student Records. Students may not remove any materials but are entitled, at their expense, to one copy of documents relating to their academic record with WIUAP in their file, unless a disclaimer appears on the document indicating that the student is not to be given a copy, or if the student waived the rights to the document. Information will be provided for viewing with 21 days.
2. Students have the right to a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under law does not include any right to challenge the appropriateness of a grade as determined by a faculty member.

## University Policies

3. A student's written consent must be received prior to releasing personally identifiable student data from the records to other than a specified list of exceptions. A request for non-release must be submitted to the College Office of Student Records.
4. WIUAP is authorized to release public directory information concerning students. Directory information includes the student's name, local and permanent addresses, phone number, email address, date of birth, photographs, major field of study, dates of attendance, residency status, degrees and awards received, and most recent previous educational institution attended by the student. Directory information is subject to release at any time unless the registrar has received a prior written request from the student specifying information not be released. A request for non-release must be submitted to the registrar in writing and should include name, student identification number, address, specific records that are to be withheld and/or to whom the privacy hold applies, signature and date. The hold will apply throughout the student's enrollment unless the University is otherwise notified.
5. WIUAP is authorized to provide access to student records to University officials and employees who have legitimate educational interests to such access. These are persons who have responsibilities in the University's academic, administrative, service or research functions.

6. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. These may be sent to:

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

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

Registrar  
 Western International University Associate Programs  
 College Office of Student Records  
 9215 N. Black Canyon Highway  
 Phoenix, AZ 85021

## Academic Policies & Procedures

### WIU Associate Programs Writing Style

WIUAP has adopted the American Psychological Association (APA) style for resource documentation of papers. For convenience, a citation handbook of the approved style is available on the WIUAP student website. It is the student's responsibility to learn to document papers in the established format.

### Grading Procedures

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

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

Letter Grade	Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
F	.000
I	Incomplete
Non-Grade Symbols	
R	Repeat
W	Withdrawal
WV	Waiver



# Academic Policies & Procedures

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 of high quality.

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

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

F = Quality and quantity of work in and out of class is unacceptable.

I = INCOMPLETE. (see section below).

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

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

W= WITHDRAWAL. Students with more than three absences in a nine-meeting course will be administratively withdrawn and receive a grade of W.

WV=WAIVER. Course requirement alternatively fulfilled.

## Incompletes

An incomplete grade (I) may be issued when extenuating circumstances prevent a student from completing course requirements by the end of the session. A student may be granted an additional five weeks (at the discretion of the faculty member of record) to complete any outstanding coursework as part of the incomplete grade designation. A student must be in attendance compliance to be eligible for issuance of an incomplete in a course. All incompletes may be assessed a penalty of one full letter grade upon completion. During the incomplete period, the posted incomplete 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. Incomplete grades will revert to an "F" at the end of the incomplete period if the coursework is not completed in the five-week deadline.

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

**Students who receive an incomplete grade during the first four courses will prolong their admission decision and could be potentially withheld from future coursework.**

## Course Repeat Policy

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

Electing to repeat courses in which passing grades have been earned may adversely affect satisfactory academic progress for purposes of VA educational benefits, financial aid or corporate funding. Students may not take the same course more than three times. If a required course cannot be successfully completed on the third attempt, the student will be academically dismissed from the University.

## Academic Load

The recommended maximum course load is two courses at one time. Students may not request to enroll in more than three three-credit courses simultaneously without first successfully completing the foundation courses in associate of arts programs. This maximum includes courses taken in overlapping sessions. Students should contact their academic representative to request an exception. The following criteria must be met to request a third class:

Student's present cumulative GPA is 3.0 or higher, satisfactory attendance history with no administrative withdrawals from class, and a Financial Aid clearance to take the third class.

Students at WIUAP may not complete more than 45 credits per academic year.

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

# Academic Policies & Procedures

## Academic Standards

Grade point average (GPA) is determined by credits earned times grade points earned divided by total credits attempted.

Associate degree students must maintain a minimum GPA of 2.0. Students must be in good academic standing for conferral of degrees.

## Honors

WIU does not issue honors designations at the associate degree level.

## Academic Probation

Academic probation will occur when a student's grade point average falls below acceptable levels (2.0 for associate of arts programs). Grades for courses taken concurrently will be averaged at the end of each session to determine cumulative grade point average. The student is notified in writing by the WIUAP College Office of Student Records of placement on academic probation. Students are allowed to complete four courses subsequent to the assignment of academic probation during which their cumulative GPA must be raised to an acceptable level. Students must continue to enroll in courses applicable to their programs and may be required to repeat courses with unacceptable grades. Students are advised to meet with their academic representatives at this time. Students with veteran's benefits and financial aid 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 four-course probationary period. Suspended students are not eligible for readmission for a period of one year. Suspended students may be eligible only upon evidence (presented to and approved by the director of Academic Affairs or designee) that academic conditions have been met. Academically suspended students with financial aid will be disqualified from further funding.

As of April 2006 the WIU associate degree programs are no longer accepting applications for enrollment. All associate degree seeking students should contact WIU main at 602.943.2311 for enrollment information.

## Academic Dismissal

Academic dismissal will result if a student fails to maintain an acceptable grade point average (2.0 cumulative GPA) upon completion of the fourth class after readmission due to academic suspension. Academic dismissal also may occur due to academic

dishonesty and/or plagiarism or violation of the Student Code of Conduct. Students will also be academically dismissed if a required course cannot be successfully completed on the third attempt. Students who are academically dismissed from WIUAP are not eligible for readmission.

## Academic Disqualification

Provisionally admitted students who are then denied admission and students whose admission denial is upheld through the appeals process are academically disqualified from the University. Disqualified students must cease enrollment at the University for a minimum of 12 months.

As of April 2006 the WIU associate degree programs are no longer accepting applications for enrollment. All associate degree seeking students should contact WIU main at 602.943.2311 for enrollment information.

## 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 an assignment for any class, or conduct detrimental to the student or other members of the class. A student found aiding another in the activities also is subject to sanction. Students charged with a violation of academic integrity are subject to disciplinary action under the Student Code of Conduct or academic dishonesty and plagiarism processes.

## 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 one or a combination of the following sanctions:

- Warning—notice given orally or in writing that any further misconduct may result in more serious discipline
- Forfeiture—loss of all or part of the credit for work conducted in association with academic dishonesty
- Disciplinary—supplemental assignment(s) may include rewrite of the assignment in question and/or additional papers and consultation with the Writing Center to increase

## Academic Policies & Procedures

- Suspension—separation from the University for a specified period of time
- Dismissal—permanent separation from the University

Faculty members will report all incidents of academic dishonesty directly to the student and in writing to the Director of Academic Affairs or designee. Depending upon the severity of the infraction, the faculty member must assign the student an "F" grade for the specific assignment and for the entire course within the usual seven-day grade reporting time. The director of Academic Affairs or designee 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. Ignorance of University policies will not be accepted as a reasonable excuse for dishonesty. Once the director of Academic Affairs or designee

has completed the investigation, the findings will be forwarded to the WIUAP Academic Council with recommendations for action. The Council is responsible for reviewing all referred cases and for recommending appropriate sanctions.

Students who were suspended then found not to be in violation of standards of academic honesty shall be reinstated automatically without further petition. Students found in violation of academic dishonesty standards will receive written notice of the findings and sanctions. Decisions of the WIUAP Academic Council are final. No further appeals will be considered by University administration.

Charges of falsification of information on University documents other than academic work will be addressed to the executive director of Student Services and follow procedures similar to charges of academic dishonesty or plagiarism.

## Transcripts

The WIUAP Office of Student Records will release transcripts upon written request from the student. The request must include the student ID number, date of last attendance, and name(s) used while in attendance at WIUAP. 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 the time of graduation. There is a charge for each additional transcript. (See the fee schedule for additional information.)

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

## Graduation

At WIUAP, students complete degree requirements and are graduated from the University on a monthly basis. Diplomas are posted with the last date of the month during which the degree requirements are met.

### Commencement Ceremony

The commencement ceremony for the University is held once a year in early summer. All students completing their degrees during the previous year, or who are within nine credits of degree completion at the time of the ceremony, are eligible to participate. Students should contact their academic representatives for completing the graduation application when they are ready to graduate. Students are allowed to participate in only one ceremony per degree earned. Participation in the commencement ceremony is not mandatory.

### Graduation Clearance Procedure

Students may verify graduation clearance by contacting their academic representative at least nine credits or 90 days prior to expected completion date. Students should then meet with their academic representatives to review remaining requirements.

### Diploma Request Procedure

Students are required to fill out a graduation application when they have completed their degree program. Upon receipt of their final grades, students' applications should be completed by their academic and financial representatives. Campuses will then send completed forms to the Office of Student Records for changing the status of students and ordering their diplomas. Students who receive government financial aid must complete and sign an exit

## Graduation

interview form available in the Financial Aid Office. Students must be in good academic standing, clear any indebtedness to the University, and pay the graduation fee prior to release of the diploma and official transcript indicating the award of the degree. Students who plan an additional program at the University must remain out of attendance for a 30-day period during degree posting.

### Graduation Deadlines

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

- Associate of arts degree: Five years from start of program  
Time away from the University will not be counted against graduation deadlines for those students who leave the University and return as a re-entry student.

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

## Student Code of Conduct

Students enrolled at WIUAP assume the responsibility to conduct themselves as mature students and members of an academic community. In addition to observing local, state and federal laws, students are expected to treat staff, faculty members and other students with respect and courtesy, as well as uphold and promote the image of the University. Alleged violations of the Student Code of Conduct should be forwarded immediately in writing to the director of Academic Affairs or a designee. Charges will be addressed according to procedures established by the University. Sanctions may be imposed, up to and including dismissal from the University.

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

- Actions, verbal statements, and written statements which threaten or violate the personal safety of any member of the faculty, staff, or other students, or any conduct which interferes with the educational process or institutional functions
- Harassment, sexual or otherwise, that has the effect of creating a hostile or offensive educational environment for any student, faculty or staff member
- Disruptive activity that hinders or interferes with other students' or faculty members' educational environment
- Fabrication, including intentional or unauthorized falsification or invention of any information, citation or document, or lying during an investigation
- Fraud, forgery, alteration or unauthorized use of documents, University records or instruments of identification
- Theft of University property or property of a member, intellectual or otherwise, 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
- Failure to comply with published University policy or with directives of University officials while performing their duties
- Unlawful manufacture, distribution, dispensation, possession, or use of alcohol and/or controlled substances using University resources; participation in any University activity while under the direct or residual influence of any controlled substance, alcohol, misused or overused legal drugs to the extent of causing impairment
- Possession, use, sale or distribution of any firearms, fireworks, explosives, illegal drug paraphernalia, dangerous weapons or any other materials/substances prohibited by law on University premises or at University-sponsored events
- Unauthorized use of the University's name or logo, which is the property of the University
- Violation of local, state or federal statutes, University regulations or any applicable professional codes of ethic or conduct
- Cheating, including intentionally using or attempting to use unauthorized materials, information or study aids in an academic exercise
- Plagiarism, including intentionally or knowingly representing the words or ideas of another as one's own in an academic exercise
- Helping another student fabricate, cheat or plagiarize
- Hazing, including any action which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of admission or initiation into or affiliation with a University-sanctioned organization

# Tuition & Fees

Type of Fee	Amount	When Due
<b>Application Fees</b>		
Resident	\$85	Paid when application submitted
International	\$85	Paid when application submitted
aXcess® fee per course <i>(if applicable)</i>	\$60	Two weeks prior to the start date of each course
After May 7, 2007- aXcess® fee is	\$65	
<b>WIUAP Degree</b>		
Curriculum Tuition Per Credit	\$265	general education courses
	\$295	after May 7, 2007
	\$285	concentration courses
	\$295	after May 7, 2007
<b>Assessment of Prior Learning</b>		
Pre-evaluated Training Evaluation <i>(one time) credit awarded (per credit)</i>		
	\$100	Paid with first submission
	\$75	Paid upon notification
Portfolio Evaluation <i>(one time) credit awarded (per credit)</i>		
	\$175	Paid with first submission
	\$100	Paid upon notification
<b>Miscellaneous Charges</b>		
Diploma <i>(rush or overnight)</i>	\$55	Paid upon request
Additional diploma copy <i>(limit one)</i>	\$25	Paid upon completion of program
Graduation	\$75	Paid with application for diploma <i>(No fee is charged for graduation after Sept. 1, 2007)</i>
Transcript	\$7	Paid upon request
Rush fee	\$55	Paid upon request
Late Payment	\$30	Paid upon notification
Returned Check <i>(NSF)</i>	\$25	Paid upon notification

**ALL FEES ARE NON-REFUNDABLE AND SUBJECT TO CHANGE.  
ALL PAYMENTS NOT MADE ON TIME ARE SUBJECT TO LATE FEES.**

# Financial Policies & Procedures

## Payment Policies

All tuition and applicable fees are due and payable as specified by the student's payment option. There will be a late payment fee if payment is not received consistent with the terms of the student's chosen financial option. There will be a fee of \$30 for declined credit cards or 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 with cash, cashiers check or money order.

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

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

## Cash Payment Option

Students who have selected or been defaulted to the cash payment option are required to pay all tuition and fees two weeks prior to the start of each class. At WIUAP, checks, credit cards and cash are all considered as cash payments.

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

## Deferred Corporate Reimbursement Option

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

## Direct Bill Option

Students who request that WIUAP bill employers or another agency directly for the cost of tuition must submit approved tuition vouchers or letters of credit to their financial representative at least two weeks prior to the first class meeting of each course. Employers must pay for the course upon receipt of the invoice, and the payment is not contingent upon receipt of the grades. Employer payments not received within 60 days may delay scheduling of future courses. Fees not covered by the employer are due two weeks prior to each course's start date. A late fee per course will be assessed, and the student's account may be placed on hold should the student's direct billing paperwork not be received two weeks prior to the first course class meeting.

Students whose employers pay for the courses via direct billing authorize WIUAP to discuss information with their employee pertaining to schedules, grades, tuition costs and accounting history for the sole purpose of approving tuition and obtaining payment.

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

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

## Military Payment Option

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

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

# Financial Policies & Procedures

Active duty personnel who qualify for Top-Up are eligible for a 60-day tuition deferral, provided that all forms requested by the Veterans Administration are submitted and completed in compliance with current VA standards. If the student qualifies for this option, the Top-Up Tuition Deferral Agreement form must be completed and submitted.

## Veterans Educational Assistance

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

Application for VA benefits should be sent to the local campus for submission to the Department of Veterans' Affairs with enrollment certification. WIUAP does not participate in the Department of Veterans' Affairs advance pay program. VA benefit eligibility and assistance rates vary depending on each individual's military history and the educational program being pursued. Only the Department of Veterans' Affairs can determine a VA applicant's eligibility. To contact a Department of Veterans' Affairs representative, call toll-free 1.888.442.4551.

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

## DANTES Reimbursement

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

## Financial Aid Option

Students may be eligible for the Federal Pell and SEOG Grant Programs and/or the Federal Family Educational Loan Programs, which include Stafford subsidized, unsubsidized, Plus Loans and the Perkins Loan programs.

All students seeking federal financial aid benefits must be admitted to an eligible degree or certificate program in order to determine financial aid eligibility.

In order to be eligible for tuition deferment under the Financial Aid Plan, at least 50% of a student's annual tuition must be funded through federal financial aid benefits and the student must meet the following conditions: the student must have 1) completed a financial aid orientation, 2) completed an Entrance Interview Form, 3) submitted a completed financial aid packet (including all required paperwork and related documentation), 4) completed the Admissions Application, and 5) paid all applicable fees.

In order to continue tuition deferment beyond the first course, the student must provide the University with all documents required to complete the certification of federal financial aid funds. Failure to submit these documents, or to qualify for federal financial aid, means the student will be immediately responsible for any outstanding balances incurred and will be required to select another finance option.

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

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

## Refund Policy

Students have a right to cancel an Enrollment Agreement for a full refund if they submit a written notice of cancellation within three business days of signing the Enrollment Agreement. This is done by submitting an Official Withdrawal Form to the campus. Students cancelling after this three-day period will be refunded as follows:

- A. Students submitting an Official Withdrawal Form prior to attending the first week of class will receive a full tuition refund.

# Financial Policies & Procedures

B. Students who attend class will receive a prorated refund according to the following schedule:

Attend week 1 – 89% refund due  
 Attend week 2 – 78% refund due  
 Attend week 3 – 67% refund due  
 Attend week 4 – 56 % refund due  
 Attend week 5 – 45 % refund due  
 Attend week 6 – or after no refund due.  
 All fees are non-refundable.

## Additional Refund Policies for Students Receiving Financial Aid

If students drop temporarily, financial aid refunds will be applied toward future tuition. If the student has not 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 after completing at least 60% of the first half of their academic year at the University, a refund calculation will be completed. The largest amount refunded will be based on the following policies:

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

If students withdraw and have not completed 60% of the first half of their academic year at the University, an additional refund calculation will be performed. Students will be notified of the results of this refund calculation and have 14 business days to respond to the University. If no response is received, any funds remaining on the students' accounts will be returned to the lender. In some cases, the amount to be returned to the lender will result in a balance owing on the student's account with the University. This balance will be collected from the student.

For more details regarding the refund policy for students receiving financial aid, students should contact their financial representative.

## 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 weeks from the charge date and must be submitted in writing to the Financial Services manager.

## Financial Appeals

All student appeals or requests for policy exceptions must be submitted in writing and include all relevant documents or statements of support. Appeals may be submitted through the student's academic or financial representative. Or, they may be mailed to:

Student and Faculty Appeals Committee  
 WIU Associate Programs  
 9215 N. Black Canyon Highway  
 Phoenix, AZ 85021

The Student and Faculty Appeals Committee will review the student's submission, as well as any other relevant information and render a written decision within two weeks of reviewing the appeal.

WIUAP participates in five Title IV Financial Aid programs designed to give students who need or desire assistance several alternatives in financing their educations. Information and/or application forms may be obtained from the student's financial representative. Students may apply for financial aid if they are enrolled in an eligible degree program.

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



# Financial Aid

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

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

## Federal Pell Grant Program

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

## Federal Stafford Student Loans (Subsidized and Unsubsidized)

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

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

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

Students cannot borrow more than their cost of education at WIUAP, less any other financial aid received. Other financial aid could include, but is not limited to, tuition assistance, scholarships and veteran benefits. Funding amounts are based on the level of credits students have reached in their academic progress. Information on current interest rates, loan limits, insurance premiums and guarantee fees can be obtained from your financial representative. After students graduate or leave

school, they have a six-month grace period before beginning repayment for the information and render a written decision within two weeks of reviewing the appeal.

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

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

## Federal Stafford Loans

During the grace period, students receiving subsidized funds are not required to pay the interest or principal. For an Unsubsidized Federal Stafford Loan, students have the option of deferring interest but the interest will continue to accrue.

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

## Financial PLUS Loans

The Federal PLUS Loan is available to parents of dependent students. This loan is a low-interest, non-need based federal loan made by a private lender and subject to credit approval. Repayment begins 60 days from the date the loan is fully disbursed by the lender. The loan may be paid back to the lender over the course of 10 years.

# Financial Aid

## Campus-based Aid

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

## FSEOG

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

## Perkins Loans

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

## Alternative Loans

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

## Loan/Grant Disbursement

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

Federal disbursements are made in two payments; at the beginning of the loan period and after successfully completing approximately one-half of the credits for that loan period. Any processing fees will be divided in half and deducted from both payments. The loan check will be co-payable to the University

and the student, or funds will be transferred via EFT (Electronic Funds Transfer) directly to WIUAP. With authorization from the borrower, the University will apply all financial aid monies toward tuition for the current half of the academic year. Any excess monies will be refunded to the student. Federal regulations require a delay in disbursement of loan monies to first-time borrowing students until after 30 days of attendance. Since WIUAP does not have standard fall/spring semesters, funding is borrower-based.

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

## Satisfactory Academic Progress

Students receiving Title IV financial aid funds must maintain the minimum grade point average for their degree program. For information regarding the minimum grade point requirements for each degree, refer to the Academic Policies and Procedures in this catalog. Students must also make satisfactory progress toward completing their degree programs within the maximum time frame allowed according to federal regulations. The maximum time frame allowed is based on the required number of credits for graduation from the degree program, less any transfer or assessed credits, times 150%. This maximum time frame will be evaluated for all periods of attendance at the University, including periods during which the student did not receive aid. Students who transfer between programs, majors or drop and re-enter, will have their maximum time frame evaluated based on courses that apply to the new program and/or major. Students must complete a minimum of 16 credits during each 24 attempted credit increment to make satisfactory academic progress. Non-punitive or failing grades do not count as completed credits. A non-punitive grade is an incomplete (I) or a withdrawal (W). A failing grade is an (F). Each counts as an attempted credit as does each course the student begins. For repeated courses, only the repeated course that receives a passing grade counts as a completed course.

Students who are not making satisfactory academic progress at the end of a 24-attempted credit increment will be placed on financial aid probation. From that time, the student has two future 24-attempted credit increments 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 eight credits deficient at the end of the second increment, will be placed on financial aid disqualification, at which time all Title IV funding will cease.

## Financial Aid

At the time of certification and each disbursement, the financial representative requests a satisfactory academic progress (SAP) audit to be performed by the Student Services Department. Students are evaluated on the number of credits required for graduation in their degree program to determine the maximum time frame. The minimum number of credits required for graduation is 60 credits for an associate degree. For more information, refer to the Academic Program Requirements section of this catalog.

The Student Services Department will notify students in writing if they have been placed on academic probation. If the SAP audit results in financial aid disqualification, the WIUAP Financial Aid Office will notify the student in writing. Students may continue to take courses at WIUAP, subject to University policies. (See Academic Policies and Procedures in this catalog for more information). However, students will not be eligible for financial aid at that time. Students who feel they should not be disqualified from receiving financial aid should file a formal appeal following the guidelines set forth in the Financial Appeals Process in the catalog.

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

### AA-Undergraduate Student

Increment	Completed	Attempted
1	16	24 credits
2	32	48 credits
3	48	72 credits
4	60	90 credits

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

### Leave of Absence

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

1. The LOA must be requested in writing, using the LOA Request Form. This form is available by contacting your financial representative.

2. Under most circumstances, only one LOA can be granted in any 12-month period.
3. Under most circumstances, the LOA should not exceed 90 calendar days (1 two-month term).
4. The LOA Request Form must be received by your financial representative before the last date of attendance.
5. If an unforeseen circumstance prevents the student from providing this request, the University may approve the leave, if the request and documentation are received within 15 days of the last date of class attendance.

Students are not eligible to receive financial aid disbursements while on an approved leave of absence. In addition, failure to return at the conclusion of the leave may result in the cancellation of any future scheduled federal financial aid.

All students requesting an LOA will be notified of their status by their financial representative. An LOA also may affect the amount of funding that the student may receive. Financial representatives will re-evaluate the funding based on the number of months in the loan period and the amount of credits that will be completed during the loan period. Students will be notified of any changes.

## Student Right-To-Know

### Campus Safety

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

### Campus Statistics

Under the Federal Student Right-To-Know and Campus Security Act, 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. WIU crime statistics may be found on the website: [www.wintu.edu](http://www.wintu.edu).

### Sexual Assault Prevention Programs and Sexual Harassment

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

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 59% across all programs.

## Drug & Alcohol Prevention Program

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

### Standards of Conduct

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

### Associated Health Risks

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

#### Marijuana

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

#### Cocaine

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

#### Heroin

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

## Drug & Alcohol Prevention Program

### Hallucinogens (PCP, LSD, Ecstasy)

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

### Amphetamines

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

### Sedatives

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

### Alcohol

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

### Sanctions the University Will Impose

Any student found consuming or selling alcohol or drugs on school property or using University resources 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 the University. In all cases, the University 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.

- AI-Anon 1.800.356.9996
- Drug Free Workplace Helpline 1.800.843.4971
- National Council on Alcoholism and Drug Dependence 1.800.NCA.CALL
- National Drug and Treatment Referral 1.800.662.HELP

## University Teaching and Learning Model

The WIUAP teaching and learning model is unique in that all courses are taught online. Each session is nine weeks in length. In order to augment and assist student learning, faculty members are required to be available to students via telephone, email and classroom newsgroups, Monday through Thursday from 4 p.m. to 8 p.m. and on Sunday from 5 p.m. to 9 p.m., in the time zone for the region in which the class is scheduled.

Questions sent by students to faculty members during these office hours will be responded to by faculty members before the end of office hours. Faculty members are instructed that submitted assignments will be returned to students in the next block of office hours, although some assignments may be returned within seven days of receipt. There is a main classroom for the entire class to answer questions and discuss relevant information. Students also have a private newsgroup for submitting papers, as well as exchanging and discussing information. Students also are required to be involved asynchronously.

The WIUAP faculty is a blend of traditionally and nontraditionally prepared (master's degree or higher) professionals and working professionals—many with international experience. They bring theoretical and practical knowledge to maximize student learning.

To accommodate a variety of learning styles, teaching methods include discussion, case study, projects and their application to real-world situations. Students are encouraged to target their assignments to issues and projects directly related to their work or primary areas of interest.

WIUAP also incorporates global, multicultural and international perspectives in its curriculum. Communication, critical thinking and computer skill development are emphasized.

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

# Academic Program Requirements

## Associate of Arts in Accounting

The Associate of Arts in Accounting (AAACC) program provides students with a solid background of general knowledge in addition to a broad-based business foundation with a concentration in accounting. This concentration addresses areas such as accounting, auditing, bookkeeping, management analysis and financial advising. WIUAP's online AAACC program is designed so that students wishing to continue their education are prepared to transition easily into bachelor's degree programs offered at WIU or other regionally accredited institutions.

Total number of credits required - 60

## Requirements

AAACC Program Requirements:

- General education - 42 credits
- Accounting concentration - 18 credits

Additional Requirements:

- A minimum of 18 credits must be earned in residence at WIUAP.
- Students who matriculate with less than 24 credits are required to complete, without exception, the following foundation courses: IT 101, COM 110, COM 112, COM 210, CRT 201 and ETH 123.
- Students who matriculate with 24 credits or more are required to complete, without exception, the following foundation courses: IT101 and COM 110.
- Students must maintain a minimum cumulative grade point average of 2.0 (C) or higher for all coursework at WIUAP.

## Communication Arts - 12 Credits

- COM 110 Effective Persuasive Writing (foundation course)
- COM 112 Utilizing Information in College Writing (foundation course)
- COM 210 Written Communication (foundation course)
- CRT 201 Critical Thinking (foundation course)

## Information Technology - 3 Credits

- IT 101 Skills for Learning in an Information Age (foundation course)

## Humanities - 3 Credits

- 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 - 3 Credits

- ETH 123 Cultural Diversity (foundation course)
- INS 301 Introduction to World Cultures & Social Environments

## Mathematics - 6 Credits \*Indicate courses requiring a prerequisite

- MAT 105 Basic Math
- MAT 106 Algebra IA\*
- MAT 107 Algebra IB\*

## Natural Science - 3 Credits

- SCI 244 Geology
- SCI 270 Environmental Science

## Open Electives- 12 Credits

The open elective credit block offers students the opportunity to pursue a variety of topics of interest. Please speak with your academic representative for a list of available courses to fulfill this requirement.

## Accounting Concentration - 18 credits

Courses providing competencies specific to accounting:

- MGT 340 Organization Theory and Behavior
- MGT 337 Supervision and Leadership
- ECO 301 Economic Theory
- ACC 313 Financial Accounting
- ACC 314 Managerial Accounting
- ACC 315 Cost Accounting

# Academic Program Requirements

## Associate of Arts in Business

The Associate of Arts in Business (AAB) program provides students with a solid background of general knowledge in addition to a broad-based business foundation. WIUAP's online AAB program is designed so that students wishing to continue their education can transition easily to bachelor's degree programs offered at WIU or other regionally accredited institutions.

Total number of credits required - 60

## Requirements

AAB Program Requirements:

- General education - 48 credits
- Business concentration - 12 credits

Additional Requirements:

- A minimum of 18 credits must be earned in residence at WIUAP.
- Students who matriculate with less than 24 credits are required to complete, without exception, the following foundation courses: IT 101, COM 110, COM 112, COM 210, CRT 201 and ETH 123.
- Students who matriculate with 24 credits or more are required to complete, without exception, the following foundation courses: IT 101 and COM 110.
- Students must maintain a minimum cumulative grade point average of 2.0 (C) or higher for all coursework at WIUAP.

## Communication Arts - 12 Credits

- COM 110 Effective Persuasive Writing (foundation course)
- COM 112 Utilizing Information in College Writing (foundation course)
- COM 210 Written Communication (foundation course)
- CRT 201 Critical Thinking (foundation course)

## Information Technology - 3 Credits

- IT 101 Skills for Learning in an Information Age (foundation course)

## Humanities - 6 Credits

- HUM 201 World Culture and the Arts
- HUM 127 Religions of the World
- LIT 205 World Literature
- PHI 101 Introduction to Philosophy  
Social & Behavioral Sciences - 6 Credits
- ETH 123 Cultural Diversity (foundation course)
- INS 301 Introduction to World Cultures  
& Social Environments

## Mathematics - 6 Credits \*Indicate courses requiring a prerequisite

- MAT 105 Basic Math
- MAT 106 Algebra IA\*
- MAT 107 Algebra IB\*

## Natural Science - 3 Credits

- SCI 244 Geology
- SCI 270 Environmental Science

## Open Electives- 12 Credits

The open elective credit block offers students the opportunity to pursue a variety of topics of interest. Please speak with your academic representative for a list of available courses to fulfill this requirement.

## Business Concentration - 12 credits

Courses providing competencies specific to business. Students must complete this course as part of the 12-credit Business concentration requirement:

- INB 300 International Business

For the remaining 9 credits, students may select from the following courses:

- ECO 301 Economic Theory
- MGT 340 Organization Theory and Behavior
- IT 300 Management Information Systems
- MGT 352 Political, Legal and Ethical Issues in Business

# Academic Program Requirements

## Associate of Arts in Criminal Justice

The Associate of Arts in Criminal Justice (AACJ) program provides students with a solid background of general knowledge in addition to a broad-based foundation targeting the areas of law enforcement, probation, parole, security, the judiciary and related fields. WIUAP's online AACJ program is designed so that students wishing to continue their education can transition easily into bachelor's degree programs offered at WIU or other regionally accredited institutions.

Total number of credits required - 60

### Requirements

AACJ Program Requirements:

- General education - 42 credits
- Criminal Justice concentration - 18 credits

Additional Requirements:

- A minimum of 18 credits must be earned in residence at WIUAP.
- Students who matriculate with less than 24 credits are required to complete, without exception, the following foundation courses: IT 101, COM 110, COM 112, COM 210, CRT 201 and ETH 123.
- Students who matriculate with 24 credits or more are required to complete, without exception, the following foundation courses: IT 101 and COM 110.
- Students must maintain a minimum cumulative grade point average of 2.0 (C) or higher for all coursework at WIUAP.

## Communication Arts - 12 Credits

- COM 110 Effective Persuasive Writing (foundation course)
- COM 112 Utilizing Information in College Writing (foundation course)
- COM 210 Written Communication (foundation course)
- CRT 201 Critical Thinking (foundation course)

## Information Technology - 3 Credits

- IT 101 Skills for Learning in an Information Age (foundation course)

## Humanities - 3 Credits

- 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 - 3 Credits

- ETH 123 Cultural Diversity (foundation course)
- INS 301 Introduction to World Cultures & Social Environments

## Mathematics - 6 Credits \*Indicate courses requiring a prerequisite

- MAT 105 Basic Math • MAT106 Algebra IA\*
- MAT 107 Algebra IB\*

## Natural Science - 3 Credits

- SCI 244 Geology
- SCI 270 Environmental Science

## Open Electives- 12 Credits

The open elective credit block offers students the opportunity to pursue a variety of topics of interest. Please speak with your academic representative for a list of available courses to fulfill this requirement.

## Criminal Justice Core - 18 credits

Courses providing competencies specific to Criminal Justice:

- ADJ 310 Criminology
- ADJ 320 Juvenile Justice Procedures
- ADJ 330 Ethics & the Administration of Justice
- ADJ 350 Contemporary Issues in Criminal Justice
- ADJ 360 Interpersonal Communications in Criminal Justice
- ADJ 370 Criminal Procedures



# Academic Program Requirements

## Associate of Arts in General Studies

The Associate of Arts in General Studies (AAGS) program provides students with a solid background of general knowledge, a broad-based business foundation and an opportunity to explore various areas of interest. WIUAP's online AAGS program is designed so that students wishing to continue their education can transition easily into bachelor's degree programs offered at WIU or other regionally accredited institutions.

Total number of credits required - 60

### Requirements

AAGS Program Requirements:

- General education - 30 credits
- General Studies concentration - 30 credits

Additional Requirements:

- A minimum of 18 credits must be earned in residence at WIUAP.
- Students who matriculate with less than 24 credits are required to complete, without exception, the following foundation courses: IT 101, COM 110, COM 112, COM 210, CRT 201 and ETH 123.
- Students who matriculate with 24 credits or more are required to complete, without exception, the following foundation courses: IT 101 and COM 110.
- Students must maintain a minimum cumulative grade point average of 2.0 (C) or higher for all coursework at WIUAP.

## Communication Arts - 12 Credits

- COM 110 Effective Persuasive Writing (foundation course)
- COM 112 Utilizing Information in College Writing (foundation course)
- COM 210 Written Communication (foundation course)
- CRT 201 Critical Thinking (foundation course)

## Information Technology - 3 Credits

- IT 101 Skills for Learning in an Information Age (foundation course)

## Humanities - 3 Credits

- 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 - 3 Credits

- ETH 123 Cultural Diversity (foundation course)
- INS 301 Introduction to World Cultures & Social Environments

## Mathematics - 6 Credits \*Indicate courses requiring a prerequisite

- MAT 105 Basic Math
- MAT 106 Algebra IA\*
- MAT 107 Algebra IB\*

## Natural Science - 3 Credits

- SCI 244 Geology
- SCI 270 Environmental Science

## Open Electives- 30 Credits

The open elective credit block offers students the opportunity to pursue a variety of topics of interest. Please speak with your academic representative for a list of available courses to fulfill this requirement.

# Academic Program Requirements

## Associate of Arts in Health Administration

The Associate of Arts in Health Administration (AAHA) program provides students with a solid background of general knowledge in addition to a broad-based business foundation and teaches specific competencies and workplace behaviors associated with health administration. WIUAP's online AAHA program is designed so that students wishing to continue their education can transition easily into bachelor's degree programs offered at WIU or other regionally accredited institutions.

Total number of credits required - 60

### Requirements

AAHA Program Requirements:

- General Education - 42 credits
- Health Administration Concentrations - 18 credits

Additional Requirements:

- A minimum of 18 credits must be earned in residence at WIUAP.
- Students who matriculate with less than 24 credits are required to complete, without exception, the following foundation courses: IT 101, COM 110, COM 112, COM 210, CRT 201 and ETH 123.
- Students who matriculate with 24 credits or more are required to complete, without exception, the following foundation courses: IT 101 and COM 110.
- Students must maintain a minimum cumulative grade point average of 2.0 (C) or higher for all coursework at WIUAP.

## Communication Arts - 12 Credits

- COM 110 Effective Persuasive Writing (foundation course)
- COM 112 Utilizing Information in College Writing (foundation course)
- COM 210 Written Communication (foundation course)
- CRT 201 Critical Thinking (foundation course)

## Information Technology - 3 Credits

- IT 101 Skills for Learning in an Information Age (foundation course)

## Humanities - 3 Credits

- 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 - 3 Credits

- ETH 123 Cultural Diversity (foundation course)
- INS 301 Introduction to World Cultures & Social Environments

## Mathematics - 6 Credits \*Indicate courses requiring a prerequisite

- MAT 105 Basic Math
- MAT 106 Algebra IA\*
- MAT 107 Algebra IB\*

## Natural Science - 3 Credits

- SCI 244 Geology
- SCI 270 Environmental Science

## Open Electives- 12 Credits

The open elective credit block offers students the opportunity to pursue a variety of topics of interest. Please speak with your academic representative for a list of available courses to fulfill this requirement.

## Health Administration Concentration - 18 credits

Courses providing competencies specific to Health Administration:

- HHS 300 The Human Service Administrator
- HHS 320 Health & Human Services in the US
- HHS 330 Legal and Ethical Issues in Health & Human Services
- HHS 340 Public Policy Development in Health & Human Services
- HHS 350 Technology in Health & Human Services
- HHS 360 Financing of Health & Human Services

# Academic Program Requirements

## Associate of Arts in Information Technology

The Associate of Arts in Information Technology (AAIT) program provides students with a solid background of general knowledge in addition to a broad-based business foundation and specific knowledge in areas such as information technology, network environments, database management and digital media. WIUAP's online AAIT program is designed so that students wishing to continue their education can transition easily into bachelor's degree programs offered at WIU or other regionally accredited institutions.

Total number of credits required - 60

## Requirements

AAIT Program Requirements:

- General Education - 42 credits
- Information Technology Concentration - 18 credits

Additional Requirements:

- A minimum of 18 credits must be earned in residence at WIUAP.
- Students who matriculate with less than 24 credits are required to complete, without exception, the following Foundation Courses: IT 101, COM 110, COM 112, COM 210, CRT 201 and ETH 123.
- Students who matriculate with 24 credits or more are required to complete, without exception, the following foundation courses: IT 101 and COM 110.
- Students must maintain a minimum cumulative grade point average of 2.0 (C) or higher for all coursework at WIUAP.

## Communication Arts - 12 Credits

- COM 110 Effective Persuasive Writing (foundation course)
- COM 112 Utilizing Information in College Writing (foundation course)
- COM 210 Written Communication (foundation course)
- CRT 201 Critical Thinking (foundation course)

## Information Technology - 3 Credits

- IT 101 Skills for Learning in an Information Age (foundation course)

## Humanities - 3 Credits

- 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 - 3 Credits

- ETH 123 Cultural Diversity (foundation course)
- INS 301 Introduction to World Cultures & Social Environments

## Mathematics - 6 Credits \*Indicate courses requiring a prerequisite

- MAT 105 Basic Math
- MAT 106 Algebra IA\*
- MAT 107 Algebra IB\*

Natural Science - 3 Credits

- SCI 244 Geology
- SCI 270 Environmental Science

## Open Electives- 12 Credits

The open elective credit block offers students the opportunity to pursue a variety of topics of interest. Please speak with your academic representative for a list of available courses to fulfill this requirement.

## Information Technology Concentration - 18 credits

Courses providing competencies specific to Information Technology:

- IT 300 Management Information Systems
- IT 307 Java Programming
- IT 311 Fundamentals of Programming with Algorithms and Logic
- IT 312 Internet Concepts
- IT 316 Analysis & Design of Information Systems
- IT 319 Computer Networking

## Course Descriptions

### ACC 313 Financial Accounting

This course focuses on the fundamentals of financial accounting. Students can gain thorough knowledge of the construction of financial statements, an understanding of ledgers, journals and worksheets; and the ability to analyze financial statements, including annual reports. Aspects of inventory, merchandising accounting and internal controls are also covered. (3 credits)  
Prerequisite: foundation courses

### ACC 314 Managerial Accounting

This course provides an introduction to managerial accounting and covers various fundamental concepts relating to the accounting environment. Topics include: cost concepts and allocation, short-term and long-term financial assets, current and long-term liabilities, contributed capital, stock holder equity, and the analysis of financial statements. (3 credits)  
Prerequisite: ACC 113

### ACC 315 Cost Accounting

This course introduces students to the concepts and decision-making issues of cost accounting. Emphasis is placed on management, analysis, business strategy and implementation. Topics include cost terms and purposes, budgeting, job costing, pricing and cost management. (3 credits)  
Prerequisites: ACC 113 and 114

### ADJ 310 Criminology

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

### ADJ 320 Juvenile Justice Procedures

This course explores how society responds to juvenile crime—the programs and processes that exist in the juvenile justice system, the roles of the police, courts and corrections, and prevention efforts through schools and community-based systems. Additionally, an understanding of the historical roots of juvenile justice and its evolution to present-day practice will be developed. (3 credits) Prerequisite: foundation courses

### ADJ 330 Ethics and the Administration of Justice

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

### ADJ 350 Contemporary Issues in Criminal Justice

This course presents the ethical standards, roles and responsibilities of criminal justice professionals and contemplates potential ethical profession-specific dilemmas. Ethical theories are applied to real and hypothetical scenarios in the justice system. (3 credits) Prerequisite: foundation courses

### ADJ 360 Interpersonal Communications in Criminal Justice

This course prepares students to communicate effectively in both written and verbal form. It covers best practices in investigative reporting, written reports and memos, court reporting and testimony. Additionally, it covers interpersonal verbal communication with victims, suspects and civilians. Other topics include interviews, interrogations and uses of technology related to the field. The goal of this course is to encourage students to develop their verbal and written communication skills relating to the criminal justice field. (3 credits) Prerequisite: foundation courses

### ADJ 370 Criminal Procedures

This course focuses on the law and practice of procedural concepts within the criminal justice process. Through interactive case studies, relevant discussions and comprehensive assessments, students can learn to apply legal concepts to real-life situations. Students will not only recognize significant court decisions that shaped these legal concepts and their application in everyday life, but also will engage in debates designed to further understanding of how these concepts play an integral role in the pursuit of a fair and balanced justice system. Students will use these various procedural concepts to determine the comprehensive outcome of a specific fact-pattern scenario. (3 credits) Prerequisite: foundation courses

### BEH 221 Introduction to Behavioral Science

This course focuses on human personality, motivation, learning and cognition. The theories and insights of major figures in psychology are discussed. Neuroscience, psychological disorders and therapies also are considered in relation to human behavior. (3 credits) Prerequisite: foundation courses

### COM 110 Effective Persuasive Writing

This course focuses on developing the writing skills of entry-level college students. Emphasis is on the use of standard English grammar and mechanics, correct spelling and basic documentation skills, as well as coherence and correctness in written communication. Students examine the characteristics of the persuasive essay and utilize the steps in the writing process to create a persuasive essay. (3 credits)

## Course Descriptions

### COM 112 Utilizing Information in College Writing

This course focuses on developing the research, writing and evaluation skills of entry-level college students. Topic areas include information utilization, critical reading, organization and documentation as they relate to a major research paper. Students continue to build their writing skills as they incorporate outside feedback and explore various strategies to improve their arguments. Activities include preparing a research plan, creating an annotated bibliography and completing a research paper. (3 credits) Prerequisites: COM 110 and IT 101

### COM 210 Written Communication

This course focuses on effective written business communication for both internal and external audiences. Students create a variety of job-related communiqués, including letters, résumés, memos and presentations. (3 credits) Prerequisites: COM 110, COM 112, IT 101 and CRT 201

### CRT 201 Critical Thinking

In this course, students can develop the ability to think both clearly and critically. Practice includes developing writing skills that enable students to clearly present claims to support their conclusions and avoid reinforcing biases. Students are given the opportunity to analyze and discuss various types of media—including television, cinema, and print—to determine which sources provide the most reliable information. Topics addressed include the relationship between critical thinking and clear writing, credibility of sources, rhetorical devices, fallacies, unclear or misleading language and the characteristics of various types of arguments. (3 credits) Prerequisites: IT 101 and COM 110

### ECO 301 Economic Theory

This course introduces fundamental theory in both microeconomics and macroeconomics. The economic principles studied are applied to everyday life as students research an industry, debate issues with trade agreements, discuss the effects of a shift in labor supply and demand, and discuss the strengths and weaknesses of the Consumer Price Index calculation. Learners research an industry affected by the economy and will perform an economic analysis of this chosen industry. (3 credits) Prerequisite: foundation courses

### ETH 123 Cultural Diversity

This course is designed to educate students about issues of diversity—including race, ethnicity, gender and class – and present a historical perspective on diversity in the United States, as well as provide tools necessary to promote a more respectful

and inclusive society. Students complete several activities that allow them to examine their own values in relation to the values of various other ethnic communities. (3 credits) Prerequisites: COM 110, COM 112, IT 101 and CRT 201

### FIN 317 Financial Management

This course provides an introduction to financial management and covers various fundamental concepts relating to the financial environment. Topics include: the federal income tax structure, financial statements, risk and return of investments, time value analysis, stocks and bonds, capital budgeting and alternative asset financing. (3 credits) Prerequisite: foundation courses

### HHS 300 The Human Service Administrator

This course discusses the roles and responsibilities of administrators in health and human services organizations. It covers information related to changing contexts of human services delivery, leadership, organizational culture, human resource management, financial management, strategic planning, working with boards, marketing and public relations, social entrepreneurship, partnership and collaboration. (3 credits) Prerequisite: foundation courses

### HHS 320 Health and Human Services in the United States

This course is a foundation for studies of health and human services in the United States. It provides an overview of the evolution of American health and human services delivery systems, including current and future trends. It covers the role of human services workers, how needs are determined and met, as well as factors that affect the delivery of services such as contemporary issues, social policies and government regulations. Community advocacy, prevention techniques, ethics and careers in the health and human services industry also are examined. (3 credits) Prerequisite: foundation courses

### HHS 330 Legal and Ethical Issues in Health and Human Services

This course explores the legal and ethical environments of health and human service organizations. Students consider tools and traditions for ethical decision-making, the roles of the leader and organizational culture in sustaining a moral vision, and the design of and need for legal and ethical oversight. Students analyze current ethical and legal dilemmas and controversies through case studies and debate. (3 credits) Prerequisite: foundation courses

# Course Descriptions

## HHS 340 Public Policy Development in Health and Human Services

This course focuses on the formation and execution of public policy and programs by government and private organizations within health and human services. Emphasis is placed on evaluative and analytical approaches for determining positive and negative characteristics of policies and programs. Students can learn to analyze and critique organizations and the policies and programs within those organizations. (3 credits)

Prerequisite: foundation courses

## HHS 350 Technology in Health and Human Services

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

Prerequisite: foundation courses

## HHS 360 Financing of Healthcare and Human Services

This course focuses on the conceptual understanding and practice of financial management as it applies to human service agencies. Students can gain a better understanding of basic accounting concepts, budgets and budgeting systems, how to create performance measures, and the ability to analyze financial statements for the purpose of cost analysis and forecasting. Aspects of setting fees, funding and risk management also are covered. (3 credits) Prerequisite: Foundation Courses

## HRM 335 Human Resources Management

This course provides an overview of key employment practices necessary to effectively manage human resources within an organization. The major human resource functions of planning, recruiting, selecting, training and appraising are emphasized. Other topics will include company policies and procedures, federal and state regulation compliance, rights and responsibilities of employers and employees, and future trends. (3 credits) Prerequisite: foundation courses

## HUM 127 Religions of the World

This course studies the major religions of the world. Topic areas include Buddhism, Christianity, Confucianism, Hinduism, Indigenous Cultures, Islam, Judaism and Taoism. Students can objectively study the origins and major figures and compare and contrast each of the major religions. During this course, each student visits a religious site and interviews a person of an unfamiliar faith. (3 credits) Prerequisite: foundation courses

## HUM 201 World Culture and the Arts

Culture and the arts play a complex role in enriching the human experience. This course analyzes the social role of the arts in the early civilizations through the present day. Learners explore the key contributions in visual art, architecture, literature and music of the civilizations presented. In particular, learners construct a virtual museum comprised of various artifacts representing several cultures. (3 credits) Prerequisite: foundation courses

## INB 300 International Business

This course introduces students to the impact of geography, the Internet and different cultures on international business. Students focus on the three environments in which international business is conducted and the uncontrollable forces at work in all business environments. Topics discussed include the importance of international organizations, the international monetary system, and the relevance of certain aspects of international business to managers and business people. (3 credits)

Prerequisite: foundation courses

## INS 301 Introduction to World Cultures and Social Environments

This course introduces students to communicating in a multicultural society. Students study communication in different world cultures and develop strategies for overcoming communication barriers. Students also compare cultural patterns between countries and explore various theories relating to culture and communication. Specific topics include value orientation, cultural dimensions, assimilation, the status of women, children and families; and the influence of media and marketing on cultural identity. (3 credits)

Prerequisite: foundation courses

## IT 101 Skills for Learning in an Information Age

This course introduces students to learning in an information-rich society. Students develop strategies for successful distance learning, time management and managing the abundance of information available in today's society. Students also explore the appropriate use of information in an academic environment. Specific topics include computing skills for distance learning, online library use, academic honesty and the development of effective study skills. (3 credits)

## Course Descriptions

### IT 300 Management Information Systems

This course provides an introduction to the use and application of information systems technology in the business environment. Concepts include the components of management information systems, the systems development process, and the uses of the basic types of information systems in support of an organization's goals and objectives. Topics discussed include basic hardware and software concepts, telecommunications, business processes, planning strategies, databases, artificial intelligence, ethics, legal issues, and electronic commerce using the Internet. (3 credits) Prerequisite: foundation courses

### IT 307 JAVA Programming

JAVA has rapidly become the language of choice for platform-independent implementations. This course provides a general introduction to programming and object-oriented programming in particular. The syntax and semantics of the JAVA language are addressed, as well as related topics which include object-oriented programming concepts, terminology and notation. (3 credits) Prerequisite: IT 300, IT 311

### IT 311 Fundamentals of Programming with Algorithms and Logic

This course provides students with a basic understanding of programming practices. Concepts covered include flow-charting, pseudo-code methodologies and an understanding of programming practices. Students can learn how these concepts, when properly applied, improve program design. (3 credits) Prerequisite: IT 300

### IT 312 Internet Concepts

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

**IT 316 Analysis and Design of Information Systems** This course explores methodologies for determining what data to collect and what software to use/develop to provide appropriate information for decision-making. The major techniques covered are: system analysis, systems design, systems programming, systems implementation, and systems audit. (3 credits) Prerequisite: IT 300

### IT 319 Computer Networking

This course is designed to introduce information technology networking. It focuses on functional details rather than broad-based theory. An extensive coverage of today's most common networking schemas provides a real-world grounding in the subject and a current understanding of industry practices. (3 credits) Prerequisite: IT 300

### LIT 205 World Literature

This course covers fiction, drama, poetry and essay by major world authors throughout history. Students focus on literary devices and conventions of each literary genre through the following activities: matching exercises and literary matrices, short essays and literature evaluations on specified literature selections, and a final comparative essay of any two pieces of literature covered in the course. (3 credits) Prerequisite: foundation courses

### MAT 105 Basic Mathematics

This course focuses on a foundational understanding of basic mathematics principles, including arithmetic, decimals, fractions, percentages, linear equations with one and two variables, and simple geometry. (3 credits) Prerequisite: foundation courses

### MAT 106 Algebra IA

This course introduces basic algebra concepts and assists in building skills for performing specific mathematical operations and problem solving. Students solve equations, evaluate algebraic expressions, solve and graph linear equations and linear inequalities, graph lines and solve systems of linear equations and linear inequalities. These concepts and skills serve as a foundation for subsequent business coursework. Applications to real-world problems are explored throughout the course. This course is the first half of the college algebra sequence, which is completed in MAT 107, Algebra IB. (3 credits) Prerequisite: foundation courses

### MAT 107 Algebra IB

This course explores advanced algebra concepts and assists in building the algebraic and problem-solving skills developed in Algebra 1A. Students solve polynomials, quadratic equations, rational equations and radical equations. These concepts and skills serve as a foundation for subsequent business coursework. Applications to real-world problems are explored throughout the course. This course is the second half of the college algebra sequence, which began with MAT 106, Algebra 1A. (3 credits) Prerequisite: MAT 106

## Course Descriptions

### MAT 200 Finite Math

This course introduces the concepts of finite mathematics with a focus on real-world application. Students explore linear functions and equations, linear programming, and the use and application of matrices. Mathematical applications of finance, statistics and probability are also reviewed. (3 credits) Prerequisite: MAT 107

### MGT 337 Supervision and Leadership

This course addresses the difference between management and transformational leadership. Students engage in a self-awareness analysis to determine how best to identify and implement their leadership strengths and overcome their challenges. Major topic areas include the supervisor's role in an organization, effective leadership skills, problem-solving applications, effective motivation techniques, successful communication concepts, and methods for achieving maximum employee performance. (3 credits) Prerequisite: foundation courses

### MGT 340 Organizational Behavior

This course uses realistic case studies, collaborative learning activities and practical exercises to impart organizational behavior principles and theory. Students apply management and leadership techniques garnered from successful business organizations to understand and practice management functions, including understanding employee behavior and motivation, assessing performance, employing groups and teams, operationalizing communication, evaluating conflict, and making appropriate business decisions. (3 credits) Prerequisite: foundation courses

### MGT 352 Political, Legal and Ethical Issues in Business

This course focuses on the legal and regulatory environment of business. Topic areas include information on key functions of the law, dispute resolution, government agencies, contracts, tort law, property law and international law. During this course, students brief actual cases that illustrate the concepts taught. (3 credits) Prerequisite: foundation courses

### PHI 101 Introduction to Philosophy

This course introduces philosophical thinking and reasoning through the evaluation of the historical development, key contributors and principle issues of philosophy. Topic areas include both Western and Eastern philosophy, moral and political philosophy, religious philosophy, as well as feminism. Student activities include, but are not limited to, creating campaign ads for fictional political parties, writing a letter in persona of a historical philosopher, and creating a presentation that expresses personal philosophies. (3 credits) Prerequisite: foundation courses

### SCI 244 Geology

This course gives an overview of physical geology by introducing concepts such as plate tectonics and geologic time. Students gain familiarity with the processes that shape the earth's surface and recognize the relevance of studying geology. Topics include the rock cycle, weathering, formation of geological features and preservation of geological resources. (3 credits) Prerequisite: foundation courses

### SCI 270 Environmental Science

This course focuses on the causes, impacts and solutions to environmental issues. Students identify global environmental issues, as well as develop and critique environmental action plans. Topics addressed include ecosystems, energy, populations, resources, pollution and sustainability. (3 credits) Prerequisite: foundation courses

### SOC 102 Introduction to Sociology

This course is a foundation for studies of sociology. Students can gain an understanding of the sociological perspective, theories and research methods. Students also explore culture, race, ethnicity, socialization, social interaction, deviance, social control, groups, organizations, social and gender stratification, population and social change.



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Western International University Associate Programs  
9215 N. Black Canyon Highway  
Phoenix, AZ 85021

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