



BAU
Bay Atlantic
University

CONCORDIA PER ERUDITIONEM

2022/2023
Academic Catalog



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PUBLIC DISCLOSURE

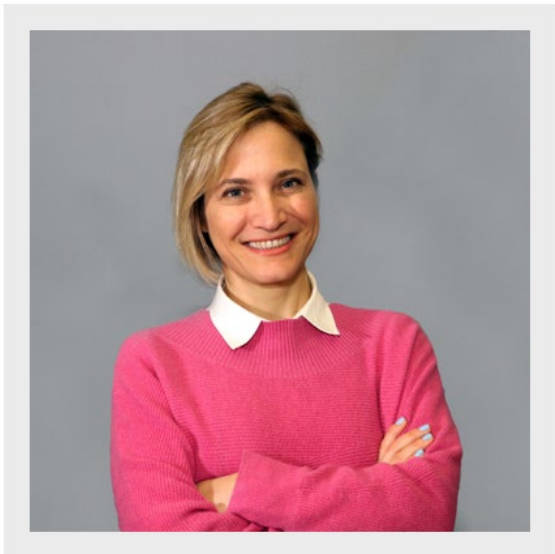
This publication contains official information and academic standards for program offerings for the current academic year. Bay Atlantic University reserves the right to repeal, change, or amend the policies, regulations, procedures, and provisions contained herein, and may cancel, add, or modify educational courses and requirements listed herein. Such changes are published as addendum to the current catalog.

Information in this Catalog is accurate as of July 2022. The University reserves the right to change the academic calendar or to make other changes deemed necessary or desirable, giving advance notice of change when possible.

The website www.bau.edu contains institutional information as well as updated and expanded information on all BAU programs and policies.

*Bay Atlantic University
1510 H Street, NW, Washington, D.C. 20005
www.bau.edu
+1 (844) 922-8228*

PRESIDENT'S WELCOME



Dear BAU Family,

As Bay Atlantic University, we work hard to make our university one of the highly recognized universities in this region, one that you will be a proud and privileged graduate of.

We are young, and therefore we are nimble. We know what the world today is with its strengths and weaknesses and what we want it to become for future generations. And we know we will contribute to that world with our values that guide us: respect, diversity, integrity, and academic achievement, with students like you that have bright minds and generous hearts; and with a team of committed and hardworking staff and faculty. Just as our founder, a great educational entrepreneur, said: "Those who do not have dreams will not reap a reality."

We started with an MBA program in 2014 and only in the 3rd year of our establishment, we got accredited, started new programs, created a diverse environment where 40 countries are represented in our student body, and staff, received the award of the largest MBA program in D.C., ranked in the first 50 in the U.S. in cyber

security education, made higher education more accessible by offering almost 10m USD of scholarships to domestic and international students since our establishment in 8 years. This has not been easy. And we could not have done this if we had not started with a dream and if we had not believed in ourselves.

Every success starts with a dream and with people that have a dream. Here at BAU, we want you to have dreams. We believe you will turn your dreams into reality using the knowledge, skills, and experience you will gain during your studies at BAU.

You will have failures; you will have difficult times. Think about the harsh times the whole world has gone through during the COVID pandemic. Could we imagine back then that the world would almost stop in just a week's time? Look what we all have survived. Loss of the loved ones, anxiety, uncertainties, and crash of economies. We cannot promise a life with full of successes. It would be too much to promise. But I can promise that if you learn from your failures, you will learn to write new stories of success.

Very truly yours,
Dr. Sinem Vatanartiran

President

ABOUT THE UNIVERSITY

HISTORY

Bay Atlantic University submitted its application to the District of Columbia, and after a full board interview, was granted approval on May 2, 2014, to operate as an institution of higher education, to confer courses or instruction leading to the award of certificates, diplomas, and degrees in the District of Columbia.

BAU was incorporated as a non-profit in 2016 and awarded initial accreditation by the Accrediting Council for Independent Colleges and Schools (ACICS) in 2017. The name change of the university to Bay Atlantic University (still BAU) was approved by the HELC in January 2019. The same year, it was granted approval to offer programs via distance education.

BAU held its first Commencement ceremony in May 2016, for its first cohort MBA students and has been celebrating commencements every Spring since.

BAU formed a foundation in March 2020 and began its first endowment fund initiative. The first fund campaign was canceled due to the COVID-19 outbreak in May 2020. It is in the 2023-2026 Strategic Plan to relaunch the effort.

BAU received ACICS reaffirmation for three years in December 2020.

IDENTITY

MISSION

The mission of Bay Atlantic University (BAU) is to provide high quality education through a variety of career-related programs that

- a) enable BAU students to enhance and achieve their academic potential;
- b) help them obtain the knowledge, skills, experience, and qualifications necessary to advance their professional careers; and

- c) cultivate among them the intellectual curiosity, critical thinking abilities, and creativity that are urgently needed in the global community.

An integral part of our mission is holistically supporting our students, providing them with opportunities, encouragement, mentoring, and scaffolding, and fostering peer interaction and a sense of community. We systematically encourage the development of a strong knowledge base, study skills, technical know-how, and the personal motivation necessary for competent scholarship.

CORE VALUES

Bay Atlantic University aspires to provide education and scholarship of the highest quality, to advance the frontiers of knowledge and to prepare individuals for life, work, and leadership. As BAU community members, some of us make our contributions by engaging directly in teaching, learning, and research, others by supporting and facilitating those core activities in essential ways. Whatever our individual roles are, and wherever we work within Bay Atlantic University, we owe it to one another to uphold certain core community values.

At BAU, we have four core values: **Respect, Academic Achievement, Diversity, and Integrity**, values which befit a globally-oriented university of higher education. We expect members of the BAU community to treat one another with respect; to strive for high academic achievements; to express diverse ideas and reflect diverse backgrounds; and to approach their personal and academic lives with integrity. The more we embrace these values in our daily lives, the more we create and sustain an environment of trust, cooperation, lively inquiry, and mutual understanding, the better we can advance our commitment to education, which all of us share.

**INSTITUTIONAL STUDENT LEARNING
OBJECTIVES**

Ingrained in the University core values are BAU's Institutional Student Learning Objectives (ISLO) which focus on the general knowledge and skills that all graduates demonstrate.

- I **Master Foundational Skills with broad and integrated knowledge** (*Academic Achievement*)
 - i Apply critical thinking to analyze, integrate, and evaluate information.
 - ii Make informed decisions using numeric and scientific information.
 - iii Communicate with clarity and precision using oral, nonverbal, and/or written language, expressing an awareness of audience, situation, and purpose.

- II **Develop Professional Competence through specialized knowledge** (*Academic Achievement*)
 - i Demonstrate a depth of knowledge in their program of study.
 - ii Use the tools, terminology, and methods related to their program of study.
 - iii Apply the standards and practices of their program of study.

- III **Develop an Understanding of Civic Values to be a responsible citizen and make ethical decisions.** (*Integrity*)
 - i Evaluate the social, economic, political, and environmental consequences impacting sustainability.
 - ii Demonstrate knowledge and capacity to engage in civic, social, and political activities needed to be a responsible citizen and make ethical decisions.

- IV **Strengthen the Capacity to Interact with others both domestically and globally** (*Diversity, Respect*)
 - i Build an understanding of others whose identities, beliefs, behaviors, values, and perspectives that differ from their own. (*Diversity*)
 - ii Apply multidisciplinary perspectives to gain new insights into domestic and global issues. (*Diversity*)
 - iii Demonstrate teamwork skills that enable collaboration to develop and sustain mutually beneficial relationships. (*Respect*)

Consistent with the mission and the commitment to continuous improvement. Each

ISLO is mapped to the curriculum and assessed for annually to evaluate and improve program success.

NEW GENERATION UNIVERSITY

Bay Atlantic University is established as a New Generation University, which is defined by six key aspects: Affordable, Focused, Global, Connected, Central, and Dynamic; aspects that are measured within the strategic planning process.

Affordable

We believe that high quality education doesn't have to come at a high cost. BAU strives to make high quality education available for everyone.

Focused

We put our students in the best position to succeed in their careers/lives by offering degree programs that are in high demand fields and rapidly growing. Additionally, being in the heart of DC, we know our environment, which is why we offer degrees in Politics, Business, and Information Sciences: the three core industries that power DC and the world.

Global

We believe in education without borders! We encourage our students to be global citizens. The international environment on campus enables them to learn about other cultures and discuss global matters with different perspectives in the courses.

Connected

BAU is well-connected to the DC Community through our business partnerships, faculty networks, and community service.

Central

The whole city is our campus with easy access to key U.S. agencies, embassies, and leading international institutions (World Bank, International Monetary Fund, Inter-American Development Bank, etc.). Students are not limited to just on-campus events; students can attend numerous cultural events and festivals throughout the year.

Dynamic

BAU prides itself on providing a curriculum that reflects the current market trends and most up-to-date teaching methodologies.

 COAT OF ARMS



The Bay Atlantic University Coat of Arms conveys many related, important messages:

- The open book symbolizes our strong commitment to continuously improving quality education.
- The globe symbolizes the planet earth and therefore our global reach, diversity, and inclusiveness.
- The blue hatching pattern represents Washington's Potomac River, this way stating that we are deeply embedded in the nation's capital.
- The rising sun illuminating the entire image symbolizes hope and new radiant knowledge coming from BAU into the world.
- The cherry branches convey our endeavor for harmony and peace among nations.
- Finally, the BAU motto, "Peace through Education," gives clear scope and meaning to the entire symbol.

Here is the complete meaning of our Coat of Arms and Motto: ***BAU, from its deep roots in the nation's capital, is engaged in bringing radiant knowledge to the global community in a spirit of peace and respect for all; with the deep conviction that the serious pursuit of education***

will bring down barriers enhancing good will among nations.

 MASCOT

BAU's mascot is a dolphin to represent the values and the meaning embedded in our Coat of Arms.



From time immemorial, in many cultures', dolphins have been celebrated and admired by humans.

Dolphins are unique creatures that strive to achieve in any habitat they choose or are thrust into. They are highly intelligent mammals that have achieved perfect adaptation as sea creatures.

Just like dolphins, we in the BAU Community strive to be Adaptable, Agile, Intelligent, Fast, Sociable, Curious, and Friendly to all.

 STATE APPROVAL, ACCREDITATION,
AND SEVP CERTIFICATION

Bay Atlantic University is certified by the Office of the State Superintendent of Education (OSSE) to operate as an institution of higher education to offer degrees, certificates, or diplomas in Washington, D.C.

Any questions or problems concerning Bay Atlantic University which may have not been satisfactorily answered or resolved by the Administration may be directed to:

**Office Hours**

Monday to Friday, 8:30 a.m.-5 p.m.
1050 First Street, NE, Washington, DC 20002
Phone: (202) 727-6436
TTY: 711
Email: osse@dc.gov

Accreditation: BAU is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award bachelor's and master's degrees.



SEVP Certification: BAU has SEVP certification, which allows it to issue Forms I-20, "Certificate of Eligibility for Nonimmigrant Student Status," to prospective international students.

LOCATION, FACILITY, AND HOURS OF OPERATION

Bay Atlantic University is located at 1510 H Street NW in the nation's capital city, steps away from Lafayette Square and the White House. It is surrounded by businesses, restaurants, and shopping centers, and offers an ideal setting for students who are looking to learn about the ins and outs of the cultural and political fabric of the United States. BAU is located in a safe and friendly community.

The first floor has a reception area and administrative offices for marketing, admissions, registrar and the Designated School Officer. The second-floor features student study areas, including the Library and Computer Lab, and classrooms. The third-floor features additional classrooms, ESL teacher's lounge, and school counselor's office. The fourth floor has additional administrative offices and classrooms. The seventh and eight floors have classrooms,

faculty offices, Cyber Security Lab, conference room, and meeting rooms. All classrooms are equipped with computers and SMART boards and seat 15 to 40 students.

BAU regular hours of operation are as follows:

Monday to Friday 8:30 am to 9:30 pm

CAMPUS POLICIES

CIVIL RIGHTS COMPLIANCE

BAU is an academic community built on respect for all persons. The University has a strict policy of dignity, equality, and non-discrimination regarding the treatment of all individuals: faculty, staff, and students. In compliance with federal, state, and local government requirements and the Title VI of the United States Civil Rights Act of 1964, as amended, Bay Atlantic University will not discriminate against any individual on the basis of age, sex, race, color, religion, association, national or ethnic origin, marital status, sexual orientation, medical condition, physical disability, or veteran status in its employment, student admissions (including scholarship award and loan programs), or in any aspect of any program or activity offered or sponsored by the University.

Title IX

Bay Atlantic University upholds student rights to participate in campus life without sex or gender discrimination. According to Title IX of the Education Amendments of 1972: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity..."

Bay Atlantic University does not and will not tolerate sexual harassment of students, faculty, and/or staff. Sexual harassment is a form of sex discrimination that is illegal under Title IX of the Education Amendments of 1972. Sexual harassment is deemed to have occurred when:

- 1) Submission to harassment is either explicitly or implicitly a term or condition of an individual's employment or academic performance; or
- 2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions, including, but not limited to promotion,

transfer, selection for training or performance evaluation, or used as the basis for academic evaluation; or

- 3) The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance or academic performance or participation in educational pursuits; or
- 4) The conduct has the purpose or effect of creating an intimidating, hostile, or offensive academic environment.

BAU offers training to students, faculty, and staff on Title IX at the beginning of each semester. The Title IX officer is Shawneen Jones, the HR Director, on the 2nd floor and at sjones@bau.edu.

Consensual Relationship Policy

The University prohibits any Inappropriate Consensual Relationship as defined in Section 2.1 of this policy. Any non-consensual sexual relationship and/or acts of discrimination and harassment are addressed in the University's [Title IX policy](#).

The University prohibits consensual dating, intimate, romantic, and/or sexual relationships between faculty and students.

The University prohibits consensual dating, intimate, romantic, and/or sexual relationships between staff and students.

Complaints

Complaints regarding Prohibited Conduct shall be reported to the University's Title IX Coordinator. The Title IX Coordinator will determine whether and to what extent an investigation will be conducted and provide a recommendation to the appropriate administrator, as necessary.

Americans with Disabilities Act

Bay Atlantic University is committed to the Americans with Disabilities Act of 1992's protection of people with disabilities from

discrimination of any kind. According to the ADA, institutions such as schools and universities “may not discriminate on the basis of disability” and must provide appropriate accommodations to people with disabilities. BAU’s campus is an ADA-compliant building.

Age Discrimination

BAU welcomes people of all ages to its community. According to the Age Discrimination Act of 1975, schools may not discriminate based on age.

Retaliation

According to Title IX of the Education Amendments, it is illegal to commit a retaliatory act (e.g. giving failing grades or preventing certain individuals from participation in programs because of an individual’s identity, because the student had filed a complaint).

Safe and Drug-Free School Policy

In compliance with the US Department of Education and the Drug Free Schools and Communities Act Amendment of 1989 and Higher Education Act of 1965, Bay Atlantic University has adopted a zero-tolerance policy for the consumption, manufacture, or distribution of drugs on campus. In addition, students and employees who violate this policy may be subjected to arrest and prosecution and will be subjected to the disciplinary procedures provided by the various negotiated agreements or such other corrective action as the President or the President’s designee may deem appropriate. Other corrective action may include satisfactory participation in an approved alcohol or drug rehabilitation program.

Students and employees should be aware that the legal sanctions that may be imposed under current laws regarding the unlawful manufacture, distribution, dispensation, possession, use, or sale of alcohol or controlled substances include fines and prison terms ranging from one year to life in prison upon conviction.

Non-Smoking Policy

Smoking is not permitted within facilities owned or leased by the University or in University vehicles. Smoking is not permitted within 50 feet of any University facility. Students may be fined up to \$1,000 by building management for smoking within 50 feet of the building.

Copyright & Fair Use Policies

Bay Atlantic University, its students, faculty, and employees must comply with the provisions of the United States Copyright Act. Copyright is the right of the creator of a work of authorship to control the use of that work by others.

Copyrighted work may not be reproduced, distributed, performed, or adapted by others without the copyright owner’s permission. Works protected by copyright include, but are not limited to literary, musical, and pictorial works; sound recordings, motion pictures, and other audiovisual works; and computer software.

Bay Atlantic University employees shall use computer software only in accordance with the terms of the Bay Atlantic University Computer Software Policy and the licensing agreement for the software. The University does not condone or support the use of any unauthorized copies of software. All software used by university employees to perform their responsibilities shall be purchased through appropriate procedures.

Violation of copyright law may subject the guilty party to severe civil and criminal penalties. There are some exceptions in United States copyright law such as the fair use doctrine. The fair use doctrine allows limited use of copyrighted material without the permission of the copyright owner for several purposes, including teaching and scholarship. It is the responsibility of all students, faculty, and staff to inform themselves about what is and what is not permissible use of copyrighted material. Copyright and fair use guidelines for students, faculty, and staff are posted on the BAU Library website and at all photocopy machines at BAU.

CAMPUS SECURITY

In compliance with Title II of the Act, which is called the "**Crime Awareness and Campus Security Act of 1990**," Bay Atlantic University: (1) compiles specified information on campus crime statistics and campus security policies; (2) makes timely reports to the campus community discussing crimes considered to be a threat to other students and employees; (3) publishes and distributes an annual report of campus security policies and crime statistics to all current students and employees; (4) provides copies of the annual report to any applicant for enrollment or employment upon request; and, (5) upon request, submits a copy of the annual report to OSSE.

The University's **Emergency Operations Plan** is available in the Office of Institutional Effectiveness.

STATEMENT OF LEGAL CONTROL AND GOVERNANCE

GOVERNANCE & OWNERSHIP

Bay Atlantic University is a non-profit university of higher education. The control of university operations rests with its governing board: Board of Trustees. The main function of the Board, as described in the bylaws, is twofold: to develop policies for the advancement of Bay Atlantic University, and to support the president/CEO of the university with the implementation of those policies. Although the Board is responsible for assuring that all university departments comply with the policies, procedures, and regulations of all state, federal and accreditation agencies, it does not participate in the details of daily operations and institutional management, which are delegated to the university president. The board appoints the President/CEO of the university who is responsible for the overall management and accountable to the Board.

The Board gathers formally two times a year and the Board committees hold additional meetings

at least two times a year to prepare and present reports to the Board.

The President/CEO delegates specific responsibilities to members of the chief officers and direct reports. Chief Financial Officer (CFO), Chief Academic Officer (CAO), Chief Growth Officer (CGO). Each member of the administrative staff is fully accountable for the operation of the respective department of the university. The CFO oversees the financial affairs. Chief Academic Officer and Institutional Effectiveness is responsible for the overall leadership, management, and organization of the university's academic affairs. Chief Growth Officer is responsible for the marketing and admissions operations. Other direct reports to the President are Director of Student Services, Director of I.T., Director of Human Resources, and Director of Outreach and Partnerships.

BOARD OF TRUSTEES

Linda Robertson, Ph.D. in Higher Education Leadership, Chair

Enver Yucel, B.A. in Mathematics Education, Founder and Vice Chair

Alexis Bonnell, MBA, EMBA, Trustee

Fred Bratman, M.S. in Journalism, Trustee

Paul Carrick Brunson, MBA, Trustee

Joanne Dowdell, B.A. in Communications, Trustee

William Hansen, B.S. in Economics, Trustee

Mark Christian Medish, B.S. in Economics, J.D., Trustee

Adam Saffer, Ph.D. in Political Science, Trustee

Peter Schechter, M.A. in International Relations and Affairs, Trustee

Ahu Yildirmaz, Ph.D. in Economics, Trustee

Sinem Vatanartiran, Ph.D. in Educational Administration and Leadership (ex-officio)

Khaliun Nyamdavaa, MBA, Board Professional

 ADMINISTRATION

Sinem Vatanartiran, PhD, *President/CEO*
Gjergj Dollani, MA, MBA, *Chief Growth Officer*
Melek Edib, MBA and CTP, *Chief Financial Officer, PDSO*
Michelle Landa, EdD, *Chief Academic Officer and Institutional Effectiveness*
Khaliun Nyamdavaa, MBA, *Executive Assistant to the President and Board Professional*

Sean Cox, PhD, *Director of Teaching and Learning*
Naz Dulger, BA, *Student Housing Manager*
Alina Eresheeva, MS, *Registrar*
Adriana Garcia Sandoval, BA, *Senior Admissions Officer*
Shawneen Rene Jones, *HR Director*
Deniz Karatas, MA, *Director of Outreach Programs*
Mebrat Kahsay, BS, *Bursar*
Gregory Liu, MS, *Director of Distance Education*
Tugce Matus, BA, *Social Media Manager*
Taylor W. Nickels, MS, *Librarian*
Selen Oz, MBA, *Admissions Officer*
Quiana Scott, MA, *Counselor/Director of Student Services*
Alex Roset, BS, *DSO*
Linh Truong, MBA, *Director of Marketing and Admissions*
Amgaa Tserenchimed, MBA, *Director of Mentora College ESL Program*
Moises Eduardo Verde Chuecos, BS, *Student Engagement Officer*
Shabnam Yusible, BA, *Student Engagement Officer*

 FACULTY

Department Chairs

Sean Cox, *Chair of Political Science and International Relations*; Doctor of Philosophy, Comparative Politics; Master of Arts, Political Science and International Relations; Bachelor of Arts, Political Science; Certificate of International Relations.

Pipop Nuangpookka, *Chair of Information Sciences*; Doctor of Science, Cybersecurity; Master of Science, Computer Science

Heath Tjaden, *Chair of General Education*; Master of Arts, Education - Teaching English to Speakers of Other Languages; Bachelor of Science, Animal Science - Major, Chemistry - Minor; Leadership Development and Group Facilitation

Perliter Walters-Gilliam, *Chair of Business and Economics*; Master of Business Administration, Business and Management; Bachelor of Science, International Business; Bachelor of Arts, Spanish

Faculty

Ibrahim Alsaed, Doctor of Philosophy, History (U.S Diplomatic History), 50+ graduate hours in political science.

Christopher "Chris" Bennett, Juris Doctor, Business and International Law; Master of Business Administration, Finance and Marketing; Bachelor of Arts, Education; Blockchain Fundamentals Certificate; Energy Innovation and Emerging Technologies Certificate; Executive Data Science Specialization Certificate; Certified Public Manager and Lean Six-Sigma Green Belt; recent specialized training ("Artificial Intelligence for Business" (2022), "Blockchain, ICOs and the Crypto Marketplace ... (2021)", "Evaluating the Liabilities of Artificial Intelligence (2021)")

Shirley Boykins Bryant, Doctor of Psychology, Human and Organizational Psychology; Master of Business Administration, International Finance

Fazle Chowdhury, Master of Science, Organizational Management and Communication; Bachelor of Art, History

Dina Dahabi, Master of Science, International Financial Reporting Standard; Bachelor of Economics, Accounting & Auditing

Selin Germirli, Master of Arts, Marketing; Bachelor of Arts, Economics; Doctor of Philosophy Candidate, Marketing

Esref Mehmet Goksu, Doctor of Philosophy, Banking; Master of Arts, International Economics and Finance; Chartered Financial Analyst (CFA); Certified Internal Auditor (CIA), Certified Public Accountant (CPA, Turkey)

Adriene Hobdy, Doctor of Education, Leadership and Innovation; Master of Business, Human Resource Management; Master of Science, Budget and Finance

Cenk Karatas, Master of Arts, International Relations; Bachelor of Arts, Advertising & Media, Journalism

Michelle Kline-Peterson, Master of Arts, Applied Linguistics; Bachelor of Arts, Anthropology

Bintou Lingani, Doctor of Philosophy, International Economics and Development; Master of Arts, International Economics

Gregory Liu, Master of Science, Cybersecurity; Master of Science, Information Technology; Doctor of Science Candidate, Cybersecurity

Cherie McGuire, Master of Arts, Education, Mathematics Curriculum and Technology Design in Mathematics; Bachelor of Arts, Secondary Education and Mathematics

Zelalem Mengistu, Doctor of Science, Cybersecurity; Master of Science, Information Systems Security; Industry Certifications: CEH, ECSA, MCSE, MCSA, CCA, MCTS, SECURITY+, Stanford Advanced Computer Security

Vivek Prasad, Doctor of Philosophy, Environmental Science and Public Policy; Post Graduate Diploma (MA) in Rural Development, Specialization: Project Management; Master of Science, Resource Management & Administration; Graduate Certification in Geographical Information/ Data Science (GIS); Training and competency in the analysis of large-scale investments by the World Bank.

Eugene Spiro, Master of Arts, International Economics; Bachelor of Arts, International Studies

Paolo von Schirach, Master of Arts, Political Science-International Relations; Master of Science, International Relations; Master of Arts, Government-International Relations, Defense Intelligence College Distinguished Service Certificate, IFC Investment Promotion Certificate

Ateba Whitaker, Master of Arts, International Management; Graduate Certificate in Social Entrepreneurship and Nonprofit Management; Doctor of Education candidate, Educational Policy, Planning and Leadership - International School Leadership

Andrew Wyner, Doctor of Philosophy, Chemical Engineering; Master of Business Administration, Management & Strategy; Master of Applied Science, Chemical Engineering

Jean Yates, Doctor of Linguistics, Spanish and English Pragmatics; Master of Arts, Linguistics

Ecehan Genc Yildiz, Doctor of Political Science and International Relations; Master of Political Sociology

LIBRARY

The BAU Library consists of a small physical library and a large online collection. Located on the 2nd floor of the campus, the library provides a comfortable space where students can find and discover supplemental material related to courses. Periodicals include the Economist, Foreign Policy, Bloomberg's Business Week, Consumer Report, Discover, Entrepreneur, Fortune, Foreign Affairs, Language, Money, National Geographic, New Yorker, Popular Science, Reader's Digest, Saturday Evening Post, Time, Washingtonian, Wired, MIT's Technology Review, INC, and Fast Company, plus various newspapers.

BAU's primary library resources are provided electronically through access to **Barbaros Library**. The electronic library contains over 113 major databases, licensed from Proquest, EBSCO, ACM, and IEEE. It provides access to over 35,820 full text journals, reports and newspapers. Additionally, the library currently owns 46,374 electronic books, licenses publishers' e-Book databases and subscribes to an additional 350,000 e-books.

The e-Library is available 24/7 year-round to all students and faculty by internet access. During school hours, students can access the e-Library from BAU's computer room, which has 13 workstations.

For more information, please contact Taylor W. Nickels at twnickles@bau.edu

LIBRARY HOURS

Monday-Friday 9:00 am – 5:00 pm

ONLINE LIBRARY LOG-IN

Students can access the online library (Barbaros Library) by using student email accounts and passwords provided to them during enrollment.

STUDENT SERVICES

NEW STUDENT ORIENTATION

The Office of Student Services seeks to integrate students into the University community and to support and complement student learning both inside and outside the classroom. To support the needs of new students, a mandatory New Student Orientation program is held prior to the start of classes each semester. During this program, students are introduced to university-related policies and procedures, curricular advising, and standards of academic progress. This program provides students with the opportunity to learn about daily life on campus and to meet fellow BAU students as well as staff, faculty, and administrators. Local transportation options, banking, and shopping opportunities are also highlighted with the goal of assisting new students with acclimating to the D.C. metro area.

New Student Orientation includes a special component for F-1 international students to ensure they know of additional responsibilities and to help make the adjustment to studying in the United States.

CO-CURRICULAR SERVICES

The University offers the following academic support services:

WRITING TUTORIALS

BAU aims to provide undergraduate and graduate students with the support to help improve academic writing skills. Mentora College, the English as a Second Language Program of the University offers rhetoric and style, remedial grammatical instruction, and general writing techniques.

Students apply to the counselor for these services. The counselor arranges appointments with the teachers. In addition to this, counselor posts the available sessions monthly on the webpage.

WORKSHOPS

The counselor organizes academic workshops on a bi-weekly basis. Routine workshops include topics such as note-taking skills, study skills, motivation, proper citation and plagiarism, and research methodologies. An additional set of specialized workshops are offered each semester. These workshops are scheduled at the start of the semester and the calendar is made available on the University website, via email announcement, and in the University Library.

CAREER SERVICES

The Office provides guidance to students on job search endeavors and career paths. Workshops in the areas of job search techniques, resume building, effective oral communication skills, and successful interviewing are organized each semester. Some of the topics that may be covered during these workshops include:

1. Job and internship search tools
2. Student resume and cover letter building
3. Job-related workshops
4. Networking events

The Office also arranges visits to potential employers and brings potential employers to the BAU campus to meet students.

Bay Atlantic University has an agreement with **Handshake**, providing an outstanding opportunity for students to connect directly with employers.

1. Students create a free BAU-Handshake account by using the BAU.edu email address.
2. Students fill out a profile to receive personalized job recommendations and get recruited by employers.
3. Students apply to the right jobs and learn about jobs and employers through student reviews and exclusive virtual events.

At Handshake students receive direct messages from employers about new jobs and events or connect with alumni and other employees at

organizations that may be of interest.

Bay Atlantic University has an agreement with **AfterCollege** that provides students with a very easy and practical way to discover internships, jobs, and employers based on the school, major, and graduation date. It utilizes a program discovery tool called Explore, which uses machine learning to present students with relevant jobs and internships. Users can refine the job feed by giving feedback on job titles, job categories, companies, and locations.

Students create a BAU Student Profile with AfterCollege. A profile provides a showcase for the student's relevant experience, such as projects, applications, blog posts, etc. Students can make the profile visible to employers and recruiters or keep it private for personal career exploration.

COUNSELING

The school counselor provides support for any personal challenges students may face during studies -whether from stress from coursework, the challenges of adapting to a new environment, or other circumstances.

If any student needs specialized, professional mental health services, our counselors refer them to qualified, licensed specialists drawn from a network of organizations developed by BAU for the specific purpose of meeting student mental health needs.

HEALTH INSURANCE

Bay Atlantic University strongly recommends students find a health insurance provider before or soon after beginning studies at BAU. The university has partnerships with health insurance providers and the staff would be happy to assist you in signing up for an insurance plan.

To get more information about health insurance please contact the Director of Student Services.

SOCIAL LIFE AT BAU

BAU is located right at the political and cultural center of the nation's capital, just two blocks from the White House. Centrally located, BAU students are able to travel to and have access to all of the wonderful attractions the city and area have to offer. The Director of Student Services organizes and announces events, field trips, and excursions for students. Students keep up with all the activities on BAU's website and student bulletin boards on campus.

STUDENT ORGANIZATIONS

Student Organizations make up a vibrant part of BAU's intercultural campus life. Students have the opportunity to organize and participate in student-run organizations and clubs that reflect a diversity of interests. Current organizations and clubs include the Student Government Association (SGA), film and movie, music, dance, photography, book, conversation, yoga/football, and others. Through these organizations and clubs, students can advance personal and professional goals and socialize with others in the university community. University funds for organizations and clubs are distributed through the SGA. Clubs gather at the Student Union on the 3rd floor.

Students who wish to reserve the Student Union for a specific day and time must do so through OIS (Operational Information System) using username and passwords.

DIVERSITY AND INCLUSION

The Office of Student Services is committed to providing every individual with an unparalleled academic experience, regardless of age, ancestry, disability, nationality, race, religion, sex or gender identity, and sexual orientation.

Student Services advocates for inclusion by facilitating diverse communities through student education and faculty/staff training. BAU has a DEIB Plan (Diversity, Equity, Inclusion, and Belonging) through which awareness raising sessions and certain activities are organized for students and staff.

STUDENT HOUSING

BAU has a student housing facility called Island Condos, located in a vibrant and upcoming district. There are many shopping areas, restaurants, quick dining spots, and coffee shops within walking distance. Bookstores, art galleries, and pop-up stores are spread throughout the neighborhood, which tenants can explore. The neighborhood is surrounded by public basketball and tennis courts, skate parks, and open parks.

Island Condos provides different type of rooms for its residents: Double Room Bunk Bed and/or Day Bed, Triple Room Day Bed, Quadruple Room Bunk Bed.

All the bathrooms are shared with 1, 2 or 3 other tenants depending on the room type. The capacity is 174 beds.

To reserve a room or for additional inquiries please visit:

www.islandcondosusa.com

Address:

614 Girard Street NE,
Washington, DC 20017

STUDENT RIGHTS AND RESPONSIBILITIES

Bay Atlantic University recognizes the importance of student rights on campus. Student Rights involve the following:

- Freedom of expression without prejudice,
- Freedom of academic inquiry,
- Right to a safe and supportive campus environment,
- Right to appeal University rulings through due process.
- Membership and inclusion of all students in the BAU community, regardless of personal identity.

The University accepts students regardless of racial, ethnic, national, religious, or political affiliation; gender identity and sexual orientation; and physical or mental disabilities.

STUDENT CODE OF CONDUCT

Students are expected to embrace the Code of Conduct from the start date at Bay Atlantic University until graduation. The University expects the students to follow BAU values through each year of academic and personal growth:

- **Commitment to academic integrity and inquiry:** students are honest and strive for academic excellence, and continually express intellectual curiosity.
- **Commitment to personal integrity and growth:** always behaving according to the moral principles that you believe in, and willingness to learn from different views and opinions.
- **Commitment to creating a community based on respect and support for others.**
- **Commitment to inclusion of others and respect for diversity in all its forms:** the belief that all people deserve to be treated equally, listened to, and given equal participation both in and outside of the classroom, regardless of:
 - ideas and opinions, including religious or political beliefs and philosophies;

- personal identity and origin, including race, ethnicity, ability, gender or sexual identity, age, social class, immigration status, or nationality; and
- individual experiences as human beings, such as academic and personal experiences.

Bay Atlantic University expects students to commit to the Code of Conduct to create a positive education environment for all community members. Students who do not adhere to the Code of Conduct may face academic or non-academic disciplinary actions, as described below.

DISCIPLINARY PROCESS

The Disciplinary Committee is responsible for handling all cases of misconduct against all policies defined in this Catalog. Misconduct includes destruction of school property; any verbal or physical abuse of faculty, staff, or students, including harassment or intolerance; substance abuse; selling, consuming, or distributing controlled substances on BAU facilities; unauthorized entry into any BAU facility; unauthorized use of university computers; and violation of any state or federal laws, among others.

Complaint Process

If a member of the University community witnesses or suspects that a student has violated the Code of Conduct, the member will submit a written complaint to the Director of Student Services. The Director of Student Services will request a meeting with the person who brought the complaint and will investigate the allegation.

The Director will then assemble a Disciplinary Committee meeting.

Committee Proceedings

The Disciplinary Committee will be comprised of the Director of Student Services, an administrative staff, registrar, a representative of SGA, and, if applicable, the Designated School Official. The Committee first meets to review the fact-finding presented by the Director of Student

Services and will subsequently hold a hearing with the accused student and the accuser and any witnesses, if necessary. The student may appeal the decision in writing within two weeks.

Disciplinary Consequences

Based on the severity of the violation, the Committee may choose to implement any of the following punishments: warning, restitution, fines, limitations on activities, probation, postponement of activity participation and conferring honors and degrees, suspension, or expulsion.

Warning

A university warning is a formal notice that the behavior or set of behaviors is inappropriate and violates the basic expectations of students as set forth by BAU. A letter of warning is placed in the student's file and may be considered if the student engages in further inappropriate behavior.

Restitution

Restitution is compensation required of students who engage in the theft, misuse, damage, or destruction of university, group or private property. The amount of restitution is dependent on the extent of damage as well as what is determined to be the most appropriate way for a student to make amends for the damage the student caused. The amount, form, and method of payment for restitution are decided by the Committee.

Fines

For some offenses, including violations of the university alcohol and drug policies, fines may be imposed.

Limitations on Activities

Limitations on activities may include, but are not limited to, a fixed period of ineligibility for service as an officer or member of any university organizations or as a member of any university committees, boards or councils or as a participant in any intercollegiate activity; ineligibility to receive or maintain any award

from the university; prohibition from attendance at social events; restricted entrance into various university buildings; or restriction from all forms of contact with certain person(s).

Probation

Probation is a formal notice to the student that the student has engaged in behavior that is unacceptable within the university community and that if continued or if other inappropriate behavior follows, more severe action may be taken, including the possibility of suspension or expulsion from Bay Atlantic University. Probation is for a fixed period of time that is determined by the Committee. Official notice of probation will be provided to the student and the student's program.

Postponement of Activity Participation and Conferring of Honors and Degrees

The university reserves the right to delay or postpone the involvement of a student in any university-related activity or delay or postpone the conferring of any honor or degree during the pendency of any of the student conduct procedures or actions.

Suspension

Suspension from the university involves the exclusion of the student from participation in any academic or other activities of the university for a specified period. Written notification of this action will be provided to the student and the student's program. Suspension from the university further involves the following: The action of suspension will be noted on the student's disciplinary record and academic transcript; the student will be withdrawn from all courses carried that semester according to the policy of the student's college or school; the student shall forfeit fees according to the normal refund schedule of the university; the student must refrain from visiting the university premises unless engaged in official business approved in writing by the Chair of the Committee; the suspension may include any other disciplinary action judged to be of value to the student.

Expulsion

Expulsion is the most serious university disciplinary action and involves the permanent exclusion of the student from the university. Expulsion involves the following: forfeiture of all rights and degrees not actually conferred at the time of the expulsion; notification of the expulsion provided to the student and the program; permanent notation of the expulsion on the student's disciplinary record and academic transcript; withdrawal from all courses according to the policies of the student's college or program; and forfeiture of tuition and fees according to the university's normal refund schedule. Any student expelled from the university must refrain from visiting the university premises unless engaged in official business approved in writing by the Committee Chair.

Re-enrollment Process

A student who has been suspended or expelled may petition for re-enrollment. The petition must be in writing and directed to the Chief Academic Officer. Such petition may not be filed before the expiration of one year from the date of the final determination in expulsion cases, or before the expiration of one half of the suspension period in suspension cases. The CAO shall after consultation with the Disciplinary Committee adopt procedures for determining whether such petitions will be granted or denied.

STUDENT GRIEVANCE POLICY

The University views students as responsible citizens who are integral members of the academic community. Policies and practices pertaining to student relations and services should reflect this point of view. All University officers will make every effort to ensure that this philosophy is implemented.

It is recognized, however, that regardless of how well-intentioned people may be, complaints and misunderstandings are bound to arise. It is the purpose of the Student Grievance Procedures to ensure that these disagreements are expressed,

explored, and resolved promptly and confidentially.

The Student Grievance Procedures shall apply to student grievances relating to the following:

- Allegations of violations of the University policies and procedures with respect to programs, services, activities, or facilities.
- Allegations of unfair treatment from faculty, administration, staff, or fellow students.
- Claims relating to discrimination, non-sexual-based harassment, and retaliation

PROCEDURES

Informal

The student discusses the problem informally with a student, faculty member, or staff member involved and, where appropriate, with supervisors or administrators at sequentially higher levels.

A student may not proceed to a formal review unless an informal review with those persons cited above have been exhausted.

Formal

1. If for any reason the grievance is not resolved informally to the satisfaction of the student within ten (10) business days, the student should contact the Director of Student Services.
2. The student shall prepare and submit a formal written complaint on a form which shall serve as the basis for all further consideration.
3. The Director of Student Services shall conduct an investigation of the facts upon which the complaint is based. Within ten (10) business days, the Director shall notify the grievant of the results of the investigation.
4. If for any reason the student is not satisfied with the results of the investigation conducted by the Director of Student Services, he/she may ask the Director to submit the matter to the Director of Partnerships and Outreach [hereafter

referred to as the Appeal Officer] as appropriate.

5. The Director of Student Services shall:
 - prepare a statement summarizing the actions taken
 - append such statement to the student's complaint form
 - forward the complaint form to the appropriate Appeal Officer
6. Upon receipt of the formal complaint, the Appeal Officer shall consult with the University official having authority over the area or subject matter of the grievance. Within 30 days following receipt of the complaint, the Appeal Officer shall render a decision and convey such decision to the student in writing.
7. If the student is not satisfied by the decision obtained by the Appeal Officer, he/she may ask the Appeal Officer to appeal to the President of the University or designee on the student's behalf.
8. The Appeal Officer shall apprise the President or designee of the details of the grievance and serve the President or designee with a copy of the written complaint within ten (10) business days.
9. After the receipt of the written complaint, the President or designee shall render a final decision which shall be conveyed in writing to the student within thirty (30) days.

Miscellaneous General Provisions

Time Limits: All time limits contained in the foregoing procedure may be extended by mutual written agreement by the Director of Student Services, the Appeal Officer, or the President.

Confidentiality of Proceedings: The University shall take all reasonable steps to ensure the confidentiality of all proceedings, and the records produced therefrom. However, should any matter developed during the course of the proceedings become public knowledge, the University reserves the right to issue appropriate statements.

LAST RESORT COMPLAINT

If a student remains unsatisfied after a formal grievance process, the student can address these concerns in writing, as a last resort, to the following Higher Education Licensure Commission of the District of Columbia and/or Accrediting Council for Independent Colleges and Schools (ACICS):

Office of the State Superintendent of Education

1050 First Street, N.E., 2nd Floor
Washington, D.C. 20002

ACICS

1350 I Street, N.W. Suite 560
Washington, D.C. 20005

Bay Atlantic University will ensure that no student will be subjected to unfair action as a result of initiating a complaint proceeding.

STUDENT RECORDS AND RELEASE OF INFORMATION - FERPA

The Family Educational Rights and Privacy Act (FERPA), Public Law 93-380, Section 438 of the General Education Provision Act, is also known as the "Buckley Amendment." FERPA is a federal law enacted in 1974 which affords students certain rights with respect to their education records. Specifically, it gives students the right to:

- 1) Inspect and review education records;
- 2) Request the amendment of inaccurate or misleading records;
- 3) Consent to disclosure of personally identifiable information contained in the student's education record; and
- 4) File a complaint with the U.S. Department of Education concerning alleged failures by Bay Atlantic University to comply with this law.

Educational records mean those records, files, documents, and other materials that contain information directly related to a student. Bay Atlantic University strives to fully comply with this law by protecting the privacy of student

records and judiciously evaluating requests for release of information from those records.

The University will not permit access to or release of confidential information from a student’s records to any individual or agency without the written consent of the student, except for the following situations:

- 1) Name, address, telephone number, date and place of birth, program undertaken, dates of attendance, and certificates, diplomas and degrees awarded may be provided to third parties unless the request to omit such information is presented in writing.
- 2) Records required by Bay Atlantic University officials in the proper performance of the official’s duties.
- 3) Organizations conducting studies for educational and governmental agencies.
- 4) U.S. government agencies as listed in Public Law 93-380 requesting information for specific purposes.
- 5) At the request of any Accrediting agencies.
- 6) Parents of dependent children as defined in the Internal Revenue Code of 1954.
- 7) Appropriate persons in connection with an emergency.
- 8) For the purposes of awarding financial aid.
- 9) In response to legal court orders.

DEFINITION OF STUDENT RECORDS

Student files are maintained by the Registrar and Admissions Offices and include the following student information:

- Enrollment Agreement Form at the time of initial enrollment for each program, which includes the enrollment contract and other information relating to the payment for educational services
- Copy of passport or ID card that indicates the student name (international students only)
- Permanent (home) and/or local addresses
- Social Security Number and date of birth
- Admission-related documents as well as an acceptance letter issued by the University
- Copy of diploma/certificate

- Copy of transcript, which shows the graduation date and the degree/certificate obtained at Bay Atlantic University
- Records of warning, probation, dismissal, or termination, if applicable
- These additional records are kept in a student file when applicable:
 - Copy of I-20 for F-1 visa students
 - Copy of non-immigrant visa for foreign students
 - Veterans Administration records for veterans

Bay Atlantic University has the right to keep all documents that a student submits to the University.

DOCUMENT RETENTION AND DESTRUCTION POLICY

According to the Sarbanes Act of 2002, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created in connection with the transaction of organization business. This policy covers all records and documents and contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations.

Academic Records [500*]-001-999

| Record and Descriptions | Retention Period | Disposition Method |
|---|---|--|
| Course/ Curricular Records: - Academic Catalog - Thesis/ Dissertation - Student Transcripts Issued - Faculty Transcripts Received | Permanent All hard-copy documents are to be converted into soft copy after 5 years. | Not disposed. In Academic Storage |

| | | |
|--|---|---|
| Accreditation Records Academic Licensures and Certificates | Permanent | Not disposed. In Academic Storage |
| Accreditation Supporting Documents | 5 years after last action | Non- Confidential Destruction |
| Academic Honors and Scholarships | 3 years after the end of academic year | Non- Confidential Destruction |
| Class Rolls and Grade Sheets | 3 years after the end of academic year | Confidential Destruction |
| Student Sponsorship Information | 3 years after graduation | Non- Confidential Destruction |
| Application/ Admission Records: - Passport Information - Visa Information - Previous Transcripts & Diploma - Financial Information - Credential Evaluations - Admissions Test Scores | 5 years after graduation/ leaving | Confidential Destruction |

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types in the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

BAU’s records will be stored in a safe, secure and accessible manner. Documents and financial files

that are essential to keeping BAU operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

Document Destruction

The registrar is responsible for the ongoing process of identifying the University records which have met the required retention period and overseeing the destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against BAU and its employees and possible disciplinary action against responsible individuals. The registrar will periodically review these procedures with the Leadership Team to ensure that it is in compliance with new or revised regulations.

OBTAINING ACADEMIC AND FINANCIAL RECORDS

ACADEMIC RECORDS

Students who wish to allow a third party to access the student’s academic records may do so only by completing a **FERPA Waiver Form**. If a student owes outstanding fees of any kind to the University, all academic records will be withheld until the account is resolved.

Bay Atlantic University issues transcripts at the written request of the student only. Students may request transcripts by completing a Transcript Request Form, paying the transcript request fee, and submitting the form and receipt to the Registrar’s Office. The Registrar will then process the transcripts and either (a) make them available for pickup by the student, or (b) mail them to the requested address.

Unofficial transcripts are available digitally to students at all times through OIS, BAU's Student Information System.

Diplomas are issued upon the student's degree completion, and after he/she completes the Graduation Application Form and pays all tuition and graduation fees. Diplomas are issued to the student only and are only issued once.

FINANCIAL RECORDS

Students may request financial records by contacting the Finance Office or digitally on OIS through the student's personal page. Financial records are available to the student after completing a FERPA Release Form. Financial records are never withheld from the student and are always made available.

DISCLOSURE OF PERFORMANCE AND PLACEMENT INFORMATION

Federal requirements relating to student achievement disclosures are derived from several legislative acts and regulations:

The Student-Right-to-Know Act (P.L. 101-542), enacted in 1990, requires institutions participating in Title IV programs to calculate completion or graduation rates of certificate or degree-seeking full time-students and to disclose this information to all students and prospective students (Title 1, Section 103).

The Higher Education Opportunity Act, reauthorized in 2008, requires institutions participating in Title IV programs to make general institutional disclosures to students, including retention, graduation and placement data (Section 485). This section also requires the disclosure of certain demographic information, including the percentage of male and female students, Pell Grant recipients, and racial and ethnic minorities.

The Gainful Employment (GE) regulation 34 CFR 668.6, part of the Department of Education's Program Integrity Rules, imposes a series of GE program disclosures:

- Occupations (by name and SOC codes) that the program prepares students to enter;
- Normal time to complete the program;
- On-time graduation rate for completers;
- Tuition and fees for completing the program in the normal time, costs for books and supplies, and costs for room and board, if applicable;
- Placement rate for completers if required by state or accreditor;
- Median educational loan debt incurred by completers in three categories: Title IV loans, private loans and institutional debt.

The regulation requires this disclosure of information to be incorporated into an university's promotional materials whenever feasible. A URL may be substituted in cases where size or format makes including the information infeasible.

JOB PLACEMENT

BAU applies the following definitions of Placement. Any graduate is "placed" when the graduate meets one or more of the following criteria:

- The graduate is deemed "placed" when BAU publishes the student's job title as one that the degree program prepares students for. Job titles are published on each program website in compliance with USDOE Title IV regulations and are identified in the Department's CIP-to-SOC Crosswalk (Standard Occupational Classification, U.S. Department of Labor) with the Classification of Instructional Programs (CIP) code of this program; or,
 - The graduate is deemed "placed" when the predominant component of the graduate's job requires use of skills learned in the program. The skills list is published on the program website and/or in the Academic Catalog. Most skills are documented in the job description; or,
 - The graduate is deemed "placed" when the graduate was hired based upon the benefit of the campus's training, when the graduate
-

maintained a current job, received a promotion, or improved job-related skills

BAU follows the calculation methods to report the placement rates as follows:

(Placed by job title + Placed by skills + Placed by benefit of training) / ((Completers + Graduates) - (Exemptions*))

**Exemptions include pregnancy, death or other health-related issues, continuing education, military service, visa restrictions, enrollment in English as a Second Language (ESL) program, and incarceration.*

| Source | Information | Value % |
|----------|-----------------------|---------|
| 2018 CAR | Campus Retention Rate | 88 |
| | Campus Placement Rate | 76 |
| 2019 CAR | Campus Retention Rate | 80 |
| | Campus Placement Rate | 76 |
| 2020 CAR | Campus Retention Rate | 87 |
| | Campus Placement Rate | 86 |
| 2021 CAR | Campus Retention Rate | 91 |
| | Campus Placement Rate | 83 |

CAR: Campus Accountability Report

CPT/OPT PROGRAM PROCEDURES FOR F1 STUDENTS

Curricular Practical Training (CPT) Program:

Curricular Practical Training (CPT) is temporary authorization for practical training directly related to a major field of study. The major field of study is listed on the I-20.

CPT is authorized by the DSO office in accordance with the F-1 regulations. You can apply for CPT during the regular academic year (you must remain registered full-time) and during your annual vacation quarter.

“Practical training” can include employment, internship experience (paid or unpaid), cooperative (co-op) education experience, practicum participation, etc. CPT may be part-time (20 hours per week or less) or full-time (more than 20 hours per week). If you accumulate 12 months (365 or more days) of full-time CPT authorization, you lose your eligibility for Optional Practical Training (OPT), another type of employment authorization for F-1 students. Part-time CPT and fewer than 12

months of full-time CPT authorization does not affect your OPT eligibility.

Eligibility: You may be eligible for CPT if you:

- Are currently in valid F-1 status.
- Have been enrolled at a college or university in the U.S. on a full-time basis for at least one full academic year (two full semesters; Spring and Fall). An exception to the academic year rule is provided for graduate students whose programs require immediate participation in CPT. The program requirement must be for all students in the program and should be listed on the program’s website in the curriculum description.)
- Are in a major (Pre-major students, who are not yet admitted into a major, are not eligible for CPT. CPT cannot be authorized based on a minor or certificate program).
- Will earn your degree from BAU (visiting exchange students are not eligible for CPT).

Optional Practical Training (OPT) Program:

Optional Practical Training (OPT) is temporary employment that is directly related to an F-1 student’s major area of study. Eligible students can apply to receive up to 12 months of OPT employment authorization before completing academic studies (pre-completion) and/or after completing academic studies (post-completion). However, all periods of pre-completion OPT will be deducted from the available period of post-completion OPT.

All OPT must be directly related to the major area of study. If the student is an F-1 student, the student may be eligible to participate in OPT in two different ways:

Pre-completion OPT: You may apply to participate in pre-completion OPT after you have been lawfully enrolled on a full-time basis for one full academic year at a college, university, conservatory, or seminary that has been certified by the U.S. Immigration and Customs Enforcement (ICE) Student and Exchange Visitor Program (SEVP) to enroll F-1 students. You do not need to have had F-1 status for the one full academic year; you can satisfy the “one full

academic year” requirement even if you had another nonimmigrant status during that time. If you are authorized to participate in pre-completion OPT, you may work part time (20 hours or less per week) while school is in session. You may work full time when school is not in session.

Post-completion OPT: You may apply to participate in post-completion OPT after completing your studies. If you are authorized for post-completion OPT, you may work part time (20 hours or less per week) or full time. If you participated in pre-completion OPT, USCIS will deduct that amount of time from your post-completion OPT authorization period. For example, if you participated in 10 months of pre-completion OPT, you would be eligible for only up to 2 months of post-completion OPT.

STEM OPT Extension: If you have earned a degree in certain science, technology, engineering and math (STEM) fields, you may apply for a 24-month extension of your post-completion OPTS employment authorization if you:

- Are employed by an employer who is enrolled in and is using E-Verify, and
- Received an initial grant of post-completion OPT employment authorization based on your STEM degree.
- If you are interested in applying for a STEM OPT extension, please see our Optional Practical Training Extension for STEM Students (STEM OPT) page for more information.

Applying for OPT: Generally, you must request that your designated school official (DSO) at your academic university recommend the OPT. Your DSO will make the recommendation by endorsing your Form I-20, Certification of Eligibility for Nonimmigrant Student Status, and making the appropriate notation in the Student and Exchange Visitor Information System (SEVIS).

Properly file Form I-765, Application for Employment Authorization with USCIS, accompanied by the required fee and the

supporting documentation as described in the form instructions.

ACADEMIC REGULATIONS FOR UNDERGRADUATE DEGREE PROGRAMS

ACADEMIC REGULATIONS FOR UNDERGRADUATE PROGRAMS

OPERATIONAL INFORMATION SYSTEM: OIS

Bay Atlantic University uses OIS, a student and campus information management system to operate academic processes and procedures.

OIS provides a username and password for each student upon enrollment, faculty member, and administrative staff.

OIS can hold and manage the following information:

- Registration
- Student Information
- Student ID Card Design and Printing
- Tuition and Fee Payment
- Academic Records (transcript, diploma, attendance)
- Grading
- School Surveys
- Reservations for facilities
- Course Scheduling

Students can access financial reports, grades, course schedules, register for classes, add/drop and withdraw from classes, view attendance records, transcripts, and personal information, reserve the Student Union or classrooms, fill out required forms for academic and administrative requests, and complete surveys.

STUDENT EMAIL ACCOUNT

OIS creates a BAU student email account upon the completion of enrollment. The email address is created using the first letter of the first name and the full last name with the extension **stu.bau.edu**. (jdoe@stu.bau.edu)

It is BAU's policy to communicate with students and faculty using the BAU.EDU emails. Students can do the following with the BAU email:

- Access to **Wi-Fi** on campus
- Access to **OIS**
- Access to **itslearning** (Learning Management System)

- Access to **Office 365** (BAU.EDU account allows students to download Office programs free up to 5 devices)

LEARNING MANAGEMENT SYSTEM: ITSLEARNING

itslearning is an online learning platform designed to facilitate customized teaching and learning for faculty and students and create learning opportunities that extend beyond the school day.

In itslearning, faculty can create a homepage for classes, create lesson plans, deliver instructions, provide targeted learning resources, upload teaching materials, start group discussions, administer assessments, and share a customized learning experience for every student.

Students will find courses they registered for, tasks and resources while creating and working collaboratively with classmates, whether on campus or at home.

Students log in to **itslearning** using the student email account and password and view currently registered courses registered.

ATTENDANCE

Good academic standing requires the presence of students at all class and lab meetings. Therefore, course attendance at Bay Atlantic University is **mandatory**.

There are only three acceptable reasons for absence from class or lab: (1) serious illness of the student, (2) a family emergency, or, (3) any legal obligation that occurs at the same time as class. Non-emergency appointments and non-emergency travel do not count as excused absences. In cases of illness, the student must submit a doctor's or clinic note explaining the reason for the absence to the Registrar.

Once proper documentation is provided, instructors will mark the student's absence(s) as excused. Explanations for excused absences must be received no later than one week after

the last missed class. However, exceptions can be made by the instructor for prolonged emergencies when a student does not have means or opportunity to inform the University of the situation.

Students are requested to e-mail instructors regarding absences prior to the class session to be missed. If prior contact is not possible, the student must contact each instructor and arrange to make up work immediately upon returning to the University. All make-up work is assigned by the instructor(s). Instructors are not obligated to provide make-up work for unexcused absences.

Unexcused absences may negatively affect the student's final course grade. Unexcused absences in excess of 20% of total class and/or lab time may result in failure of the course (three classes or more during a fifteen-week semester).

Faculty is required to record attendance records in OIS (the Student Information System). After a student misses three classes of a given course, the student will receive a warning. If the behavior continues, the student will fail the course and, if the student is on a F-1 visa, will be considered out of status and may be removed from the University.

TARDINESS

All students are expected to arrive at class on time. Tardiness is disruptive to both the instructor and other students. Any student who is more than 15 minutes late for class will be marked tardy. Any student who misses 30 minutes or more of a class session will be marked absent for that class session. Should the instructor deem a student's tardiness unreasonable, such that the student is unable to complete the course, the instructor will report the issue to the Chief Academic Officer and the Registrar.

Students who fail to attend 20% of class will receive an 'F' for the course.

LEAVE OF ABSENCE

Students who, for whatever reason, plan to be absent from the University for a semester, must fill out a Leave of Absence Form on OIS and have it approved by the Academic Advisor, in advance of the start of the semester. Leaves of Absence are permitted for the following reasons:

- 1) severe medical condition of the student or a close relative, for whom the student may be a caregiver;
- 2) financial hardship (for domestic students only); or
- 3) the death of an immediate family member.

The maximum permitted duration of an approved leave of absence is one academic year; however, students must file a leave of absence each semester. The leave of absence is not counted as part of the student's period of residence or for any other requirement of the student's program.

After the leave of absence is completed, students are expected to return to school on the first day of class of the semester immediately following the leave of absence. If a student does not return within the first two weeks of class, the student will be subject to administrative withdrawal from the University.

F-1 visa students must consult with the Designated School Official (DSO) if the student wishes to take a leave of absence. Students must follow the guidelines provided by the DSO.

APPLICATION FOR ADMISSION

The application process is conducted online and starts with filling an online Application Form. An application will not be considered complete, and thus will not be reviewed, until all application materials have been uploaded to the application system. Once the completed application is received, the admission team carefully reviews the application. Applicants who meet our admissions criteria are evaluated with respect to other qualified applicants and are selected accordingly.

The documents of the applicants who are not admitted or who cannot obtain a visa will be kept only for one year and they will be destroyed.

Application deadlines:

- Fall Semester: July 1 or next business day
- Spring Semester: October 1 or next business day
- Summer: April 1 or next business day

PROVISIONAL ACCEPTANCE

Provisional acceptance may be offered to students who are nearly finished, but not finished, with the qualifying degree at the time of application. High school students in the senior year of study may be offered provisional acceptance to BAU's undergraduate programs. Students must submit transcripts indicating degree conferral to be issued full acceptance to Bay Atlantic University.

ADMISSIONS REQUIREMENTS

- Online Application Form (www.bau.edu)
- Photocopy of government-issued picture ID
- Copies of high school transcripts (in English)
- If the high school transcript is not in English, the applicant must provide a certified English translation.
- If the transcript does not clearly indicate high school completion, the applicant must provide a notarized copy of the high school diploma.

The admission documents are evaluated by admission officers and a letter of acceptance is provided to the student via the application portal.

International students require additional documentation. Please see "additional requirements for international students."

OSSE DUAL ENROLLMENT AGREEMENT

- Online Application Form
- Copies of high school transcripts (GPA > 2.5)
- Personal statement essay
- Letter of recommendation from teacher

- Letter of recommendation form from Counselor or principal
- Proof of COVID vaccination

Additionally, for adult learners from DC PCS:

- GED ready or SAT/GRE/GMAT scores

INTERNATIONAL A LEVELS

A student must complete at least 2 GCE A Levels to be considered for admission. If the student receives an "A", or "B" grade on the GCE A level examinations, BAU may consider granting transfer credit toward the bachelor's degree. The exact credit amount will be determined after the student has been formally admitted and provided an official certificate.

English Language Requirements for International Students

Applicants whose first language is not English are required to submit scores for one of the approved English proficiency tests. The tests and scores approved by BAU are as follows:

| | |
|--|--------------------------|
| TOEFL (PBT, CBT, IBT) | : 525, 194, 70 |
| IELTS | : 5.5 |
| TOEIC | : 650 |
| BAU Proficiency | : 70 (offered on campus) |
| Duolingo | : 75 |
| Pearson (PTE) | : 48 |
| Mentora College Intensive English Program: | Pass 400C level |

Students must submit original score reports or have the results sent directly to BAU by the test provider. Scores must be no more than two years old.

Alternately, if a student earned a qualifying diploma or degree in a program where the language of instruction was English, the transcripts satisfy the English proficiency requirement. The student's transcript must explicitly state that the language of instruction for the diploma or degree was English, or the student must otherwise prove that the language of instruction was English. Finally, English language proficiency may also be demonstrated by successful completion of at least 12 semester hours with at least a C average at a U.S.

postsecondary university at which the language of instruction was English.

Undocumented Individual Policy

BAU provides the following support and assurances to our undocumented students by upholding these commitments:

- Information about application for admission and financial aid may be provided to prospective students, regardless of immigration status.
- BAU will not ask admitted or prospective students if they are undocumented, nor will proof of immigration status be requested at any point.
- BAU security will not hold, question, or arrest BAU students on the basis of immigration alone.
- BAU security will not participate in joint immigration enforcement efforts with other law enforcement officials or agencies, unless required by law or court mandated.
- Bay Atlantic University will refer students in need of legal assistance to applicable and available resources.

Application as an Undocumented Individual

To remain consistent with these inclusive values, students who are undocumented (with or without DACA) are welcome to apply to Bay Atlantic University. Citizenship is not a condition for admissions, nor is proof of citizenship requested by admissions. All candidates for admission to BAU are evaluated on the basis of academic strength and fit with the University.

To apply to BAU as an undocumented individual, simply follow the standard application process regardless of the student's country of citizenship, immigration status, residency, or school location. If the student is an undocumented or DACA (Deferred Action for Childhood Arrival) individual, the student is considered a domestic high school student within the application process.

The admissions process is confidential, immigration status is not considered by our admissions committee nor is any individual information concerning immigration status shared outside of the admissions office.

TRANSFER CREDIT STUDENT ADMISSIONS POLICY

Transfer credit students follow the same process as regular students. Students submit the same documents by filling in the online application form on www.bau.edu.

In addition to this, transfer credit applicants submit an original, or a notarized copy of the original, signed transcript from the transferring university.

Accepting credits earned at another university is the prerogative of the receiving university. No college, school or accrediting agency can require another university to accept in transfer credit earned somewhere else. Even when the sending university is accredited by the same agency as the receiving school, there is no guarantee credits will transfer.

For undergraduate transfer students, up to 75% of credits may be brought from another university. Transferring credits must meet the academic requirements of the program of study. Courses with a C grade or higher may be transferred to BAU. Courses must be three semester credits for transfer.

Transferable credit is considered at BAU upon the request of the student at the time of initial registration. An official copy of all transcripts from higher education institutions must be submitted to the Admissions Office to be forwarded to the Academic Department for evaluation. Additional documentation such as foreign credit evaluation or course descriptions may be required to assure that the transferred course is equivalent to one of the courses required for completion of the degree program at BAU.

The decision on whether or not to accept your academic credit could be made by the

chairperson of the department, a faculty transcript review committee, or an individual faculty member. Factors that affect the willingness to accept academic credit in transfer may include:

Appropriateness of course content: The course should align with BAU's degree program and the content of the course should compare favorably with the materials and topics covered in BAU's degree curriculum. Students seeking to transfer academic credit should be prepared to discuss how the completed coursework covers the topics required in BAU's curriculum. Evidence would include copies of work completed, or a copy of a syllabus or study guide for the course.

Appropriate academic level: Acceptance of credit also depends on the transferring student's academic standing and the level of course material studied. Undergraduate credits cannot be transferred to graduate level of study. Remedial and developmental courses are not generally transferable. Satisfactory grades for the courses completed are also required.

Credit recommended by the American Council on Education (ACE): A certificate, license, or official military transcripts evaluated by ACE may be eligible for credit.

For information about the application process, email admissions@bau.edu

ADDITIONAL DOCUMENTS REQUIRED FOR INTERNATIONAL APPLICANTS TO APPLY FOR A VISA (FI VISA STUDENTS)

International applicants requiring an F-1 visa must provide additional documents during the application process. These documents include the following:

- A passport copy,
- Financial statement,
- A sponsorship letter with the sponsor's contact information if the financial statement is not in the applicant's name

Once the applicant receives academic admission to BAU, the applicant is required to sign and date

an Application Confirmation Form to accept the admission offer before an I-20 is issued. The applicant may apply for the F-1 visa after BAU couriers him or her the original I-20.

After entry into the US, students must provide the following documents to the admissions office prior to New Student Orientation (see academic calendar for dates):

- Visa
- Form I-94
- US Address

INTERNATIONAL TRANSFER STUDENTS

International applicants transferring from another US university must provide additional documents during the application process. These documents include the following:

- I-20 from the last university attended
- A passport copy,
- Visa,
- Form I-94,
- Change of Status records,
- Financial statement,
- A sponsorship letter with the sponsor's contact information if the financial statement is not in the applicant's name
- US Address

Once the applicant receives academic admission to BAU, before an I-20 can be issued, the applicant is required to sign and date an Application Confirmation Form to accept the admission offer and request the SEVIS record to be transferred to BAU by submitting the BAU admission letter to the current institution.

REGISTRATION

Course registration occurs prior to the beginning of each semester. Registration in courses is open only to those persons formally admitted to the University by the appropriate admitting office. Registration is not complete until all financial obligations have been met. Individuals without a valid registration may not attend class or earn any course credit.

Proof of COVID vaccination is due and tuition and fees must be paid in full by the first day of the University's fall and spring semesters and summer sessions as indicated on the Academic Calendar. Students may be de-registered for non-payment, but failure to drop registration, or to attend classes, does not exempt students from any financial obligation.

Continuous Enrollment: All students in degree-seeking programs (whether full-time or part-time) are required to maintain enrollment in consecutive semesters of consecutive academic years until the completion of the program. Exceptions may be made only for an officially authorized leave of absence. The summer semester is optional for current students. New international students with an F-1 visa must enroll full-time, which for summer session, is nine (9) credits for undergraduate and six (6) credits for graduate programs.

SEMESTER AND CREDIT SYSTEM

BAU has two main semesters, Fall and Spring. It also offers an optional summer session. All semesters are fifteen weeks in length. The summer session is 8 weeks with more weekly hours of instruction.

Credit Hours: BAU follows credit-based degree programs. At BAU, for students to complete any program, they must complete a specified number of credit hours as required by the respective program of study. Federal regulation (§600.2 of the Department of Education Federal Code) defines a credit hour as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an universally established equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or

- The amount of work required for what is stated in paragraph (1) of this section, and for other academic activities established by the university including: laboratory work, internships, studio work, and other academic work that can be counted as credits.

PROGRAM AND COURSE PREREQUISITE POLICY

The primary purpose of the program and course prerequisite policy is to enhance student success. Program and course prerequisites are designed to ensure that students registered for a course have the required minimum background for study of the course content.

Course Codes and Levels

A course is recognized by its prefix (e.g., "FREN 101"), and its full title (e.g. "Elementary French I"). The prefix is composed of two parts, a letter part indicating a field of study, and a numeric part indicating the level to which the course belongs. Course codes are as follows:

| | |
|------|--|
| ACCT | Accounting |
| ANTH | Anthropology |
| BGDA | Big Data |
| BUSN | Business |
| CMPS | Computer Science |
| ECON | Economics |
| ENGL | English |
| FINC | Finance |
| FREN | French |
| HIST | History |
| ISIT | Information Systems/Information Technology |
| INTL | International Affairs |
| MGMT | Management |
| MKTG | Marketing |
| MATH | Mathematics |
| PHIL | Philosophical Studies |
| POLS | Political Science |
| PSYC | Psychology |
| SOCI | Sociology |
| SPAN | Spanish |
| TURK | Turkish |
| UNIV | University General |

The first digit of the course number refers to the academic level of the course:

- 001 – 099 Non-credit Courses
- 100 – 199 Freshman Courses
- 200 – 299 Sophomore Courses
- 300 – 399 Junior Courses
- 400 – 499 Senior Courses
- 500 – 699 Master’s Courses

Undergraduate students register for courses with 100-499 course codes. In special cases, with the approval of the advisor, undergraduate students can register for 500-699 course codes for credit; however, Master’s students will not receive graduate level credit for undergraduate level courses.

COURSE LOAD

Full-time Study*: Undergraduate students registered for fifteen (15) or more credits in fall and spring are considered full-time students. Summer session is optional.

****F-1 students must maintain full-time enrollment throughout their studies. An F-1 student entering the university in a summer session must take nine (9) credits to be considered full time.***

Part-Time Study: All students who do not meet the criteria for full-time study (i.e., those who enroll in fewer than the minimum number of credit hours per semester prescribed above) are considered part-time.

All students pay tuition based upon the number of credit hours for which they are enrolled.

Student Overloads: Ordinarily, a student who wishes to register for an overload beyond the full-time course load must have a satisfactory GPA preceding the overload. A minimum GPA of 3.0 is required to become eligible. Students who wish to take more than the prescribed course load must seek written approval from the Chief Academic Officer or the designated Chair.

ACADEMIC ADVISING

Academic advising includes, but is not limited to, assisting students in choosing a concentration or major, planning course selection and registration, tracking academic progress, developing an academic plan, advising on how to improve student GPA, and providing guidance on career planning.

All newly enrolled students are required to meet with the academic advisor prior to course registration.

Faculty are accessible for academic and/or course advising during office hours stated on each syllabus or by appointment.

ADDING AND DROPPING COURSES

After registration, a student may add a course at any time before the add/drop deadline specified in the Academic Calendar. Adding a course after this deadline requires proof of extenuating circumstances and the written approval of both the course instructor and the Academic Advisor. Students wishing to drop a course must do so before the last day to drop a course. A course that is dropped before the specified date will not appear on the student’s academic record. To add or drop a course, the student must log in to OIS and enter the Add/Drop course page. The Add/Drops are not finalized on the system without the Academic Advisor’s online approval.

WITHDRAWING FROM COURSES

Students may decide to withdraw from a course after the Mid-Terms, generally 8 weeks into the semester. The withdrawal date is specified on each year’s Academic Calendar. A student who wishes to withdraw from a course may do so only by filling out a Course Withdrawal Request Form on OIS and getting the approval of the Academic Department. Students must submit a substantial supporting documentation for consideration to withdraw. Submission of the Withdrawal Form does not guarantee an approval. Students on a F1 visa cannot withdraw if they will not be able to meet the full-time course load after the withdrawal.

A letter of “W”, indicating official withdrawal, will be recorded on the student’s transcript. After a “W” is issued, the course may be repeated once. Core courses must be repeated, and elective courses can be replaced. “W” grades are not calculated in the GPA or CGPA. However, they will be considered credits attempted. “W” grades affect the successful course completion percentage.

All charges for courses from which a student withdraws are subject to the refund policy listed under Fees and Financial Regulations.

CHANGES IN PROGRAM OF STUDY

Students who wish to change the program of study must submit a Change of Program Request Form on OIS. Students must meet with an Academic Advisor in both the current program and the program into which they are requesting to transfer prior to submitting a change of program request. Academic advisors will guide students about which courses can be transferred to the requested program as transfer credits. Not all credits in the previous program can be transferred. Students may transfer only those courses taken at BAU that count towards the *new* degree program and may apply grades received only from those courses in the CGPA calculations and course completion percentages.

| Letter Grade | Number Grade | GPA | Academic Standing |
|--------------|--------------|-----|-------------------|
| A | 93-100 | 4.0 | Satisfactory |
| A- | 90-92 | 3.7 | Satisfactory |
| B+ | 87-89 | 3.3 | Satisfactory |
| B | 83-86 | 3.0 | Satisfactory |
| B- | 80-82 | 2.7 | Satisfactory |
| C+ | 77-79 | 2.3 | Satisfactory |
| C | 73-76 | 2.0 | Satisfactory |
| C- | 70-72 | 1.7 | Satisfactory |
| D+ | 67-69 | 1.3 | Satisfactory |
| D | 60-66 | 1.0 | Lowest |
| F | 0-59 | 0.0 | Unsatisfactory |

The student’s normal program length will be recalculated. The student will start with the recalculated CGPA and credits attempted and completed for the purpose of determining

satisfactory academic progress.

Bay Atlantic University limits the number of times a student can change programs to a maximum of two. That means that the student must fully complete and graduate from his or her third program of study.

If a student wishes to remain in the same program of study but change a concentration or major, the student must first meet with the Academic Advisor for advising and then submit a Change of Program Form.

Students on scholarship must get approval from the Finance Department if their scholarship will continue in the transferred program or not before completing the transfer request.

GRADES

Grades are due approximately one week after final examinations close for the semester, in accordance with the Academic Calendar.

Grade Point Average (GPA) is the total grade earned divided by the total credits attempted at the end of each semester.

Cumulative GPA (CGPA) is the overall GPA attained so far in an ongoing education period.

EXPLANATION OF GRADES

The quality of performance in any academic course is reported by a letter grade. For undergraduate programs, D is the lowest passing grade. Grades lower than a C- are not accepted for transfer.

These grades denote the character of work and are assigned grade points as follows:

SYMBOLS ON TRANSCRIPT

The following additional symbols may appear next to a grade or in the grade column:

- AU** : Audited Course
- ADW** : Administrative Withdrawal
- CE** : Currently Enrolled
- IP** : In-Progress
- R** : Repeat Course

- S / U** : Satisfactory / Unsatisfactory
TC : Transfer-in Credits
W : Withdrawal
***** : Course not applicable to current degree

Auditing Courses “AU”

Students taking one or more courses for credit may also register to audit one additional course with the written approval of the instructor and the Academic Advisor. Eligible students may change from audit to formal enrollment until the end of the 2nd week (Add-Drop period). An auditing student is not required to take an active part in classroom activities or to complete or pass exams, quizzes, written or oral assignments, or projects. Classes taken for audit may later be repeated for credit. Because they are ungraded, audited courses do not count as credits attempted for the purpose of determining satisfactory academic progress; therefore, they have no effect on the student's GPA computation.

For enrolled students, audited classes are tuition-free. Unenrolled students must pay half of the regular tuition rate.

Administrative Withdrawal “ADW”

Students who (a) fail to register for classes for two consecutive semesters (Fall and Spring semesters) and (b) do not submit a Leave of Absence Request Form (accessible on OIS) will be contacted by the Registrar's Office. If unresponsive until the end of the second unregistered semester, students will automatically be administratively withdrawn from the University. Students who later wish to resume studies must apply for re-admission.

Currently Enrolled “CE”

The “CE” courses are the ones that the student is currently enrolled in the active semester. It means the semester is still going on and the grade will be entered when the semester ends. This status has no effect on CGPA calculations until the actual grade is entered.

In-Progress “IP”

The grade of “IP” (In-Progress) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required coursework by the end of the semester. The “IP” grade is not automatic. The student should request the faculty for an “IP.” The student must have completed 90% of work for the course. Students receiving a grade of “IP” will have a grace period of thirty days from the end of the semester to satisfactorily complete all requirements of the course and receive a letter grade. At that time, all work for the course must have been completed and submitted to the instructor.

A grade of “IP” is not included in the calculation of GPA or CGPA but will count as credit hours attempted but not completed for the purposes of calculating the successful course completion percentage. Courses that remain as an “IP” at the end of the grace period will automatically become an “F” in the system and will then be calculated in the CGPA.

The instructor must complete a Grade Change Appeal Form on OIS on or prior to the deadline stipulated by the Academic Calendar, which is directed to the Chief Academic Officer and the Registrar.

Repeat Course “R”

If a student repeats a course and completes it with any grade other than the grade of F, the following rules will apply in posting the student's cumulative record:

- 1) The original grade, credit hours, and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage for the purpose of determining whether the student is making satisfactory academic progress.
- 2) The GPA will be based only upon the higher grade for the repeated course attempted.
- 3) The lower grade will be flagged for exclusion from the CGPA calculation and the higher attempt will be flagged for inclusion in the CGPA calculation.

- 4) Any kind of scholarship does not cover the cost of the Repeat Courses. If a student repeats a course for any reason the student is be obligated to pay for those course credits in full.

Satisfactory/Unsatisfactory “S”/“U”

Some courses are offered on a satisfactory/unsatisfactory (S/U) grade basis. Generally speaking, all BAU classes a student takes to satisfy the 120 credits for undergraduate or 36 credits for graduate credits for graduation requirement must be taken for a letter grade.

However, if a class is offered only as S/U, it can count toward your minimum total units for graduation. Any courses the student takes beyond the required 120/36 credit units may be taken S/U.

Transfer-In Credits “TC”

When a student brings credits from other institutions, these credits will be noted with a grade of “TC”, meaning *Transfer-in Credits*. Since these courses will not carry grades, they will have no effect on GPA calculations.

For undergraduate transfer students, up to 75% of credits may be brought from another university. Transferring credits must meet the academic requirements of the program of study. Courses with a C grade or higher may be transferred to BAU. Courses must be three semester credits for transfer.

Withdrawal “W”

Students may decide to withdraw from a course after the Mid-Terms, generally 8 weeks into the semester. Withdrawal date is specified on each year’s Academic Calendar. A letter “W”, indicating official withdrawal from a course will be recorded on the student’s transcript. After a letter “W” is issued, the course may be repeated once. Core courses must be repeated, and elective courses can be replaced. “W” grades are not calculated in the GPA or CGPA. However, they will be considered credits attempted. “W” grades affect the successful course completion

percentage.

GRADE APPEALS & GRADE CHANGE

Bay Atlantic University’s faculty members strive to conduct fair and just performance evaluations of student academic work and scholarly success.

The following are examples of appropriate reasons for grade changes:

- Arithmetical errors or typos;
- Coursework submitted was excluded in grade calculation;
- Grading appears to be based on impermissible factors such as discrimination, bias, or retaliation.

A student who believes that the student’s efforts and achievement have not been reflected by the final grade obtained may file a grade appeal by filling the Grade Change Appeal Form within two weeks of receiving the grade. Similarly, a faculty can also claim an error and want to complete the same form and submit it to the Registrar’s office with supporting documentation.

The student’s appeal is first received by the faculty member who has offered the course. If the issue remains unresolved after the faculty member’s review of the appeal, then the student may appeal in writing to the Chief Academic Officer within seven (7) days of the faculty member’s decision.

The Chief Academic Officer will convene an academic committee meeting with faculty and staff members, and both the student and faculty member involved in the dispute will be invited to present the student’s side of the issue. The academic committee will then vote for a resolution, and both the student and the faculty member will be notified of its decision within seven (7) days. The decision made by the academic committee is final and cannot be appealed further.

The faculty’s grade change request is received by the Chief Academic Officer and then submitted to the Registrar for records.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The satisfactory academic progress (SAP) is the process used to determine if a student is making acceptable progress toward a degree or certificate. All students must maintain Satisfactory Academic Progress (SAP).

SAP is defined both qualitatively and quantitatively. A student's failure to meet any of the SAP standards may result in loss of BAU scholarships.

SAP is measured after the final grades are recorded at the end of Fall, Spring, and Summer sessions. **Both** standards must be met.

Standard 1: A Qualitative Component which determines if students have a satisfactory cumulative grade point average (CGPA) in the program of study; and

Standard 2: A Quantitative component which determines if students are completing the courses they attempt (pace) at a rate that will ensure completion of the program within a maximum time frame of 150% of the program length in credit hours.

Transfer credits are included in the calculation as completed and attempted credits. In-progress grades (IP), Withdrawals (W), and course repetitions (R) are considered attempted, but not satisfactorily completed in the Pace of Completion calculation. In the case of retakes (R), only the highest grade is included in the CGPA calculation. Leave of Absences are not included in GPA or CGPA calculations.

If a student changes a program of study, the coursework can also be applied to the new program of study, it will be counted as pre-matriculation credits and will reduce the maximum credit and semester allowances for the new program of study. Any previous coursework students completed at BAU as part of an unfinished program of study will reduce the maximum unit and semester allowances for the new program of study. Students who would like to earn an additional credential, will be granted

an increase in the credit and semester allowances commensurate with the additional program requirements.

Standard 1 Qualitative Component: CGPA

At the end of every semester, BAU will evaluate the CGPA of each enrolled student.

1. Satisfactory Academic Progress requires that
 - i. At the end of the semester in which students complete 15 credits, including transfer credits, the minimum BAU CGPA is 1.00
 - ii. At the end of the semester in which students complete 30 credits, including transfer credits, the minimum BAU CGPA is 1.50
 - iii. At the end of the semester in which students complete 45 credits, including transfer credits, the minimum BAU CGPA is 1.75
 - iv. At the end of the semester in which students complete 60 credits, including transfer credits, the minimum BAU CGPA is 2.00
2. At the end of any semester in which students do not meet the CGPA requirements above, they are placed on Academic Warning for the next semester.
3. Students on Academic Warning remain eligible, if relevant, for any BAU scholarship they received for one semester.
4. If, at the end of the Academic Warning semester, students have achieved the required CGPA they are removed from Academic Warning.
5. If they have not achieved the required CGPA at the end of the Academic Warning semester, they are placed on Academic Probation, if relevant, are no longer eligible for any BAU scholarship, and they agree to an academic plan prepared individually for them with the Academic Advisor and/or Department Chair.
6. According to the academic plan, during the Academic Probation, students are suspended from enrolling in new classes for

the following semester to include fall, spring, and summer. These students may only repeat the low-grade courses taken previously with the guidance of the Academic Advisor and/or any other course that could replace the low-grade courses as approved by the Academic Advisor in the probation semester.

7. If, at the end of the Academic Probation semester:
 - i They have achieved the required CGPA, they are removed from Academic Probation and, if relevant, are eligible for a BAU scholarship.
 - ii They have not achieved the required CGPA, but are meeting the requirements of the academic plan, they remain on Academic Probation for the next semester. They are still not eligible for the BAU scholarship.
 - iii They are not meeting the requirements of the academic plan, the student is dismissed from the University.
8. At the end of the semester in which students complete 60 credits, including transfer credits, the progress is reviewed and a BAU CGPA of at least 2.00 is required.

Standard 2 Quantitative Component: Pace Rate within MTF

Students must complete the educational program in a period no longer than one and a half times the standard program length based on number of credits in a program.

A student must complete at least two-thirds (67%) of all cumulative attempted credit hours. New freshmen are required to successfully complete at least half (50%) of the credits they attempt during the first two semesters. Starting with the third semester, they are then required to successfully complete two-thirds of the credits.

The minimum grade acceptable in BAU's course completion policy is a D for undergraduate programs. Transfer credits are included in the calculation as completed and attempted credits.

In-Progress grades (IP), Withdrawals (W), and course repetitions (R), are considered as attempted, but not satisfactorily completed in the Pace of Completion calculation.

Maximum Time Frame for Program Completion (MTF) is the time (in academic credits attempted, not chronological time) allowed for a student to complete a course of study. All students at Bay Atlantic University must complete the program of study within 1.5 times the program length as measured in semester credit hours attempted. **All transfer credit hours accepted from other institutions will be counted in the Maximum Time Frame.**

| Program of Study | Normal Program Length in Credits | MTF Allowed in Credits |
|------------------|----------------------------------|------------------------|
| Bachelor's | 120 | 180 |

If a student cannot complete the program within the MTF, the student will be dismissed from the university, and the student will not be eligible to receive the original credential (e.g., bachelor's degree). Any scholarship that the student receives will be terminated when the Registrar determines it is not mathematically possible for a student to complete the student's degree program within the maximum timeframe.

1. Evaluation of progress is conducted at the end of every semester.
2. Students must successfully complete at least 67% of all credits attempted. Successful completion of a course means earning a grade of "A" through "D".
3. Students who are below the successful completion rate are placed on Academic Warning for the next semester.
4. Students on Academic Warning remain eligible, if relevant, for BAU scholarship for one semester.
5. If, at the end of the Academic Warning semester, students have achieved the required completion rate they are removed from Academic Warning.

6. If they have not achieved the required completion rate at the end of the Academic Warning semester, they are placed on Academic Probation and, if relevant, are no longer eligible for scholarship and agree to an academic plan for success.
7. According to the academic plan, during the Academic Probation, students are suspended from enrolling in new classes for the following semester to include fall, spring, and summer. These students may only repeat the low-grade courses taken previously with the guidance of the Academic Advisor and/or any other course that could replace the low-grade courses as approved by the Academic Advisor in the Probation Semester.
8. If, at the end of an Academic Probation semester:
 - i. They have achieved the required completion rate, they are removed from Academic Probation and, if relevant, are eligible for BAU scholarship.
 - ii. They have not achieved the required completion rate, but are meeting the requirements of the academic plan, they remain on probation for the next semester. They are still not eligible for BAU scholarship.
 - iii. They are not meeting the requirements of the academic plan, they are dismissed from the University.
9. If, at any time during enrollment, students can no longer graduate within the defined maximum time frame, the student is dismissed from the University.

Satisfactory academic progress is initially determined at the end of the first semester and each semester thereafter. Students are notified in writing of SAP and Scholarship status on OIS: warning, probation, dismissal, or having been removed from warning or probation.

APPEAL PROCESS

Examples of Mitigating Circumstances:

- Immediate family member (parent, spouse, sibling, child) that required extended recovery time
- Death of an immediate family member
- Significant trauma in student's life that impaired the student's emotional and/or physical health
- Withdrawal due to military service
- Other unexpected circumstances beyond the control of the student.

Note: Circumstances related to the typical adjustment to college life such as working while attending school, financial issues related to paying bills and car maintenance/travel to campus is not considered as extenuating for purposes of appealing suspension of financial aid.

An appeal for Maximum Time Frame will only be completed one time. Graduate students must contact the graduate counselor to determine eligibility for appeal.

Students who fail to maintain SAP due to a mitigating circumstance (e.g. medical reasons, death in the family, etc.) may submit a written appeal with supportive documentation after they have received official notification of denial. Appeals will be evaluated as soon as possible. Any student submitting an appeal will receive a written response within ten (**10**) working days of the documentation arrival.

Important: Students who do not meet one of the above categories are not eligible for an appeal. The following documents and information must be completed and submitted to the Registrar:

1. Appeal Form
2. Personal statement from the student, either typed or legibly written, providing the following information:
 - What was the cause for not meeting SAP requirements?
 - What has changed that will allow for satisfactory academic progress in the term of appeal?

- For a maximum credit hour appeal, provide details on changes in major, including dates.
 - To update a previous grade, submit the appeal with a brief statement
3. Provide supporting documentation of the cause and of any changes that will solve the issues for the term of appeal. Documents can be death certificates, birth certificates, statements from doctor or counselors, police reports, and any other pertinent documents. The documents provided must support the timeframe being reviewed.

If an appeal is successful, an academic plan may be formulated and agreed upon. The plan will be designed for meeting minimum SAP requirements within a specified timeframe. Students who do not meet the requirements of the academic plan will not be eligible for the scholarship.

Re-enrollment

A student who has been dismissed from the University may fill out the Re-enrollment Form to be readmitted. To be considered for readmission, the student must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance.

The readmission petition must be forwarded to the Chief Academic Officer at least two weeks before the beginning of the semester for which the student requests readmission. The Chief Academic Officer and the Registrar will determine if the student has demonstrated likelihood for future success in the program of study. If not, the student will not be readmitted.

If the University determines that there is a likelihood of future success, the student will be placed on academic probation for a period of one semester. The student may then be permitted to retake previously failed, in progress, or withdrawn courses to improve his or her CGPA and course completion percentage.

At the completion of this academic probationary semester, a student who increases the cumulative GPA to 2.0 at the end of the probation semester will return to satisfactory academic standing.

ACADEMIC HONORS

President's List: This list is compiled at the end of each fall and spring semester to recognize Bay Atlantic University's academically high achieving students. The list consists of names of students who meet the following criteria for that semester.

| | |
|---------------------------|---------------|
| GPA | 3.90+ |
| Minimum credits attempted | 12 |
| Minimum grade | A- |
| Other requirements | No IP, U or F |

A letter from the Office of the President is sent to students noting accomplishments and placement on the list. Each semester the lists are published on Bay Atlantic University's website.

GRADUATION REQUIREMENTS

In addition to all program requirements, students must meet the following minimum requirements to qualify for a degree:

| Description | Bachelor's |
|----------------------------------|------------|
| Minimum Passing Grade Per Course | D |
| CGPA* | 2.00 |
| Total Required Credits | 120 |

* *In the event a student's CGPA is less than 2.0 for undergraduate students, the student cannot graduate even if the student completes the credit requirement. The student should consult with the program director to repeat one of the courses for which the student earned a low grade.*

GRADUATION HONORS

The University bestows academic honors on students when they graduate from Bay Atlantic University. Graduation honors are determined based on the following standards:

| | |
|--|-------|
| Summa Cum Laude (with highest distinction) | 3.85+ |
|--|-------|

| | |
|---|-------|
| <i>Magna Cum Laude</i> (with great distinction) | 3.70+ |
| <i>Cum Laude</i> (with distinction) | 3.50+ |

LEAVE WITH CONSENT FROM THE UNIVERSITY

A student may withdraw from the University at any time before completing graduation requirements. A student wishing to withdraw from the University must complete the Leave with Consent Form on OIS and submitted to the Registrar.

International students on F1 visa should consult the DSO for further requirements.

The university refund policy is applied to determine if the student still owes money to the University.

If a student who withdrew from the University wishes to re-enroll, the student will fill out the **Reenrollment Form** and submit it to the Admissions Office.

TRANSFER OUT TO ANOTHER UNIVERSITY

A student may want to transfer out to another university before completing graduation requirements. In such a case, the student must complete a Transfer Out Request. This online form will be directed first to the approval of the Registrar and to the DSO if the student is on F1 visa. **The student is responsible for completing any remaining payments.**

Admission to a new school does not by itself authorize an international student in F-1 status to begin studying full-time at the new school.

You must request your current school (BAU) to transfer/release your F-1 U.S. government SEVIS I-20 record to your new school before you can begin full-time studies there. The U.S. government calls this process a “**SEVIS transfer.**” (It is different from an “academic transfer.”)

The U.S. government considers all the following examples to be possible “SEVIS transfer” situations:

- Completing a program at one school and starting a new program at a different school.
- Currently studying at one school and deciding (before completing program) to change to a new school.
- Currently doing OPT and starting a new program of study at a different school.

Eligibility for a SEVIS Record Transfer

- You must currently be maintaining F-1 status.
- You must have an offer of admission from a new school.
- If you already graduated or completed OPT, you must still be within your 60-day grace period.
- The start of classes at your new school must be within 5 months of one of the following:
 - academic program completion at BAU
 - last day of enrollment at BAU (if not graduating from BAU)
 - OPT authorization end date
 - For students not completing OPT period, the requested SEVIS I-20 transfer/release date

If the period of time between F-1 activities is longer than 5 months, your SEVIS record is not eligible for transfer. Your new school must issue a new initial I-20 with a new SEVIS number.

How to choose a SEVIS I-20 Transfer/Release Date

The transfer release date is the date that access to the student’s SEVIS record will shift from the DSO at the transfer-out school to the DSO at the transfer-in school. According to *8 CFR 214.2 (f)(8)(ii)(C)*, the transfer release date is “the current semester or session completion date, or the date of expected transfer if earlier than the established academic cycle.” (See <https://studyinthestates.dhs.gov/sevis-help-hub/student-records/transfers/manage-transfer-of-f-1-sevis-record>)

- Allow the DSO ten (10) business days for processing after you submit your completed SEVIS I-20 transfer/release request.
- DSO cannot set a past date as the SEVIS I-20 transfer/release date.
- According to SEVIS regulations, the best Transfer Release Date is determined based on:
 - Transfer-out school Current Session End Date or
 - Post-Completion OPT End Date.
 - Next Session Start Date at transfer-in school.
 - DSO at transfer-out school sets Transfer Release Date in SEVIS.
 - Student continues studies until Transfer Release Date.

If you are discontinuing studies at BAU without completing a degree, the recommended transfer date is one day after the end of finals in your current semester at BAU, per the academic calendar. BAU cannot transfer your SEVIS record before the end of the semester if you submit your request after the end of the enrollment day per the academic calendar.

Please visit the DSO for more information about your I-20 status.

International students on F1 visa should consult the DSO for further requirements.

The university refund policy is applied to determine if the student still owes money to the University.

If a student who transferred out from the University wants to enroll again to the University, the student has to fill out the Reenrollment Form and submit it to the Admission Office.

TUITION AND FEES FOR UNDERGRADUATE STUDENTS

TUITION

Students pay for each semester for the total credits they are planning to take in that given semester.

| | |
|--|----------|
| Tuition per credit | \$595 |
| Tuition per semester (full course load – 5 courses/15 credits) | \$8,925 |
| Total tuition for the program (4 years - 120 credits) | \$71,400 |

If students re-take any classes for any reason or choose to complete a double concentration, they will be obligated to pay for those courses in full.

FEES

BAU's fee schedule is as follows:

| Application/Admissions Fees | |
|---|-------|
| Application Fee | \$45 |
| Deferral Fee | \$45 |
| Admission Confirmation Deposit (refundable if visa is denied) | \$200 |

| Mandatory Semester Fees | |
|-------------------------------------|-------|
| Student Activities and Services Fee | \$125 |
| Technology Fee | \$135 |

| Mandatory One-Time Fee | |
|-------------------------------|------|
| Student ID card | \$18 |

**U-Pass is Metro's college program giving students unlimited rides on Metrorail and Metrobus throughout the semester. This fee is included in the Student Activities and Services Fee.*

The following fees are paid only when students use these services:

| As-Applicable Fees | |
|--|------|
| Late Registration Fee | \$75 |
| BAU English Proficiency Test | \$35 |
| Replacement Student ID Card | \$18 |
| Transcript Processing Fee (Per transcript) | \$10 |
| Returned Check Fee | \$30 |

| | |
|------------------------------------|---------|
| Late Payment Fee | \$25 |
| Cancellation Fee* | \$100 |
| International Postage of Documents | \$130 |
| Cap and Gown Fee | \$130 |
| Diploma / Graduation Fee | \$100 |
| Diploma Replacement Fee | \$100 |
| Administrative Services Fee** | \$1,500 |

**when students cancel enrollment within 3 business days of the beginning of a semester.*

***Only students who receive full tuition assistance or scholarship of any kind defined in the tuition assistance and scholarship section are required to pay.*

PAYMENT

Students may not register for classes for an upcoming semester unless they are in financial good standing. Payments can be made either online or at the Finance Office using the following methods:

Cash: Cash is only received at the Finance Office. Please do not send cash payments through the mail.

Check: Made payable to "Bay Atlantic University" with the student's ID number written on the front. Previously endorsed checks are not accepted. Checks must be payable in US dollars with an intermediary bank in the U.S. Checks may be mailed to Bay Atlantic University or hand delivered to the Finance Office.

MasterCard, Visa, Amex, Discover, and Paypal: Debit and credit card payments are accepted at the Finance Office and online.

At the beginning of each semester, students pay for the courses they enroll; meaning they only pay for the credits they take in a given semester. In addition to the tuition, students pay any applicable fees for that semester.

FINANCIAL GOOD STANDING; NO HOLDS ON RECORD

Financial good standing and a university record clear of holds are required for students to receive services. Services including, but not limited to, transcript issuance, diploma release,

class registration (add, drop, withdrawal, etc.), and/or housing will not be provided to students with a financial balance due or a hold of any kind on their record. Holds are based on outstanding obligations and may be financial.

Students in noncompliance with payments will result in the immediate suspension of all services.

Failure to meet financial obligations to the university will result in other collection procedures, which include account referral to credit reporting bureaus, private collection agencies, and DC Office of Tax and Revenue, and Office of Attorney General. Past due accounts are subject to garnishments, liens, and judgments and the withholding of money from tax refunds. In addition to late fees and interest, delinquent accounts will be assessed additional collection costs up to thirty percent of the past due balance, reasonable attorney fees, and other administrative costs. Once an account is referred to a collection agency payment must be made to the agency, not the University.

If a student's financial obligation is not fulfilled, Bay Atlantic University is authorized to do the following until the money owed is paid:

- 1) Students are not allowed to register for courses if financial obligations are not met. In addition, students with outstanding financial obligations will not be cleared for graduation, receive official transcripts or diplomas.
- 2) BAU withholds the release of the student's academic records or any information on the records.
- 3) BAU withholds the issuance of the student's transcripts.
- 4) If the student's account remains delinquent, BAU reserves the right to terminate enrollment and administratively withdraw the student.
- 5) All payments are subject to the following fees:
 - **Late fee:** Failure to make any payment on or before the due date results in a \$25 late fee. The late fee will apply only to the tuition and

installment fees. Other fees (for example, technology fee) will be deducted before applying payment for tuition. Bay Atlantic University will recalculate the late fee monthly until the balance is cleared.

- **Return Check Fee:** A \$30 fee will be charged for each returned check.

In the documented event of prolonged illness, accident, or death in the immediate family (parents, siblings, children, or spouse) or other special circumstances that make it impractical to complete the program, Bay Atlantic University will work toward a settlement that is reasonable and fair to both parties.

CANCELLATION AND REFUND POLICIES

If a student elects to withdraw from specific course(s) or withdraw completely from the University, the following refund schedule will be used to determine any outstanding financial obligation for which the student may be responsible.

** Excludes all fees, which are non-refundable*

| Time of written notice of withdrawal | Tuition refund* |
|--|------------------------|
| Up until three business days prior to 1 st day of the semester | 100% of tuition paid |
| From within 3 business days of the start of the semester through 25% of the semester | 50% of tuition paid |
| From 25% through 50% of the semester | 25% of tuition paid |
| After 50% of the semester | No refund |

BOOKS

BAU professors make every effort to keep the cost of books down by using books, textbooks, and articles that are available through BAU's online library and providing students with links to readings through itslearning (BAU's LMS), whenever possible. Nonetheless, the cost range of textbooks for per semester can reach or exceed \$200.

It is the responsibility of students to be prepared for class which means they must have all required course materials and texts no later than Week 1 Day 7. Due to copyright laws, sections of the text, other than materials authorized by the publisher such as PowerPoints, problem solutions, etc., cannot be scanned and posted to the classroom or emailed by either the faculty or students.

FINANCIAL AID

BAU does not participate in any Federal Financial Aid program (Title IV). However, BAU offers institutional tuition assistance and scholarship opportunities to support students.

TUITION ASSISTANCE AND SCHOLARSHIP

BAU is committed to make higher education more affordable and accessible. To achieve this, BAU offers the following tuition assistance and scholarship programs. All programs are strictly used for tuition payments and do not cover fees or living expenses.

TUITION ASSISTANCE

D.M.V. APPLICANTS

Bay Atlantic University will offer students from the metropolitan D.C. (DMV) who are admitted to our university, \$8,925 per year tuition assistance (for full course load) to help reduce the burden of student loans, thus, eliminating the need to apply for federal financial aid.

In addition to standard admission requirements, students interested in receiving this scholarship must meet the following criteria:

1. Have a valid D.C., MD, or VA metro-area license or identification card
2. Submit a tuition assistance essay

Essay Question (500-750 words, 12 pt Times New Roman, double spaced):

“How will you use your college education to impact your community?”

Students must include this essay along with the other admission documents.

MENTORA COLLEGE APPLICANTS

BAU offers \$6,247.50 per year tuition assistance (for full course load) to students who study at the Mentora College ESL Program and apply to degree programs at BAU.

MERIT-BASED APPLICANTS

Merit-based tuition assistance is awarded based on: Standardized Exam scores like SAT and ACT (not required, but encouraged), GPA, letters of recommendation (not required, but encouraged), and tuition assistance application essay.

SCHOLARSHIPS

GLOBAL SCHOLARSHIP EXAM

BAU organizes a Global Scholarship Exam (GSE) in Vietnam and Mongolia in collaboration with the related ministries and partner education institutions. The purpose of GSE is to select highly accomplished students to offer scholarships depending on exam scores.

JAMES WORMLEY SCHOLARSHIP

This scholarship, named after Washington DC's prominent 19th century African American entrepreneur and educator, will be awarded to one (1) high-achieving students from DC's Public and Public Charter schools to attend Bay Atlantic University. Throughout the student's degree, they will be required to participate in the spectrum of events, academic requirements, and research required for this scholarship.

Application Requirements:

- 2.5 GPA: High School Transcript needed
- Proof of Financial Need: Personal/Guardian W-2 OR Proof of Financial Hardship
- Previous Community Service: *Preferred NOT Required* (please provide a simple resume of services done)

- Race, Ethnicity, and/or Identity is associated with the Black Community
- Personal Statement: A video OR a writing submission addressing the following topic.

Personal Statement Topic:

“How has the Black Lives Matter movement affected your future goals for life, work, or education and the community?”

REQUIREMENTS IN MAINTAINING TUITION ASSISTANCE AND SCHOLARSHIPS

Students who earn a tuition assistance or scholarship of any category should meet the following criteria to maintain the scholarship:

- 1) Continuously enroll in courses to meet graduation requirements (unless taking an approved Leave of Absence), and
- 2) Maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 for any semester, and
- 3) Avoid any disciplinary action for any reason.

BAU aims at using tuition assistance and scholarship funds carefully for those students who need support. Therefore, if the student withdraws from the enrolled program to transfer to another higher education university, the student is required to pay the tuition assistance/scholarship amount back to BAU for all course credits completed so that we could allocate it for the use of other students.

UNDERGRADUATE PROGRAM DESCRIPTIONS

Bay Atlantic University offers the following Bachelor's degrees:

Bachelor of Arts in

- Business Administration and Management
- Economics and Finance
- Political Science and International Relations

Bachelor of Science in

- Data Science (not enrolling new students)
- Information Technology

The Bachelor's (Undergraduate) degrees are earned by completing the program course requirements of 120 credits. Of these credits, 42 credits (14 courses) are General Education courses, 60 credits (20 courses) are core courses, and 18 credits (6 courses) are elective courses. These requirements are part of all undergraduate programs.

MODE OF INSTRUCTIONAL DELIVERY

BAU uses both on-campus and online classes as instructional delivery. Distance learning courses are provided to accommodate students who seek flexibility for educational access or encounter an obstacle of time-restriction to pursue academic success.

Online courses at BAU are offered synchronously. Instructors teach and interact with students in real-time via Microsoft Teams. Learning online synchronously requires a strong commitment from the students to engage in online activities and electronic communications. The number of hours that students commit to the course materials is identical to the hours required for on-campus delivery. However, live meetings with instructors and peers during the online sessions may provide more comfort for learning activities.

BAU currently employs innovative and advanced technology and software to ensure the

effectiveness of delivering course materials and learning experiences to students, including:

- **Learning Management System (<https://bau.itslearning.com>):** This web-based application is the university's primary instructional media and tools for learning and teaching activities. The web application allows the university to effectively deliver distance education activities and enable instructors and students to engage in learning activities, including recorded presentations, discussion boards, live chat sessions, assignments, and assessments.
- **Microsoft Teams Video Conferencing System (<https://www.office.com>):** This system provides access as a web-based and standalone application, directly installed on the users' computer systems. MS Teams provides the classroom environment where instructors and students can interact in real-time. The system consists of various features that will allow instructors to communicate with students and assist as needed. The breakout session feature enables instructors to help students privately or assign group works during the live sessions. The system also includes multiple helpful features to create a productive classroom environment, such as shared whiteboard, file upload, etc. Hands-on experience and training to use the application effectively, are conducted via MS Teams at the faculty and student orientations.

TECHNICAL SUPPORT SERVICES

The technical support for faculty and students for these systems are available 24/7 by itslearning.com and staff at the university from Monday to Friday during the university's business hours between 9 am (EST) to 9 pm (EST). Support is available via phone, email, and live chat sessions to address and resolve any issue as quickly as possible.

MINIMUM HARDWARE REQUIREMENTS

Students who would like to take distance education courses are required to have a computer system that meets the following general requirements: (Most computers are equipped with these components.)

- Video Card (4 GB of RAM or higher)
- Sound Card
- Speakers and Microphone
- Headphones (not required but recommended)
- Webcam
- USB Ports
- Network Card (10/100/1000 Mbps Ethernet)
- Wireless Network Card (2.4 and 5.0 GHz)
- Operating Systems:
 - Windows 10 64-bit or Later
 - Mac OS Catalina or Later

VERIFICATION OF STUDENT IDENTITY FOR ONLINE COURSES

BAU implements security procedures regarding verification of student identity for Distance Education courses, ensuring that the student who attends the online session is the same student who registered for the course. The deployment of verification methods is critical in that the procedures must prevent potential disclosures of student information intentionally and accidentally. The student verification policy also employs an authentication mechanism that helps prevent unauthorized access to institutional digital resources and data.

We utilize three identity providers, including Operational Information System (OIS), Learning Management Systems (itslearning), and Microsoft Office 365, to ensure the separation of credentials accessing sensitive data and course materials. The goal is to maintain and monitor privacy, security, and safety, allowing the university to confidently provide the confidentiality, availability, and integrity of students data and resources to the correct and

authorized person. Accordingly, the university implements methods to verify student identity suggested by the United States Federal Higher Education Opportunity Act (HEOA), including:

- An individual secure user name and password
- Proctored activities

Verification is ensured through the following steps:

- All students complete registration to the university in person using a government-issued photo ID.
- After admitted, students receive a Unique Student Identification Number.
- During student orientation, new students obtain three sets of credentials for accessing OIS, itslearning, and MS Office 365.
- First-time students must log in with the provided username and password for the three platforms accordingly. Upon logging in for the first time, students are prompted to, change the given password to ensure the privacy of credentials. Students can also manage passwords later using the password reset utility available on each.
- Students who need assistance from BAU staff members via telephone and require access to sensitive and academic information must provide at least three correct identities requested by the staff member. Three forms of valid identities include Student Identification Number, Social Security Number, Home Address, Home Phone Number, and Date of Birth. A staff member may request an online meeting to verify identity virtually if needed.
- Students who need assistance in-person must present BAU's Student ID Card.
- Students must log in each time to enter an online live session, access course materials, and view academic records via MS Office 365, itslearning, and OIS, respectively.
- Students must enable cameras during an interactive video upon the instructor's request to virtually verify student identities. Instructors have access to class rosters,

including photos of the students registered for the class for verification.

Fees for ID Verification:

There is no additional fee for the procedures of student identity verification. BAU provides computer specifications suitable for students to attend online courses. Students are expected to attend the online activities respectfully. If there is a need for additional information, faculty must provide it on course syllabus.

GENERAL EDUCATION

Bay Atlantic University is committed to providing a strong general education program to its undergraduate students. BAU views general education as a significant way of providing students with the foundational skills in writing, critical thinking, ethics, technology, mathematics, and the sciences that are needed for success in careers and as global citizens.

GENERAL EDUCATION LEARNING OBJECTIVES

After completing the general education requirements, students will be able to:

1. Demonstrate effective communication.
2. Analyze various forms of information and media, including data, visual and written media.
3. Examine and model the role of ethics in personal and social responsibility.
4. Develop and demonstrate information and digital literacy.
5. Demonstrate quantitative analytic skills.

General Education Requirements

Breadth of knowledge is a foundational element of the American higher education tradition. As such, all BAU undergraduate students are expected to complete the following general education requirements, *in addition to* the core requirements and electives. A student's core requirements may not apply toward general education requirements.

The requirements can be categorized in three broad areas: Humanities, Mathematics & Sciences, and Social Sciences. In total, these general education requirements fulfill 42 credits.

To complete the Humanities requirement, students must complete five (5) courses in this cluster: three (3) writing courses (ENGL 121, ENGL 122, and ENGL 123) and two (2) language courses.

To complete the Mathematics and the Sciences requirement, students must complete four (4) courses in this cluster.

To complete the Social Sciences requirement, students must complete six (6) courses in this cluster. HIST 168, UNIV 100, and UNIV 400 are required and the other three (3) can be selected from the cluster.

General Education Program: Course Listing

| Humanities Cluster | | | |
|----------------------------------|--|----------------|--------|
| Course Code | Course Name | Pre-requisites | Credit |
| ENGL 121 | English Composition I* | | 3 |
| ENGL 122 | English Composition II* | ENGL 121 | 3 |
| ENGL 123 | Academic Writing* | ENGL 122 | 3 |
| FREN 101 | Elementary French I | | 3 |
| FREN 121 | Elementary French II | FREN 101 | 3 |
| SPAN 101 | Elementary Spanish I | | 3 |
| SPAN 121 | Elementary Spanish II | SPAN 101 | 3 |
| TURK 101 | Elementary Turkish I | | 3 |
| TURK 121 | Elementary Turkish II | TURK 101 | 3 |
| Mathematics and Sciences Cluster | | | |
| Course Code | Course Name | Pre-requisites | Credit |
| CMPS 110 | Introduction to Computer Science* | | 3 |
| ENVS 105 | Introduction to Environmental Science* | | 3 |
| MATH103 | College Mathematics* | | 3 |
| MATH104 | College Algebra* | MATH103 | 3 |

| Social Sciences Cluster | | | |
|-------------------------|----------------------------------|----------------|--------|
| Course Code | Course Name | Pre-requisites | Credit |
| HIST 166 | Atlantic History | | 3 |
| HIST 168 | History of Civilizations* | | 3 |
| HIST 170 | U.S. History | | 3 |
| PHIL 200 | Ethics ** | | 3 |
| | Literacy in the Age of Fake News | | 3 |
| POLS 250 | Introduction to Psychology | | 3 |
| PSYC 101 | Psychology | | 3 |
| SOCI 101 | Introduction to Sociology | | 3 |
| UNIV 100 | First Year Seminar* | | 1 |
| UNIV 400 | Senior Seminar* | | 2 |

*denotes a required course

**requirement of all undergraduate programs

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION & MANAGEMENT

The mission of this program is to prepare career focused students with comprehensive knowledge of business principles through teaching in key content areas of management, marketing, finance, accounting, economics, and law; in addition to exposure to how technology, ethical decision-making and other business elements are transforming workplaces locally and globally.

Graduates of this program will be qualified, but not limited to, entry level and mid-career positions like the following: Advertising Manager, Promotion Manager, Budget Analyst, Budget Coordinator, Budget Examiner, Business Analyst, Business Management Analyst, Business Process Consultant, and Management Consultant.

Program Learning Objectives

1. Understand fundamental concepts that influence the business world.
2. Practice an awareness of sound ethical values in various cultural and social environments.
3. Recognize the role of technology and information systems in data collection and quantitative analysis for business processes.

4. Employ analytical and critical thinking skills to conduct business research that informs decision making.
5. Demonstrate the integration of knowledge and professional skills across functional areas.
6. Demonstrate professional business communication skills for a global business environment.
7. Analyze internal business functions and capacity to determine appropriate growth and management strategies.

Business Administration & Management Program: Course Listing

Core Requirements: 60 Credits (20 courses)

| Course Code | Course Name | Pre-requisite | Credit |
|-------------|--|------------------|--------|
| ACCT 112 | Introduction to Financial Accounting | | 3 |
| ACCT 114 | Managerial Accounting | | 3 |
| BUSN 101 | Introduction to Business | | 3 |
| BUSN 301 | Total Quality Control | | 3 |
| BUSN 375 | Entrepreneurship | | 3 |
| ECON 101 | Introduction to Microeconomics | | 3 |
| ECON 111 | Introduction to Macroeconomics | | 3 |
| ECON 251 | International Economics | ECON111 | 3 |
| ECON 353 | Globalization and the World Economy | ECON101, ECON111 | 3 |
| FINC 221 | Introduction to Financial Management | | 3 |
| INTL 220 | International Human Resources Management | | 3 |
| MATH 110 | Introduction to Statistics | MATH104 | 3 |
| MGMT 200 | Introduction to Project Management | | 3 |
| MGMT 201 | Leadership | | 3 |
| MGMT 301 | Organizational Behavior | | 3 |
| MGMT 303 | Management Communications | | 3 |
| MGMT 322 | Problem Solving and Decision making for Managers | | 3 |
| MGMT 337 | Strategic Management | | 3 |
| MKTG 201 | Introduction to Marketing | | 3 |
| PHIL 200 | Ethics | | 3 |

Electives: 18 Credits (Choose 6 courses)

| Course Code | Course Name | Pre-requisite | Credit |
|-------------|---------------------------|---------------|--------|
| FINC 455 | International Finance | FINC221 | 3 |
| MATH 335 | Business Analytics | MATH110 | 3 |
| | Operations | | 3 |
| MGMT 325 | Management | MATH110 | |
| | Project Management | | 3 |
| MGMT 335 | Knowledge Areas I | | |
| | Project Management | | 3 |
| MGMT 336 | Knowledge Areas II | MGMT335 | |
| MGMT 433 | Negotiation | | 3 |
| | Cross-Cultural | | 3 |
| MGMT 453 | Management | | |
| MKTG 321 | Marketing Management | MKTG201 | 3 |
| MKTG 435 | Brand Management | | 3 |
| MKTG 436 | Principles of Advertising | | 3 |

BACHELOR OF ARTS IN ECONOMICS AND FINANCE

Bay Atlantic University is committed to providing a strong undergraduate program in Economics and Finance that teaches students the skills and knowledge they need to succeed in the workplace. In addition, the program is designed to produce well-rounded global citizens who can function effectively and ethically in society.

Economics studies the ways in which societies allocate scarce resources among various alternatives and the consequences of these decisions. The field of Finance, in turn, is concerned with how investment decisions are made by corporations and financial intermediaries and how financial markets operate locally and globally. The areas of inquiry in the economics and finance program include money and banking, international trade and finance, labor-market analysis, the study of emerging markets, and public finance, among others.

Students following a career in the field of Economics and Finance qualify for a wide array of jobs in business or government, including Business Economist, Statistician, Financial Planner, Investment Advisor, Program Analyst, Economics Research Analyst, Financial Risk Manager, Treasury Analyst, Media Analyst, Claims Officer, Project Manager, Asset Manager,

Banker, Loan Officer, Broker, Policy Analyst, and Budget Analyst. The B.A. in Economics and Finance also provides an excellent background for admission into an M.B.A., a law degree program, or graduate training in economics, finance or public policy.

Program Learning Objectives

1. Describe the major concepts and theories of economics and finance.
2. Demonstrate quantitative analytic skills, including statistical analysis, in decision making and policy development.
3. Recognize the role of ethical practices and values in economic and finance industries.
4. Practice clear written and oral communication skills within the disciplines.
5. Apply economic theories and financial principles to contemporary real-world social and global issues.
6. Examine complex economic and financial issues and ideas.

Economics and Finance Program: Course Listing

Core Requirements: 60 Credits

| Course Code | Course Name | Pre-requisite | Credit |
|-------------|---------------------------|---------------|--------|
| ACCT 112 | Financial Accounting | | 3 |
| ACCT 114 | Managerial Accounting | | 3 |
| | Introduction to | | 3 |
| ECON 101 | Microeconomics | | |
| | Introduction to | | 3 |
| ECON 111 | Macroeconomics | | |
| | Intermediate | | 3 |
| ECON 221 | Microeconomics | ECON101 | |
| | Intermediate | | 3 |
| ECON 222 | Macroeconomics | ECON111 | |
| ECON 251 | International Economics | ECON111 | 3 |
| ECON 437 | Econometrics I | MATH110 | 3 |
| ECON 479 | Health Care Economics | ECON101 | 3 |
| | Education and Economic | | 3 |
| ECON 481 | Development | ECON111 | |
| | Technical Writing and | | 3 |
| ENGL 324 | Presentation Skills | ENGL123 | |
| PHIL 200 | Ethics | | 3 |
| | Introduction to Financial | | 3 |
| FINC 221 | Management | | |

| | | | |
|----------|---|---------------------|---|
| | | ECON101, ECON111 | 3 |
| FINC 224 | Corporate Finance I | | |
| FINC 225 | Corporate Finance II | FINC224 | 3 |
| FINC 331 | Financial Analysis | FINC221 | 3 |
| MATH 110 | Introduction to Statistics | MATH104 | 3 |
| MATH 131 | Calculus 1 | MATH 104 | 3 |
| | Spreadsheet Applications for Business, Accounting, and Economics | | 3 |
| MATH 225 | | MATH131 | |
| MATH 335 | Business Analytics | MATH110 | 3 |

Electives: 18 Credits (Choose 6 courses)

| Course Code | Course Name | Pre-requisite | Credit |
|-------------|--|---------------------|--------|
| ECON 315 | Political Economy | ECON111 | 3 |
| ECON 336 | Game Theory | ECON101, ECON111 | 3 |
| ECON 353 | Globalization and the World Economy | ECON101, ECON111 | 3 |
| ECON 371 | The Development of Economic Thought | ECON101, ECON111 | 3 |
| ECON 432 | Money and Markets | ECON101, ECON111 | 3 |
| ECON 435 | Public Finance and the Economy | ECON101, ECON111 | 3 |
| ECON 438 | Econometrics II | ECON437 | 3 |
| ECON 440 | Economics of International Development | ECON101, ECON111 | 3 |
| ECON 456 | International Financial Crises | ECON101, ECON111 | 3 |
| ECON 473 | Keynes vs Friedman | ECON101, ECON111 | 3 |
| ECON 480 | Labor Economics | ECON101, ECON111 | 3 |
| FINC 222 | Financial Markets and Institutions | FINC221 | 3 |
| FINC 373 | Monetary Theory and Policy | ECON101, ECON111 | 3 |
| FINC 421 | Investment Strategies | FINC221 | 3 |
| FINC 431 | Derivative Markets | FINC221 | 3 |
| FINC 432 | Financial Markets | FINC221 | 3 |
| FINC 455 | International Finance Operations | FINC221 | 3 |
| MGMT 325 | Management | MATH110 | 3 |

BACHELOR OF ARTS IN POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

This program is designed to give students strong theoretical foundations in Political Science and International Relations combined with real world insights provided by BAU's unique Faculty

of "Scholar Practitioners" who create, in the classroom, the needed links between theory and the empirical world of "field experience". This includes ample use of case studies that provide insights on how to effectively use models, analytical tools, strategic planning, policymaking, diplomacy, international negotiations and more.

Program Learning Objectives

Upon completing the program, students will be able to:

1. Identify and define major theories of political science and international relations.
2. Apply major theories of political science and international relations to real world issues
3. Analyze the interdependence between political ideas and the reality of political processes in the modern world.
4. Appraise the role played by major actors in the political process and in international affairs.
5. Evaluate complex topics by formulating fact-based opinions and judgements in written and oral form.
6. Understand the use of data in political science and international relations analysis
7. Demonstrate knowledge and capacity to engage in civic, social and political activities needed to be a responsible citizen.
8. Build an understanding of others whose identities, beliefs, behaviors, values and perspectives that differ from their own

Political Science and International Relations Program: Course Listing

Core Requirements: 60 Credits

| Course Code | Course Name | Pre-requisite | Credit |
|-------------|--|-----------------------|--------|
| ECON 101 | Introduction to Microeconomics | | 3 |
| ECON 111 | Introduction to Macroeconomics | | 3 |
| ECON 315 | Political Economy | ECON 101, ECON 111 | 3 |
| ECON 353 | Globalization and the World Economy | ECON 101, ECON 111 | 3 |
| INTL 161 | Diplomatic History | | 3 |
| INTL 257 | International Relations | | 3 |
| INTL 270 | Global Public Health | | 3 |

| | | | |
|----------|--|--------------------|---|
| INTL 272 | United States Foreign Policy | INTL 257 | 3 |
| INTL 339 | International Organizations | INTL 257 | 3 |
| INTL 348 | Introduction to International Human Rights | | 3 |
| INTL 354 | International Development and Emerging Markets | | 3 |
| INTL 370 | Gender Development and Globalization | | 3 |
| INTL 430 | International Crisis Diplomacy | | 3 |
| INTL 451 | World Politics and World Order | POLS 101 | 3 |
| INTL 459 | International Security | | 3 |
| PHIL 200 | Ethics | | 3 |
| POLS 101 | Introduction to Politics and Political Science | | 3 |
| POLS 121 | Government and Politics of the United States | POLS 101 | 3 |
| POLS 251 | Introduction to Comparative Politics of Industrialized Societies | POLS 101, INTL 257 | 3 |
| POLS 380 | Research and Methods in Political Science | POLS 101 | 3 |

Electives: 18 Credits (Choose 6 courses)

| Course Code | Course Name | Pre-requisites | Credit |
|-------------|---------------------------------------|--------------------|--------|
| INTL 300 | Cybersecurity | | 3 |
| INTL 340 | Transnational Corporations | | 3 |
| INTL 350 | US and Europe | INTL 272 | 3 |
| INTL 351 | US and the Middle East | INTL 272 | 3 |
| INTL 352 | US and ASEAN | INTL 272 | 3 |
| INTL 353 | US and BRIC | INTL 272 | 3 |
| INTL 355 | Latin American Politics | INTL 272 | 3 |
| INTL 388 | Transnational Threats | INTL 310 | 3 |
| INTL 460 | Global Immigration and Asylum Policy | INTL 310, INTL 348 | 3 |
| POLS 122 | US Political History | POLS 121 | 3 |
| POLS 215 | Political Ideologies | POLS 101 | 3 |
| POLS 253 | Politics of Emerging Market Societies | INTL 257 | 3 |
| POLS 321 | Political Parties in America | POLS 121 | 3 |
| POLS 335 | Environmental Politics | | 3 |
| POLS 342 | Political Sociology | INTL 370 | 3 |
| POLS 343 | Public Policy | | 3 |
| POLS 432 | Religion and Politics | | 3 |
| POLS 453 | Political Behavior | POLS 101, POLS 251 | 3 |
| POLS 459 | Global Perspectives on Democracy | INTL 348 | 3 |

BACHELOR OF SCIENCE IN DATA SCIENCE PROGRAM

This program is not accepting new students.

The program is focused on introducing skills and knowledge of integrating scientific methods from statistics, computer science, and database business management to extract information from data and drive decision-making. The curriculum provides students with an understanding of data and computer science applications and practices, including computer programming languages, digital data format, data storage and manipulation, and data security. This program will prepare students to meet the challenges at the intersection between big data, business analytics, and other emerging fields.

Program Learning Objectives

- Apply a theoretical and practical application of computing and advanced mathematics for data collection and analysis.
- Understand data types applied to information systems, including visual presentation and relevant data retrieval
- Utilize advanced and intelligent computer algorithms to produce a reliable data model and system.
- Perform database administration tasks with the use of DBMS and SQL & Data Center technology and management
- Implement automatic data collection process using computer programming languages for data sciences, such as Python, R, Java, etc.
- Apply principles of data collection and analysis in information systems and security for technological decision-making and problem-solving.
- Understand computer network infrastructure on traditional IT and cloud computing
- Communicate effectively orally and in writing with technical and non-technical stakeholders regarding information security concerns and solutions.

- Organize, manipulate, and summarize various data formats using computer command-line interfaces and software applications.

Data Science Program Course Listing

Core Requirements: 60 Credits (20 courses)

| Course Code | Course | Pre-requisite | Credits |
|---------------|--|----------------------|---------|
| BUSN/INTL 240 | Law & Ethics | | 3 |
| CMPS 122 | Introduction to Programming I | | 3 |
| CMPS 202 | Data Structures and Algorithms I | CMPS 122 | 3 |
| CMPS 205 | Data Structures and Algorithms II | CMPS 202 | 3 |
| CMPS 211 | Computer Networks | | 3 |
| CMPS 222 | Programming II | CMPS 122 | 3 |
| CMPS 226 | Introduction to Data Science | | 3 |
| CMPS 230 | Information Visualization | | 3 |
| CMPS 318 | Database Management Systems | | 3 |
| CMPS 322 | Machine Learning and Pattern Recognition | CMPS 205 | 3 |
| CMPS 337 | Information Retrieval Systems | MATH 110 CMPS 122 | 3 |
| CMPS 438 | Exploratory Data Analytics | CMPS 226 | 3 |
| ISIT 112 | Introduction to Information Technology | | 3 |
| ISIT 224 | Information Systems Analysis and Design | | 3 |
| MATH 110 | Introduction to Statistics | | 3 |
| MATH 128 | Linear Algebra | | 3 |
| MATH 131 | Calculus I | MATH 104 | 3 |
| MATH 132 | Calculus II | MATH 131 | 3 |
| MATH 140 | Discrete Mathematics | | 3 |
| MATH 212 | Numerical Analysis | MATH 132 | 3 |

Electives: 18 Credits (Choose 6 courses)

| Course Code | Course | Pre-requisites | Credit |
|-------------|---|----------------|--------|
| CMPS 315 | Operating Systems | CMPS 122 | 3 |
| CMPS 332 | Analysis of Algorithms | CMPS 205 | 3 |
| CMPS 410 | Introduction to Artificial Intelligence | CMPS 322 | 3 |
| CMPS 426 | Bioinformatics | MATH 110 | 3 |
| CMPS 433 | Game Programming | CMPS 205 | 3 |

| | | | |
|----------|---|--|---|
| CMPS 477 | Image Processing | CMPS 230 | 3 |
| CMPS 480 | Big Data | CMPS 318 | 3 |
| ISIT 328 | Data Warehouse Design | CMPS 318 | 3 |
| ISIT 350 | Advanced Web Application Design | | 3 |
| ISIT 355 | Advanced Mobile Application Development | ISIT 248 or ISIT 350 or CMPS 222 | 3 |
| ISIT 362 | Social Network Analysis | | 3 |
| ISIT 370 | Agile Project Management | MGMT 200 | 3 |
| MGMT 200 | Introduction to Project Management | | 3 |

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY PROGRAM

The purpose of this program is to educate, mentor, train, and develop students that can manage and supervise using effective communication skills, knowledge of evolving technologies, efficient project planning, and implementation techniques. Students will learn various technical aspects of technology, including computer programming languages, computer network infrastructure, computer applications, data storage and systems, and information security. The program will provide students with the opportunity to attain a degree that will enhance opportunities in management and supervisory positions within the information technology field.

This major will prepare students for job positions such as Computer Network Architect, Computer Support Specialist, Database Administrator, Information Security Analyst, Software Developer, Application Developer, Application Support Analyst, Applications Engineer, Associate Developer, Chief Information Officer (CIO), Cloud Architect, Cloud Consultant, Cloud Product and Project Manager, Cloud Services Developer, Cloud System Administrator, Computer and Information Systems Manager, Computer Programmer, Computer Systems Analyst, Customer Support Administrator, Customer Support Specialist, Data Center Support Specialist, Data Quality Manager, Database Administrator, Desktop Support

Manager, Desktop Support Specialist, Developer, Director of Technology.

Program Learning Objectives

1. Demonstrate proficiency in various aspects of information technology skills, including computer programming languages, computer network infrastructure, database management systems, cybersecurity principles, and software development.
2. Examine technological problems and requirements for businesses to design and implement technology solutions using theoretical and practical applications of computing and mathematical knowledge.
3. Integrate fundamental digital components and infrastructures to implement computing solutions, including standalone, web-based, and mobile applications.
4. Communicate effectively orally and in writing with technical and non-technical stakeholders to professionally present articulate information and data literacy needs.
5. Assess technical skills and knowledge to pursue various professional technology certifications globally recognizable in the industry such as Certified Professional in Python Programming, CompTIA - IT Fundamentals (ITF+), ISACA – Data Science Fundamentals, etc.
6. Understand the role of responsible citizenship in the legitimate use of technology and digital data.

MINIMUM HARDWARE REQUIREMENTS

Students must have a computer system that meets the following general requirements: (Most computers are equipped with these components.)

- Video Card (4 GB of RAM or higher)
- Sound Card
- Speakers and Microphone
- Headphones (not required but recommended)
- Webcam
- USB Ports

- Network Card (10/100/1000 Mbps Ethernet)
- Wireless Network Card (2.4 and 5.0 GHz)
- Operating Systems:
 - Windows 10 64-bit or Later
 - Mac OS Catalina or Later

Information Technology Program Course Listing

Core Requirements: 60 Credits (20 courses)

| Course Code | Course | Pre-requisites | Credits |
|-------------|--|----------------|---------|
| CMPS 122 | Introduction to Programming I | CMPS 110 | 3 |
| CMPS 202 | Data Structures and Algorithms I | CMPS 122 | 3 |
| CMPS 211 | Computer Networks | | 3 |
| CMPS 222 | Programming II | CMPS 122 | 3 |
| CMPS 226 | Introduction to Data Science | | 3 |
| CMPS 318 | Database Management Systems | | 3 |
| CMPS 320 | Computer Forensics | | 3 |
| CMPS 350 | Cyber Security Law | | 3 |
| ISIT 224 | Information Systems Analysis and Design | | 3 |
| ISIT 225 | Cloud Computing | | 3 |
| ISIT 226 | Management Information System | ISIT 224 | 3 |
| ISIT 352 | Web Development | | 3 |
| ISIT 354 | Software Architecture | | 3 |
| ISIT 356 | Software Quality and Testing | | 3 |
| ISIT 357 | Content Management Software | | 3 |
| ISIT 360 | Data Mining | CMPS 226 | 3 |
| ISIT 401 | Information Technology Audits & Controls | ISIT 356 | 3 |
| MATH 110 | Introduction to Statistics | | 3 |
| MATH 140 | Discrete Mathematics | | 3 |
| PHIL 200 | Ethics | | 3 |

Electives: 18 Credits (Choose 6 courses)

| Course Code | Course | Pre-requisite | Credits |
|-------------|--|----------------------------------|---------|
| CMPS 205 | Data Structures and Algorithms II | CMPS 202 | 3 |
| CMPS 322 | Machine Learning and Pattern Recognition | CMPS 205 | 3 |
| CMPS 410 | Introduction to Artificial Intelligence | CMPS 322 | 3 |
| CMPS 426 | Bioinformatics | MATH 110 | 3 |
| CMPS 433 | Game Programming | CMPS 205 | 3 |
| CMPS 438 | Exploratory Data Analytics | CMPS 226 | 3 |
| CMPS 477 | Image Processing | CMPS 230 | 3 |
| ISIT 248 | Mobile Development | CMPS 122 | 3 |
| ISIT 328 | Data Warehouse Design | CMPS 318 | 3 |
| ISIT 340 | Business Intelligence | | 3 |
| ISIT 350 | Advanced Web Application Design | CMPS 122 | 3 |
| ISIT 355 | Advanced Mobile Application Development | ISIT 248 or ISIT 350 or CMPS 222 | 3 |
| ISIT 362 | Social Network Analysis | | 3 |
| ISIT 370 | Agile Project Management | MGMT 200 | 3 |
| MGMT 200 | Introduction to Project Management | | 3 |

UNDERGRADUATE COURSE DESCRIPTIONS

ACCT 112: INTRODUCTION TO FINANCIAL ACCOUNTING (3 CREDITS)

The most important sources of information for analyzing an organization's financial health are the balance sheet, the income statement, and the statement of cash flows. This course examines each of these documents in order to determine the operational, financial, and investment decisions that the firm has made and evaluates their outcomes.

ACCT 114: MANAGERIAL ACCOUNTING (3 CREDITS)

Managers need data in order to make critical cost, profit, and pricing decisions for their businesses. This course examines the type and sources of data that managers utilize, and how the pieces of data are analyzed to transform them into information that can be used as the basis for decision making that improves profitability.

BUSN 101: INTRODUCTION TO BUSINESS (3 CREDITS)

To an economist, a business is an entity for providing goods and services to consumers, but the impact of business is much more pervasive, shaping society as a whole. This course examines the nature of business and business processes, the various legal forms that a business can take, and the interwoven functions that allow an enterprise to function. It also investigates the roles that people play in the operation of a business organization.

BUSN 301: TOTAL QUALITY MANAGEMENT (3 CREDITS)

This course presents quality measurement and performance issues. The course emphasizes quality management process in business, marketing, and federal and nonprofit environment. Students learn how to manage process control, sampling plans and use of control charts. Topics in quality planning and assurance are covered.

BUSN 375: ENTREPRENEURSHIP (3 CREDITS)

Classical economists identified four factors of production. The first three were to be found in relative abundance: land, labor, and capital. But nothing happened and no commerce occurred until the fourth factor - entrepreneurship - arrived to organize the other three into a business organization.

This course examines the historical role of entrepreneurs in advancing society through technological and commercial innovation: from Italian Renaissance bankers to the computer wizards of today. The course demonstrates that entrepreneurship is not a gift people are born with; rather it is a skill that everyone can develop.

CMPS 110: INTRODUCTION TO COMPUTER SCIENCE (3 CREDITS)

An introduction to computer programming, the concepts involved in the use of higher-level language, and the program development process. The goal of this course is sufficiency in the design and implementation of programs of significant size of complexity. It will cover topics such as algorithms, file I/O, and basic data structures. This course is quite demanding, because of the length of programming exercises assigned.

CMPS 122: INTRODUCTION TO PROGRAMMING I (3 CREDITS)

An introductory course in programming, CMPS 122 exposes students to the concepts involved in using higher-level object-oriented programming language. The course will explain the programming process and give students lots of hands-on experience writing small programs during labs.

CMPS 202: DATA STRUCTURE AND ALGORITHMS I (3 CREDITS) – PREREQUISITE: CMPS 122

The objective of this course is introducing algorithms, algorithm complexities, basic data structures, data organizations, sorting and searching algorithms. This course will also focus on the implementation details of the algorithms.

CMPS 205: DATA STRUCTURES AND ALGORITHMS II (3 CREDITS) – PREREQUISITE: CMPS 202

The objective of this course analyzing time and space requirements of important algorithms and structures. Various data structures such as stacks, queues, trees and graphs will be introduced and analyzed. This course will also focus on the implementation details of the algorithms.

CMPS 211: COMPUTER NETWORKS (3 CREDITS)

An introduction to the design and analysis of computer communication networks. Topics include application layer protocols, Internet protocols, network interfaces, local and wide area networks, wireless networks, bridging and routing, and current

topics.

CMPS 222: PROGRAMMING II (3 CREDITS) – PREREQUISITE: CMPS 122

This course offers a continuation of the programming skills learned in CMPS 112. Students will learn more advanced applications of a programming language through lab work and independent assignments.

CMPS 226: INTRODUCTION TO DATA SCIENCE (3 CREDITS)

A first course in data science. Introduces data science as a field, describes the roles and services that various members of the community play and the life cycle of data science projects. Provides an overview of common types of data, where they come from, and the challenges that practitioners face in the modern world of “Big Data.” Provides an introduction to the interdisciplinary mixture of skills that the practice requires.

CMPS 230: INFORMATION VISUALIZATION (3 CREDITS)

Introduces the foundation and the state of the art of information visualization. Explores and reflects on the design, application, and evaluation of a diverse range of information systems. Demonstrates how a number of common types of information can be visually, intuitively and interactively represented. Provides a first-hand experience of visualizing a variety of realistic data types.

CMPS 315: OPERATING SYSTEMS (3 CREDITS) – PREREQUISITE: CMPS 122

This course examines the important problems in operating system design and implementation. The operating system provides an established, convenient, and efficient interface between user programs and the bare hardware of the computer on which they run. The operating system is responsible for sharing resources (e.g., disks, networks, and processors), providing common services needed by many different programs (e.g., file service, the ability to start or stop processes, and access to the printer), and protecting individual programs from interfering with one another. The course will start with a brief historical perspective of the evolution of operating systems over the last fifty years and then cover the major components of most operating systems. This discussion will cover the tradeoffs that can be made between performance and functionality during the design and implementation of an operating system. Particular emphasis will be given to three major OS

subsystems: process management (processes, threads, CPU scheduling, synchronization, and deadlock), memory management (segmentation, paging, swapping), and file systems; and on operating system support for distributed systems.

CMPS 318: DATABASE MANAGEMENT SYSTEMS (3 CREDITS)

Main objective is understanding database management systems and creating efficient database schemas according to normalization theory. This course covers E-R modelling, database design, relational databases, SQL, relational languages, query optimization, query processing and XML.

CMPS 320: COMPUTER FORENSICS (3 CREDITS)

Computer Forensics and Investigation presents principles and techniques of conducting computing investigations. Computer forensics involves obtaining and analyzing digital information for use as evidence in civil, criminal, or administrative cases. Topics include: ethics, current computer forensics tools, digital evidence controls, processing crime and incident scenes, data acquisition, e-mail investigations, and becoming an expert witness. Hands-on experience, using a forensic software package will be part of the course.

CMPS 322: MACHINE LEARNING AND PATTERN RECOGNITION (3 CREDITS) – PREREQUISITE: CMPS 205

Machine learning is one of the fastest growing areas of computer science, with far-reaching applications. The aim of this course is to introduce machine learning, and the algorithmic paradigms it offers, in a principled way. The course provides an extensive theoretical account of the fundamental ideas underlying machine learning and the mathematical derivations that transform these principles into practical algorithms. Following a presentation of the basics of the field, the course covers a wide array of central topics that have not been addressed by previous courses. These include a discussion of the computational complexity of learning and the concepts of convexity and stability; important algorithmic paradigms including stochastic gradient descent, neural networks, and structured output learning; and emerging theoretical concepts such as the PAC-Bayes approach and compression-based bounds.

CMPS 332 - ANALYSIS OF ALGORITHMS (3 CREDITS) – PREREQUISITE: CMPS 205

The objective of the course is to introduce the fundamental mathematical tools needed to analyze algorithms, basic algorithm design techniques, advanced data structures, and important algorithms from different problem domains.

CMPS 337: INFORMATION RETRIEVAL SYSTEMS (3 CREDITS) – PREREQUISITES: MATH 110, CMPS 122

The theoretical underpinnings of information retrieval are covered to give the student a solid base for further work with retrieval systems. Emphasis is given to the process of textual information for machine indexing and retrieval. Aspects of information retrieval covered include document description, query formulation, retrieval algorithms, query matching, and system evaluation.

CMPS 350: CYBER SECURITY LAW (3 CREDITS)

This course will provide a basic introduction to of all aspects of cyber-security including business, policy and procedures, communications security, network security, security management, legal issues, political issues, and technical issues. This serves as the introduction to the cyber security track in electrical and computer engineering department.

CMPS 410: INTRODUCTION TO ARTIFICIAL INTELLIGENCE (3 CREDITS) – PREREQUISITE: CMPS 322

The objective of this course is to give the student the ability to apply artificial intelligence techniques, including search heuristics, knowledge representation, planning, reasoning and learning to various problems.

CMPS 426: BIOINFORMATICS (3 CREDITS) – PREREQUISITE: MATH 110

This course covers computational techniques for mining the large amount of information produced by recent advances in molecular biology, such as genome sequencing and microarray technologies. The methods by which computers are used to manipulate and analyze sequences and structures will also be taught. The outline of the course is arranged to give fundamental concepts of bioinformatics to the students.

CMPS 433: GAME PROGRAMMING (3 CREDITS) – PREREQUISITE: CMPS 205

This course will support students the emerging trends, and frameworks of gamification, why it has a great potential to apply in IT projects, and how to use it effectively. The course allows students to develop a set of practical skills in using game elements using industrial case studies. Students will understand practical ways for improving a software development business particularly by understanding ways of creating an effective IT solution and exploring the intangible value in business landscapes. Unity game engine will be used as the development environment.

CMPS 438: EXPLORATORY DATA ANALYTICS (3 CREDITS) – PREREQUISITE: CMPS 226

In this course students learn the essential exploratory techniques for summarizing and analyzing data. The course discusses how to install and configure software necessary for a statistical programming environment. It covers practical issues in statistical computing, which includes programming in R and how to use R for effective data analysis. The course covers the plotting systems in R and some of the basic principles of constructing data graphics.

CMPS 477: IMAGE PROCESSING (3 CREDITS) – PREREQUISITE: CMPS 230

This course is an introduction to the fundamental concepts and techniques in basic digital image processing and their applications to solve real life problems. The topics covered include Digital Image Fundamentals, Image Transforms, Image Enhancement, Restoration and Compression, Morphological Image Processing, Nonlinear Image Processing, and Image Analysis. Application examples are also included.

CMPS 480: BIG DATA (3 CREDITS) – PREREQUISITE: CMPS 318

This course will provide insight into the basics of using "Big Data" to quantify operational implications of management choices. You will learn statistical models, mostly using R software, and analyze them to provide insight regarding the assumptions, value drivers, and risks present in a business situation. You will use your statistical models to explore different ways to think about uncertainty, guide decision-making, and persuasively communicate analytical results. Later in the course, by using the statistical tools learned, we will examine simple, introductory

methods to text mining, building search engines and recommendation tools.

ECON 101: INTRODUCTION TO MICROECONOMICS (3 CREDITS)

Microeconomics deals with the behavior of companies and individuals that determines the choices they make in the allocation of resources. This course examines the concepts of supply, demand, market equilibrium, and competition and the impact that external forces such as taxation, government policy, and globalization have on them.

ECON 111: INTRODUCTION TO MACROECONOMICS (3 CREDITS)

Macroeconomics deals with the total of all economic activity within a nation. This course examines such issues as economic growth, inflation, unemployment, savings, and investment to understand how these factors interact to impact the business cycle and overall national income.

ECON 221: INTERMEDIATE MICROECONOMICS (3 CREDITS) – PREREQUISITE: ECON 101

Building on the material covered in ECON 101, this course examines consumer behavior, production costs, and price and output analysis in both competitive and monopolistic market situations.

ECON 222: INTERMEDIATE MACROECONOMICS (3 CREDITS) – PREREQUISITE: ECON 111

Using the material from ECON 111 as a basis, this course examines the impact of monetary, fiscal, and economic policy on a variety of economic parameters such as GDP growth, international trade, business cycles, unemployment, and inflation.

ECON 251: INTERNATIONAL ECONOMICS (3 CREDITS) – PREREQUISITE: ECON 111

Traditionally the economic relationship between nations was based on trade, but today the situation is complicated by financial (exchange rates, monetary and fiscal policies), political (protectionism, tariffs), and social (unemployment, migration) issues associated with trade. This course examines the economic impact of those factors on the economies of various nations.

ECON 315: POLITICAL ECONOMY (3 CREDITS) – PREREQUISITE: ECON 101 & ECON 111

This course presents the theories and methodologies of studying the political economy alongside descriptions of relevant institutions. This course helps

students understand and analyze the characteristics of domestic and global businesses, government policies, and inter-state relations and their effects on individuals, societies, and environments. The course will focus on the contemporary structure of the political economy and will discuss controversial topics, including different theories about optimal economic and social development in both mature and emerging economies.

ECON 336: GAME THEORY (3 CREDITS) – PREREQUISITE: ECON 101 & ECON 111

The application of game theory to economics provides an insight into the decisions and choices that people make. This course will explore concepts such as Pareto Optimums and Nash Equilibriums that systematize the analysis of economic decision making. Basic theorems, selection strategy, rectangular games and solution techniques will be provided.

ECON 353: GLOBALIZATION & THE WORLD ECONOMY (3 CREDITS) – PREREQUISITE: ECON 101 & ECON 111

Globalization - the interconnection of national economies - is a major force in the 21st century. This course examines the impact of globalization on various nations and the economic, social, and political dislocations. With an understanding of the mechanisms of globalization, the course will explore policies put forward to deal with those dislocations and evaluate the probability of their successes.

ECON 371: THE DEVELOPMENT OF ECONOMIC THOUGHT (3 CREDITS) – PREREQUISITE: ECON 101 & ECON 111

The systematic analysis of the economy and the factors that affect it only dates back 250 years. This course explores the beginnings of that analysis, and the social, political, and technological factors that have shaped the thinking of economists over the past two centuries and have resulted in our current understanding of economics.

ECON 432: MONEY AND MARKETS (3 CREDITS) – PREREQUISITE: ECON 101 & ECON 111

Monetary policy drives the allocation of funds to the various financial markets for bonds, stocks, and commodities; this allocation, in turn, has a determining effect on many economic parameters. This course examines how monetary policy (money supply, interest rate targets, Federal Reserve regulations) impacts GDP growth, interest rates, and

inflation, and the role that monetary policy has played in recent asset price bubbles and financial crises.

ECON 435: PUBLIC FINANCE & THE ECONOMY (3 CREDITS) – PREREQUISITE: ECON 101 & ECON 111

Although they may disagree about appropriate government policies, all economists would agree that those policies have an immense influence on the economy. This course examines how the methods that governments use to finance themselves (taxes, tariffs, debt) and the expenditures that they make (social spending, capital investment, and subsidies) can impact and distort a totally free-market economy.

ECON 437: ECONOMETRICS I (3 CREDITS) – PREREQUISITE: MATH 110

Alfred Marshall (1842-1924) was a pioneer in applying mathematical rigor to economics; Econometrics applies statistical methods to empirical data with the goal of determining relationships and trends. Using linear regression and other statistical tools, this course compares theoretical forecasts of economic parameters with the real-world data to determine the predictive value of the models.

ECON 438: ECONOMETRICS II (3 CREDITS) – PREREQUISITE: ECON 437

The course deals with econometric methods and applications designed for the analysis of cross-section and panel data models. It can be viewed as a course in microeconometrics, since we cover methods that are most often used in empirical microeconomic research. The main topics covered are maximum likelihood & GMM methods, panel data models, semiparametric and nonparametric methods, limited dependent variable models, and qualitative response models. Single as well as simultaneous equations models will be treated. Important topical applications will be treated.

ECON 440: ECONOMICS OF INTERNATIONAL DEVELOPMENT (3 credits) – PREREQUISITE: ECON 101 & ECON 111

Developing countries have followed various paths to achieve a modern economy; some efforts (e.g. Singapore) have been extremely successful, while others (e.g. Zimbabwe) have been abject failures. This course examines those pathways to discover the institutions, policies, and practices that have determined the particular economic outcomes in various developing countries.

ECON 456: INTERNATIONAL FINANCIAL CRISES (3 CREDITS) – PREREQUISITE: ECON 101 & ECON 111

For the past 25 years, the world seems to have lurched from one financial crisis to the next without respite. This course examines the causes and effects of some of the most dramatic past and current international financial crises: the Asian economic crisis of 1997, the Mexican economic crisis of 1982, Japan's Lost Decade, the collapse of the Russian ruble, the Great Recession, the Eurozone crisis, the Italian bank crisis, and Brexit.

ECON 473: KEYNES VS. FRIEDMAN (3 CREDITS) – PREREQUISITE: ECON 101 & ECON 111

The last 100 years have seen a grand historical debate between two schools of economic thought represented by John Maynard Keynes and Milton Friedman. This course examines the origin of both schools and the cyclic ebb and flow between them: at first one side dominates but then fails to explain unprecedented economic circumstances; as a consequence, the other side becomes dominant, only to suffer the same fate.

ECON 479: HEALTH CARE ECONOMICS (3 CREDITS) – PREREQUISITE: ECON 101

Health policy is examined from an economic perspective. Basic economic theories and their relationships to the structure and function of the US health care system are explored. Alternative health care systems and health care reforms are also evaluated.

ECON 480: LABOR ECONOMICS – PREREQUISITE: ECON 101

This course is about the study of labor markets, business-employment relations, and the different experiences of various workers on the basis of gender, race, ethnicity, etc. Theories of labor supply, labor demand and wage determination are presented and empirical evidence on them is examined. Further topics include the determinants of wage differentials, the role of unions in wage determination, the impact of minimum wage legislation, human capital effects on employment and salaries, the economics of immigration, and how labor market discrimination affects wages and employment opportunities.

ECON 481: EDUCATION AND ECONOMIC DEVELOPMENT (3 CREDITS) – PREREQUISITE: ECON 101 & ECON 111

This course is an introduction to the economics of education. The central aim of the course is to assist students in viewing the education “industry” and its educational processes through the perspective of economics. Several tools of economic analysis are used to address the links between education and economic growth, consumption, investment, employment, and equity. Students are afforded an opportunity to examine an important issue related to the economics of education, which helps them to become more knowledgeable about the economics of education literature and learn how to apply the tools of economic analysis to an important policy issue.

ENGL 121: ENGLISH COMPOSITION I (3 CREDITS)

This course is required for students with moderate scores on the BAU English composition test. ENGL 121 develops the student’s ability to organize ideas and use critical thinking skills. The course will also review English grammar and writing mechanics. Students will learn to construct persuasive arguments and critical essays. They will practice personal reflection; analyze literature, film, and journalism; participate in the peer-review and editing processes; and learn about proper use of citations. Course materials may vary by professor.

ENGL 122: ENGLISH COMPOSITION II (3 CREDITS) – PREREQUISITE: ENGL 121

This course is open to students with high scores on the BAU English composition test. ENGL 122 develops the student’s ability to organize ideas and use critical thinking skills. The course will also review English grammar and writing mechanics. Students will learn to construct persuasive arguments and critical essays. They will practice personal reflection; analyze literature, film, and journalism; participate in the peer-review and editing processes; and learn about proper use of citations. Course materials may vary by professor.

ENGL 123: ACADEMIC WRITING (3 CREDITS) - PREREQUISITE: ENGL 122

This course is open to students with high scores on the BAU English composition test, or students who have completed ENGL 121. Academic writing and research abilities are essential for college students and professionals. During this course, students will

hone their research skills and complete a short research paper on a subject of their own choice. Throughout the course, students will participate in peer-review, learn to create research paper outlines and drafts, learn to use citations properly, and learn about research and writing resources at BAU and around D.C.

ENGL 324: TECHNICAL WRITING & PRESENTATION SKILLS FOR ECONOMICS & FINANCE (3 CREDITS) – PREREQUISITE: ENGL 123

Economists and finance managers communicate a great deal. Many are called upon to make presentations to conferences, to write opinion pieces for newspapers, and appear on television to analyze current events. In addition, they compose internal memos and reports that influence the direction of their organizations. This course is designed to familiarize students with the current communication trends in all of those areas. Students will have the opportunity to develop their communication skills by learning the jargon of the discipline, focusing on real-world topics, videoing their presentations, and having their work product reviewed by peers.

ENVS 105: INTRODUCTION TO ENVIRONMENTAL SCIENCE (3 CREDITS)

According to the US National Oceanographic and Atmospheric Agency, 2016 was the warmest year on record. According to NASA, it was the warmest year for the last 125,000 years. How has human activity affected the climate so dramatically? This and other vital questions about pollution, how the environmental system operates, and the interaction between the oceans, the atmosphere, and the land will be addressed in this course.

FINC 221: INTRODUCTION TO FINANCIAL MANAGEMENT (3 CREDITS)

In order to maximize future profits, firms need to make a number of interrelated strategic financial decisions. This course examines the impact of decisions in corporate capitalization (debt vs. equity), operations (fixed-asset investments vs. outsourcing), budgeting of financial resources, and monitoring of assets and liabilities on the profitability of the firm.

FINC 222: FINANCIAL MARKETS AND INSTITUTIONS (3 CREDITS) – PREREQUISITE: FINC 221

This course introduces financial institutions and dynamics between the public and private sectors. It begins with an overview of the role of financial intermediation. Student learn of inherent risks and fragilities of international financial institutions, along with the safeguards that have been established to mitigate them, both nationally and internationally. It reviews the development of and interaction between international and domestic financial markets, as well as the evolving relationship between the public and private sectors.

FINC 224: CORPORATE FINANCE I (3 CREDITS) – PREREQUISITE: ECON 101 & ECON 111

This is the first course of two consecutive corporate finance courses in the second year which aims to provide the student with the basic tools for making financial decisions. This course will introduce the student to basic financial theory and concepts of corporate finance. This course will also ensure an understanding of relationship between financial theory and its practices. It will cover some of the theory and practice of decision-making within the corporation. More of the emphasis will be on financial valuation, capital budgeting and cash flow analysis.

FINC 225: CORPORATE FINANCE II (3 CREDITS) – PREREQUISITE: FINC 224

The purpose of this course is to introduce basic concepts of financial management with special attention to corporate financial decisions. The course will focus on (1) the capital budgeting process, (2) dividend and capital structure policies of the firm, (3) the basics of risk management, (4) how derivatives can be used to hedge financial risks, (5) the rationale for mergers, different types of mergers, and merger analysis, (6) the pros and cons of the hybrids from the standpoints of both issuers and investors, how to determine when to use them, and the factors that affect their values.

FINC 331: FINANCIAL ANALYSIS (3 CREDITS) – PREREQUISITE: FINC 221

An analysis of a firm's financial documents (Balance Sheet, Income Statement, and Statement of Cash Flows) can provide detailed insight into its financial health. Using this data as a platform, the course explores the use of trend analysis and financial models for financial planning to achieve greater

stability, growth, and profitability.

FINC 373: MONETARY THEORY AND POLICY (3 CREDITS) – PREREQUISITE: ECON 101 & ECON 111

The objective of this course is giving students the understanding and the intuition regarding the possible monetary policy designs.

FINC 421: INVESTMENT STRATEGIES (3 CREDITS) – PREREQUISITE: FINC 221

The course is divided into two parts. The first part is an introduction to organization and properties of international and national security markets such as NYSE, SEC, OTC and ISE (Istanbul Stock Exchange). The first part also covers short sales and margin transactions in ISE, capital increase and basic information about stock splits. The second part of the course begins with fundamental analysis, effective use of financial ratios, then puts emphasis on CAPM, APT, portfolio theory and firm valuation models. The main objective of this course is to study fundamental concepts of investment theory in financial markets and to analyze the financial statements of firms.

FINC 431: DERIVATIVE MARKETS (3 CREDITS) – PREREQUISITE: FINC 221

The main objective of this course is to provide students a basic understanding of derivative-related financial instruments (forwards, futures and options) and their use in investment and corporate financial management.

FINC 432: FINANCIAL MARKETS (3 CREDITS) – PREREQUISITE: FINC 221

This course focuses on the role that financial markets play in business and in the economy. It also provides an understanding of the underlying institutions that either help financial markets work well or that interfere with the efficient performance of these markets. This course applies principles from finance and economics to explore portfolio theory and asset diversification, equilibrium asset pricing models; the CAPM, efficient and inefficient markets, performance evaluation, and an introduction to basic derivative markets (futures, forward, options).

FINC 455: INTERNATIONAL FINANCE (3 CREDITS) – PREREQUISITE: FINC 221

In the age of globalization, an in-depth understanding of the international financial arena is critical to the operations of multinational corporations. This course explores various risk factors associated with foreign

direct investment (FDI) activities: foreign exchange risk, political risk, and operational risk. In addition, the course examines how international capital markets, foreign government FDI regulations, international central bank policies, purchasing power parity (PPP), and Islamic banking impact FDI decisions.

FREN 101: ELEMENTARY FRENCH I (3 CREDITS)

An introduction to the French language for students with no prior experience. Students will practice reading, writing, listening, and speaking French. Cultural instruction on the Francophone world will also prove a foundational aspect of this course.

FREN 121: ELEMENTARY FRENCH II (3 CREDITS) – PREREQUISITE: FREN 101

A continuation of the reading, writing, listening, and speaking abilities introduced in FREN 101. Students will learn more about Francophone cultures. By the end of this course, students will be able to carry a conversation in French.

HIST 166: ATLANTIC HISTORY (3 CREDITS)

The accidental encounter of Christopher Columbus and the Taíno in 1492 initiated profound changes for the societies surrounding the Atlantic basin—those of the Americas, Europe, and Africa. This course explores those changes from 1492 through the Age of Revolutions. Students will examine major themes in Atlantic history, including the process of European colonization of the Americas; Amerindian-European interactions; the global political, economic, and socio-cultural effects of the Atlantic slave trade and plantation slavery; and the development of revolutionary movements in Haiti, France, and the future United States.

HIST 168: HISTORY OF CIVILIZATIONS (3 CREDITS)

This course develops a basic understanding of the history of major world cultures. The course provides a broad picture that deals with the nature and spread of the earliest civilizations in the Ancient Near East and the development of civilization in classical and medieval Europe, concerning their political, social, economic and religious life; focuses on the globalization process of the civilization. The course, therefore, provides an important overview of cultures and meetings between cultures and how these cultures constantly move towards an integrated society.

HIST 170: UNITED STATES HISTORY (3 CREDITS)

This course will explore the history of the United States from its origins in the eighteenth century to 9/11. The course will explore topics such as indigenous cultures, colonialism, slavery, and immigration; the Enlightenment and early American democracy; capitalism, plantation labor, and industrialization; abolitionism, the Civil War, and Reconstruction; the World Wars, the Civil Rights Movement, and the Cold War; and, finally, the effects of 9/11 on American society. Overall, students will leave the course with a firm understanding of the complex dynamics of race, gender, migration, politics, and economics in American society. Students will learn to think critically about primary and secondary sources, including works of writing, art, music, and literature, and will conduct independent research. They will also improve their written and oral communication abilities.

INTL 161: UNITED STATES DIPLOMATIC HISTORY (3 CREDITS)

Diplomacy is concerned with the management of relations between states and other actors. Though diplomacy is often thought as being concerned with peaceful activities, it may occur within war or armed conflict. The aim of this course is to introduce students to the diplomatic history by giving also a worldview on wars and conflicts. The course covers major world wars and international relations, starting at the turn of the 20th century and ending in present day. In this course, students will consider topics such as the World Wars, decolonization, the rise of communism, and the Cold War. This course introduces the background for the unfolding of the diplomatic history of the 21st century.

INTL 220: INTERNATIONAL HUMAN RESOURCES MANAGEMENT (3 CREDITS)

This course surveys the principles and methods of effectively managing people in a work environment. It includes the recruitment, selection, development, utilization of, and accommodation of people by organizations. Employee motivation and contemporary personnel management issues are examined in terms of the impact they have on organization effectiveness, goal attainment, health and viability, and overall performance.

INTL 257 INTERNATIONAL RELATIONS (3 CREDITS)

This course will introduce students to the main theories of international relations and facilitate critical applications of these theories to a range of substantive issue areas. After completing this course students will understand key concepts, theories, and empirical trends in IR. The 'map of the modern world' component will ensure that students will learn political geography, including the location and capital cities of all countries of the world, and display cognizance of outstanding political/territorial disagreements and other controversies between states.

INTL 270: GLOBAL PUBLIC HEALTH (3 CREDITS)

This course introduces students to the role that public health plays in international affairs. Students will examine contemporary global health concerns and how these global health concerns affect society and politics, including infectious disease, obesity and hunger, women's reproductive health, access to medical care, and environmental factors. The course will then move on to discuss successful and unsuccessful attempts to solve these public health issues through diplomacy, foreign aid, and through the efforts of international organizations. Finally, students will conduct a research project on one particular global health issue and will propose a solution to that problem.

INTL 272: UNITED STATES FOREIGN POLICY (3 CREDITS) – PREREQUISITE: INTL 257

This course will take a close look at United States foreign policy since 9/11. It will examine the United States' attitudes toward the Middle East, Asia, Africa, Europe, and Latin America, and the efforts it has made in diplomacy and through direct and proxy military engagement in Iraq, Afghanistan, Libya, Syria, and elsewhere. The course will also cover the role of the US in shaping global policies toward issues like terrorism, climate change, human rights (including women's rights and LGBT rights), illicit drug production and trades, free trade, the democratization of foreign states, and peacekeeping efforts. Students will also analyze major multilateral agreements made by the US, UN, NATO, and other nations and international organizations, such as the 2015 Iran Nuclear Deal and the 2016 Paris Climate Accord. Finally, students will gain an understanding of the transformation and continuity of foreign policy during the Bush, Obama, and Trump administrations.

This course will include field trips to the US Department of State and other locations in the Washington, D.C. area.

INTL 300: CYBERSECURITY (3 CREDITS)

Cybersecurity has become a significant concern in all industries around the world. The interconnection of the Internet has provided a borderless realm of global connection, which increases possibilities of digital vulnerabilities to all entities (i.e., individuals, businesses, public and private sectors, and government agencies). International cyber security policies are essential factors that require a stable collaboration from different countries to form a robust defensive mechanism. This course focuses on conflicts and international issues regarding cyber security and explores potential strategies and policies that may encourage global entities for the development of international agreements for safer and more secure cyberspace. Students will learn various subjects from technological and policy aspects of cyber security regarding foreign affairs, including cyber warfare, cyber diplomacy, cyber crime, cyber law, and cyber intelligence, etc.

INTL 339: INTERNATIONAL ORGANIZATIONS (3 CREDITS) – PREREQUISITE: INTL 257

This course serves as an introduction to international organizations. Understanding international organizations is essential to understanding the complex interdependence of world politics. After completing this course students will be able to: define and classify international organizations; recognize the fundamental theoretical approaches concerning the roles of international organizations in international politics; understand the historical and intellectual roots of the League of Nations and United Nations; and understand the basic organs, functions and roles of other significant international organizations, including the EU and NATO

INTL 340: TRANSNATIONAL CORPORATIONS (3 CREDITS)

Transnational corporations, which have their headquarters in one country but operate out of multiple, have been a staple of the global economy since the East India Companies of the seventeenth century. This course will consider the role of transnational corporations, such as Coca Cola, Walmart, Toyota, and others, in the modern global economy. It will also examine the political and social influence of corporations like United Fruit, which

acted as agents of foreign powers.

INTL 348: INTRODUCTION TO INTERNATIONAL HUMAN RIGHTS (3 CREDITS)

This course will explore the philosophical and political meaning of fundamental human rights. It will analyze cases of human rights violations--such as jailing of journalists, dissidents and opposition leaders; genocide in the Holocaust, Rwanda, Kosovo, and Cambodia; the use and abuse of the death penalty; female genital mutilation; violations of workers' rights; and torture. It will also examine the role that states, international organizations, international tribunals, and individuals can play in ending human rights abuses. Course readings may include contemporary theories of human rights and case studies on the enforcement of rights around the world.

INTL 350: U.S. AND EUROPE (3 CREDITS) – PREREQUISITE: INTL 272

This class will examine the modern diplomatic relationship between the U.S. and Europe since the Cold War. In particular, it will consider the influence of NATO, the EU, the former Soviet Union, and the so-called "special relationship" between the US and the UK. Students will gain an understanding of the contemporary dynamics of these relationships and what predictions analysts make for the future.

INTL 351: U.S. AND THE MIDDLE EAST (3 CREDITS) – PREREQUISITE: INTL 272

The Middle East is one of the most important centers of global conflict and diplomatic efforts today. Students will first gain an understanding of the major religious, political, and social events in the Middle East since the early 1900s that have led to contemporary conflict, including foreign imperialism, differing views of Islam, and the creation of the State of Israel. Next, students will learn about how the United States has interacted with Middle Eastern countries since the Cold War, with special focus on Iran, Iraq, Syria, Turkey, and Israel. Students will finally learn about contemporary U.S. policies toward different regions of the Middle East.

INTL 352: U.S. AND ASEAN (3 CREDITS) – PREREQUISITE: INTL 272

ASEAN, or the Association of Southeast Asian Nations, includes Indonesia, Malaysia, the Philippines, Singapore, Brunei, Cambodia, Thailand, Vietnam, Laos, and Myanmar. In this class, students will first learn about politics, economics, and social concerns

in these up-and-coming nations, and their relationship with the United States.

INTL 353: U.S. AND BRIC (3 CREDITS) – PREREQUISITE: INTL 272

Brazil, Russia, India, and China, or the "BRIC" nations, are four rapidly developing nations with major potential. In this class, students will examine the role of these nations in the modern world economy and will also understand the importance of the fall of Communism in global politics. Students will also look at the relationship of the United States with these countries.

INTL 354: INTERNATIONAL DEVELOPMENT AND EMERGING MARKETS (3 CREDITS)

This course introduces the fundamentals of international development and analyzes the global environments in which this pursuit is conducted. It explores the history, evolving definitions, theories, management, and synergies of international development. This course describes the major international donors, bilateral and multilateral and their development strategies, budgets and goals. The course also explores tools of information, policy, and sustainability. Additionally, an overview of legal, ethical, and cultural competency issues in international development are provided.

INTL 355: LATIN AMERICAN POLITICS (3 CREDITS) – PREREQUISITE: INTL 272

In this course, students will examine the comparative politics of Mexico, Cuba, and other Latin American countries as a means of understanding the political issues of South America, Central America, and the Caribbean. Students will learn about the political structures of these countries, their economic development, migration, indigenous and women's rights, public health, Catholicism and evangelism, and other major socio-political concerns of these nations. Finally, students will learn about the roles of Mexico, Cuba, and other Latin American in non-governmental organizations like NAFTA and the UN, and their major foreign policy objectives.

INTL 370: GENDER, DEVELOPMENT & GLOBALIZATION (3 CREDITS)

This course introduces major issues facing women and men around the world who are marginalized by inequitable structures and processes of globalization. Students will investigate case studies within the context of international development, drawing particularly on concepts regarding gender and

development and critical globalization. Students will develop valuable social science research skills and will discuss and debate critical issues. Upon successful completion of the course students will be able to: analyze and describe dynamic relationships among global and local economies and socio-cultural processes; identify and describe processes and relationships that produce gender-based inequalities; apply key concepts in the fields of international development and gender and development; and utilize qualitative social science research methodologies.

INTL 388 TRANSNATIONAL THREATS (3 CREDITS) – PREREQUISITE: INTL 310

What sorts of transnational security challenges do states face in the information age, and how do they manage these threats? Global threats such as nuclear proliferation, climate change, environmental degradation, refugee streams, or infectious diseases do not stop at national borders. Terrorist and criminal networks not only transcend international borders, but also go beyond traditional state jurisdictions and stove-piped hierarchies. This course will analyze the nature of the challenges and look at the policy, legal, and institutional mechanisms the United States and other countries have found/must find to manage and counter these threats.

INTL 430: INTERNATIONAL CRISIS DIPLOMACY (3 CREDITS)

This course will focus on the methods of crisis diplomacy by taking a close look at specific examples in the Middle East, Central America, and Southeast Asia. These crises might include political crises, terrorism, natural disasters, and economic crises. Students will learn about the practices of mitigating crises, preventing potential crises, and handling crisis aftermath through case studies, and will also learn about the potential roles of governments, non-governmental organizations, and international organizations in handling these situations. For the final exam, students will undertake a simulation to handle an international crisis.

INTL 451 WORLD POLITICS AND WORLD ORDER (3 CREDITS) – PREREQUISITE: POLS 101

World politics is the study of how states interact with each other. This course builds an understanding of our field, introducing the background, theoretical, and empirical tools necessary to understand international relations today. Students will learn

about important findings in a variety of subfields, including war, international political economy, institutions, nuclear proliferation, and terrorism.

INTL 459: INTERNATIONAL SECURITY (3 CREDITS)

This course will familiarize students with some of the major theoretical issues in the study of international security, and some of the central challenges shaping current debates about security and the use of force. War and conflict have been central to international politics throughout history. The study of security investigates causes of war, strategies for avoiding conflict, and the impact of new technologies, actors, and ideas on calculations about the use of force. This course will also consider how international law has dealt with the legality of the use of force to settle international disputes. This course will give students a solid grounding in current theoretical issues and security challenges in the international arena. It will encourage them to think about how an understanding of these issues can help them address existing security problems affecting the world community.

INTL 460: GLOBAL IMMIGRATION & ASYLUM POLICY (3 CREDITS) – PREREQUISITE: INTL 310 & INTL 348

According to the United Nations High Commission on Refugees, the 2010s have seen the highest numbers of refugees, displaced people, and stateless people in human history—nearly 80 million people total. Whether driven by climate change, socio-political unrest, economics, or violence, these people universally have to navigate complex systems of immigration and asylum policies worldwide. For lawmakers, the influx of refugees and migrants presents the challenge of enacting swift policies that enforce human rights and transnational security. In this course, students will learn about some of the largest legal and political problems involving migrants and refugees today. In particular, the course will focus on Syrian refugees in the EU and Turkey; South Sudanese and Central African refugees in Uganda and Rwanda; Central American refugees in the US; and Rohingya refugees in Southeast Asia and Australia. Students will learn about the efforts of governments and non-governmental organizations to create and enact migration and asylum policies.

ISIT 112: INTRODUCTION TO INFORMATION TECHNOLOGY (3 CREDITS)

This course introduces basic issues in information science, including the nature of information, information technology, information security, information policy, information ethics, and the relationships between information technologies and the information context.

ISIT 224: INFORMATION SYSTEMS ANALYSIS AND DESIGN (3 CREDITS)

The goal of this course is to examine the system and the concepts of information system. Students learn analysis and design of the information system.

ISIT 225: CLOUD COMPUTING (3 CREDITS)

The course examines the most important APIs used in the Amazon and Microsoft Cloud, including the techniques for building, deploying, and maintaining machine images and applications. We will learn how to use Cloud as the infrastructure for existing and new services. We will use open source implementations of highly available clustering computational environments. We also learn how to deal with not trivial issues in the Cloud, such as load balancing, caching, distributed transactions, and identity and authorization management. In the process we will also become very familiar with Linux operating system.

ISIT 226: MANAGEMENT INFORMATION SYSTEMS (3 CREDITS) – PREREQUISITE: ISIT 224

Managing information systems has become a task for all levels of managers and all function areas of the business. This course is designed to familiarize students with the concepts related to the utilization of information technology in business organizations. It will focus both on technical and managerial aspects of information technology adoption in the organization. Topics such as information technology infrastructure, electronic commerce, information systems and business strategy, ethical issues related to information systems will be covered in class.

ISIT 248: MOBILE DEVELOPMENT (3 CREDITS) – PREREQUISITE: CMPS122

This course introduces Android operating system for mobile phones and covers advanced topics of Android programming such as web services, multithreading, advanced database applications, multimedia operations, broadcast mechanism and using map services.

ISIT 328: DATA WAREHOUSE DESIGN (3 CREDITS) – PREREQUISITE: CMPS 318

This course aim is teaching the data warehouse design. At the end of semester, students will learn database concepts and data warehouse concepts.

ISIT 340: BUSINESS INTELLIGENCE (3 CREDITS) – PREREQUISITE: ISIT 360

This course covers business intelligence concepts and methodologies including the definition of intelligent knowledge and know-how process to gain insight and perspective for businesses.

ISIT 350: ADVANCED WEB APPLICATION DESIGN (3 CREDITS) PREREQUISITE: CMPS 122

This course teaches advanced web application design using Java ServerFaces web framework. Understanding managed beans, page navigation rules, expression language, data validation and conversion, AJAX support, application security, building custom components and related topics will be covered within the scope of this course.

ISIT 352: WEB DEVELOPMENT (3 CREDITS)

This course introduces essential topics of web programming using Java based technologies. Java Servlets and JavaServer Pages will be introduced for understanding basics of web programming. After covering basic topics, Spring Web MVC framework will be introduced for more advanced tasks. JDBC based database operations will be also covered within the scope of this course. Students who successfully complete this course will have the ability of creating database driven dynamic web applications which can generate response to user requests.

ISIT 354: SOFTWARE ARCHITECTURE (3 CREDITS)

This course provides students a brief introduction of software architecture involved theory foundations, sub-fields, current research status, and practical methods. Also, students can acquire the basic knowledge of software architecture including how we can describe a system's architecture by formal language, popular styles and how it can be applied into development of a system.

ISIT 355: ADVANCED MOBILE APPLICATION DEVELOPMENT (3 CREDITS) – PREREQUISITE: ISIT 248 OR ISIT 350 OR CMPS 222

Technology continues to evolve and provide us with increasingly powerful mobile devices. Thus, applications that can run on a browser must also be

written such that they are compatible with mobile devices, the majority of which are now web-enabled. Meanwhile, there is an increasing demand for native applications that can be downloaded to and run on mobile devices. This course will address these trends, teaching you to think about the unique design and deployment issues that must be taken into consideration when developing applications for mobile devices.

ISIT 356: SOFTWARE QUALITY AND TESTING (3 CREDITS)

This course provides an elementary introduction to software quality assurance and test. Topics include: Why do software testing? The meaning of black-box testing and white-box testing; Software Testing throughout the Software Process; Software Testing and Extreme Programming; The Automation of Software Testing; Difficulties and Limitations of Software Testing; The Business of Software Testing; Implementing and Automated Testing.

ISIT 357: CONTENT MANAGEMENT SOFTWARE (3 CREDITS)

This course explores the use of the three most popular open source web-based content management systems— WordPress, Joomla, and Drupal—to create dynamic and flexible websites and landing pages. Participants explore the fundamentals of planning dynamic websites, CMS database management, developing CSS-controlled site templates, and creating database-driven websites through the planning and creation of their own topic-based sites.

ISIT 360: DATA MINING (3 CREDITS) – PREREQUISITE: CMPS 226

Data Mining studies algorithms and computational paradigms that allow computers to find patterns and regularities in databases, perform prediction and forecasting, and generally improve their performance through interaction with data. It is currently regarded as the key element of a more general process called Knowledge Discovery that deals with extracting useful knowledge from raw data. The knowledge discovery process includes data selection, cleaning, coding, using different statistical and machine learning techniques, and visualization of the generated structures. The course will cover all these issues and will illustrate the whole process by examples. Special emphasis is on the Machine Learning methods as they provide the real knowledge discovery tools. Important related technologies, as

data warehousing and on-line analytical processing (OLAP) will be also discussed. The students will use recent Data Mining software.

ISIT 362: SOCIAL NETWORK ANALYSIS (3 CREDITS)

The course presents mathematical methods and computational tools for Social Network Analysis (SNA). SNA was pioneered by sociologist, but recently became an interdisciplinary endeavor with contributions from mathematicians, computer scientists, physicists, economists etc., who brought in many new tools and techniques for network analysis. In this course we will start with basic statistical descriptions of networks, analyze network structure, roles and positions of nodes in networks, connectivity patterns and methods for community detection. In the second part of the course we will discuss processes on networks and practical methods of network visualization.

ISIT 370: AGILE PROJECT MANAGEMENT (3 CREDITS) – PREREQUISITE: MGMT 200

This course covers an introduction to agile project management, fundamental principles and practices about agile project development and management.

ISIT 401: INFORMATION TECHNOLOGY AUDITS & CONTROLS (3 CREDITS) – PREREQUISITE: ISIT 356

Management and boards continue to recognize the importance of effectively managing information technology (IT) assets — to meet business objectives and to thoughtfully manage IT related business risks. This course examines the key principles related to auditing information technology processes and related controls and is designed to meet the increasing needs of audit, compliance, security and risk management professionals.

MATH 103: COLLEGE MATHEMATICS (3 CREDITS)

Mathematical calculations underlie the development of theories, the evaluation of trends, and the assessment of progress in all aspects of society. It will cover linear, quadratic, and simultaneous equations and the graphing of lines, circles, exponential functions, and polynomial functions.

MATH 104: COLLEGE ALGEBRA (3 CREDITS) – PREREQUISITE: MATH 103

This course covers matrix theory and linear algebra, emphasizing topics useful in other disciplines. Linear algebra is a branch of mathematics that studies systems of linear equations and the properties of matrices. The concepts of linear algebra are extremely useful in physics, economics and social sciences, natural sciences, and engineering. Due to its broad range of applications, linear algebra is one of the most widely taught subjects in college-level mathematics (and increasingly in high school).

MATH 110: INTRODUCTION TO STATISTICS (3 CREDITS) – PREREQUISITE: MATH 103 & MATH 104

This is an introductory course that assumes no prior knowledge of statistics but does assume some knowledge of high school algebra. Basic statistical concepts and methods are presented in a manner that emphasizes understanding the principles of data collection and analysis rather than theory. Much of the course will be devoted to discussions of how statistics is commonly used in the real world.

MATH 128: LINEAR ALGEBRA (3 CREDITS)

Linear algebra is the study of linear systems of equations, vector spaces, and linear transformations. Solving systems of linear equations is a basic tool of many mathematical procedures used for solving problems in science and engineering.

MATH 131: CALCULUS I (3 CREDITS) – PREREQUISITE: MATH 104

This is an introductory course to provide students with an introduction to Calculus. The course covers topics such as rules of differentiation, the chain rule and implicit differentiation; derivatives of trigonometric, exponential, logarithmic, and inverse trigonometric functions; the Mean Value theorem; and indeterminate forms and L'Hopital's rule.

MATH 132: CALCULUS II (3 CREDITS) – PREREQUISITE: MATH 131

This course builds on skills learned in MATH 131. It covers subjects such as techniques in integration; applications of integration; conics, parametric curves, and polar curves; partial differentiation; and multiple integration.

MATH 140: DISCRETE MATHEMATICS (3 CREDITS)

The aim of the course is to give students the necessary background in discrete mathematical structures. Basic algorithms on discrete structures will be taught.

MATH 225: SPREADSHEET APPLICATIONS FOR BUSINESS, ACCOUNTING & ECONOMICS (3 CREDITS) – PREREQUISITE: MATH 131

Spreadsheets are a valuable tool for business, economic, and financial analysis. This course covers a wide range of spreadsheet operations from basic data manipulation, to the use of formulas and functions, table and graphical representation of data, regression, and data analysis.

MATH 335: BUSINESS ANALYTICS (3 CREDITS) – PREREQUISITE: MATH 110

Business Analytics uses data from past performance and statistical methods to inform data-driven decision making. This course explores how big data analysis and predictive modeling can drive strategic decision making for enterprise optimization and government policy decisions.

MGMT 200: INTRODUCTION TO PROJECT MANAGEMENT (3 CREDITS)

Introduction to Project Management utilizes a simulated team project to manage a project's life cycle. Emphasis is placed on activity networks, managing resources, and creating control mechanisms that minimize risk. Project leadership is explored in the context of building effective project teams and maintaining stakeholder relationships. Students will learn and apply basic project management concepts including triple constraint, planning, scheduling, work breakdown structures and project control.

MGMT 201: LEADERSHIP (3 CREDITS)

A recent management theory suggests that leadership consists of three overarching functions -- vision, communication, and implementation--under which all other functions can be slotted. This course will examine the nature of these three functions in today's business and use Abraham Zaleznik's classic paper to distinguish between the roles of leaderships and managers. Following the dictum that studying leaders illustrates leadership, the course will analyze the characteristics of many leaders from different fields-- business, government, politics, society, and

religion-- to distill the essence of leadership.

MGMT 301: ORGANIZATIONAL BEHAVIOR (3 CREDITS)

This course provides a comprehensive analysis of individual and group behavior in organizations. Its purpose is to provide an understanding of how organizations can be managed more effectively and at the same time enhance the quality of employees work life. Topics include motivation, rewarding behavior, stress, individual and group behavior, conflict, power and politics, leadership, job design, organizational structure, decision making, communication and organizational change and development.

MGMT 303: MANAGEMENT COMMUNICATIONS (3 CREDITS)

The skills taught in this course are essential for surviving and succeeding in today's corporate world. You will learn to analyze, understand and write clear and concise business communiqués, develop skills for high level interpersonal communication and strengthen your oral presentation competence. The course introduces a range of business communication methods and examines the technologies available for conveying business messages.

MGMT 322: PROBLEM SOLVING AND DECISION MAKING FOR MANAGERS (3 CREDITS)

One thing is for certain in every manager's life: every day a manager will be called upon to solve a difficult problem or make a significant decision. But the processes used need to be ad hoc. This course presents techniques for creative problem solving and structures to assist in decision making whether the data are scarce or overwhelming. One major aspect of the course is the investigation of subconscious biases and how they can reduce the effectiveness of the decision-making process.

MGMT 325: OPERATIONS MANAGEMENT (3 CREDITS) PREREQUISITE: MATH 110

Operations Management involves those aspects of your firm that provide the goods or services in your firm's value proposition to your targeted market. As such, operations will be decisive in determining the long-term viability of your firm's business model. This fact has become even clearer in recent years as competition has increased with more globalization and improved information technology. By integrating operations successfully into their business models, firms such as Dell, Toyota, and Wal-Mart have shown

that good operations make good business sense. The objective of this course is to provide you with an understanding of Operations Management and the role that it plays within an organization. By the end of the course, you should have developed an appreciation for the challenges in providing world-class products and services and the ability to use some analytical tools and conceptual frameworks to guide your thinking about operations.

MGMT 335: PROJECT MANAGEMENT KNOWLEDGE AREAS I (3 CREDITS)

This second course defines the scope for a project and developing a complete project overview statement. Developing a work breakdown structure (WBS) and the fundamentals of scheduling, including a review of the three constraints (Scope, Time, Cost) related to quality are included. This course addresses the following areas: Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, and Project Quality Management.

MGMT 336: PROJECT MANAGEMENT KNOWLEDGE AREAS II (3 CREDITS) – PREREQUISITE: MGMT 335

This course provides a review of control and tracking steps to ensure a project's successful closure on time and within budget; Discussion on managing scope, change, and identify variances that require action; A review of PMP examination preparation and strategy. This course addresses the following areas: Project Human Resource Management, Project Communication Management, Project Risk Management, Project Procurement Management, PMP Examination preparation.

MGMT 337: STRATEGIC MANAGEMENT (3 CREDITS)

The modern theory of strategic management involves the creation of a competitive advantage over competitors; this means uniquely creating value for a customer in a way that competitors cannot. The course creates a fusion between the two major competitive advantage theories: the external theory of Michael Porter and the internal theory of Jay Barney - leading to a holistic understanding of strategic management.

MGMT 433: NEGOTIATION (3 CREDITS)

Negotiation is the art and science of securing an agreement between two or more interdependent parties. This course focuses on understanding the

behavior of individuals, groups, and organizations in the context of competitive situations. The objectives of the course are to help students to develop negotiation skills experientially and to understand negotiation in useful analytical frameworks. Considerable emphasis is placed on realistic negotiation exercises and role-playing. The exercises serve as catalysts for the evaluation and discussion of different types of negotiation situations. In-class discussions and lectures supplement the exercises.

MGMT 453: CROSS-CULTURAL MANAGEMENT (3 CREDITS)

Cross Cultural Management is a collaborative research seminar that examines what constitutes "effective" leadership across cultures. The underlying theme of this course is that the skills and behaviors that are perceived as effective leadership characteristics in one culture are not necessarily those that will be effective in a different culture. By exploring the ways in which specific characteristics are valued differently by different cultures, the students acquire frameworks for assessing how to approach a work assignment in a culture that is not their own. This course is collaborative because the students are expected to provide some of the content. The weekly readings target particular aspects of cultural differentiation. Working within those topics, teams of students are asked to describe aspects of leadership in particular cultures based on their research and/or personal experiences. Students use both formal presentations and informal discussions to engage each other in learning about different cultural expectations. The goal of the course is to help prepare students for business assignments outside of their native countries.

MKTG 201: INTRODUCTION TO MARKETING (3 CREDITS)

The American Marketing Association defines marketing as: "the activity, set of institutions, and processes for creating, communicating, delivering, and exchanging offerings that have value for customers, clients, partners, and society at large." This course examines many of these marketing aspects starting with the basics of the 4 Ps (Place, Price, Product, Promotion), market segmentation, and branding. The course also explores the newest aspects of internet marketing by Amazon, Google, and Facebook.

MKTG 321: MARKETING MANAGEMENT (3 CREDITS) – PREREQUISITE: MKTG 201

Marketing is broad term encompassing many facets of the practice. Therefore, the adroit management of marketing functions is a necessity in order to maximize results and control costs. This course examines the management processes to control the many autonomous aspects of marketing from discovering what the customer wants, to producing it informing the consumer of its availability, providing it at a reasonable price with convenient access.

MKTG 435: BRAND MANAGEMENT (3 CREDITS)

A company's brand is the most valuable asset that it owns. A recognized brand is the key to expanding sales and the product line. But brand management requires paying attention to many aspects of the product from brand recognition to brand loyalty. These various aspects add up to brand power: the ability of a company to demand and receive premium shelf space, placement in movies, and celebrity endorsements. This course examines the different brand parameters and invokes marketing concepts to build brand power.

MKTG 436: PRINCIPLES OF ADVERTISING (3 CREDITS)

This course provides the opportunity to learn the theory and hands-on practice of advertising including planning, strategy, creative development, and media planning. Elements of direct response, promotion, Internet, and public relations are also presented. Students will be able to demonstrate an understanding of the principles of advertising and practice creative and decision-making skills in developing an advertising campaign plan.

PHIL 200: ETHICS (3 CREDITS)

The purpose of this course is to open awareness to the complexity of ethical decision-making and prepare students to make choices from a standpoint of ethical consciousness. Students will learn to identify ethical problems in their program of study, assess the obligations of stakeholders, formulate arguments for those obligations, and propose feasible solutions to ethical problems. Diversity competence will also be stressed. Assignments, activities, and exams will cultivate reflection, analysis, creativity, and empowerment.

POLS 101: INTRODUCTION TO POLITICAL SCIENCE (3 CREDITS)

This course is an introduction to the basic concepts and theories of political science. It begins with discussions of individual and human nature and elaborates on state and society. Some of the central themes of the course are: human nature and the individual, the social contract, sovereignty, authority, public opinion, elections, electoral systems, legislatures, executives, judiciaries, political violence, terrorism, and international relations.

POLS 215: POLITICAL IDEOLOGIES (3 CREDITS) – PREREQUISITE: POLS 101

Ideology is one of the most readily employed concepts in political science. Political ideologies originated in the modern era and have shaped our beliefs, values, and understanding of human nature, the organization of social and political institutions, and authority. This course is a survey of major political ideologies. We will examine the core concepts, assumptions, political programs, and historical development of such ideologies as: liberalism, conservatism, nationalism, socialism, communism, and fascism, among others. This course aims to help students think critically about the role ideology plays in informing political debate and assumptions concerning state and society.

POLS 121: UNITED STATES GOVERNMENT (3 CREDITS) – PREREQUISITE: 101

This course will give students an analytical perspective on government and politics in the United States. It requires familiarity with the various institutions, groups, beliefs, and ideas that constitute US politics. Students will study the following topics: the United States Constitution; political ideologies, beliefs, and behaviors; the birth and organization of political parties; interest groups; mass media; the structure and institutions of national government, state governments, and local governments; public policy; and civil rights and civil liberties.

POLS 122: UNITED STATES POLITICAL HISTORY (3 CREDITS) – PREREQUISITE: POLS 121

Students will learn about the political history of the United States. Both domestic and international politics will be covered. Students will understand the events surrounding the creation of the United States and how the United States has maintained its democratic system for more than 200 years. Students

will also understand the key events, trends, and leaders that have shaped the United States. It is important for students to understand both the domestic and international history of the United States in order to analyze contemporary world affairs. The United States is an important object of study both because it is one of the world's most successful democracies and because it is the world's most powerful nation. World events simply cannot be understood without knowledge of the United States and its history. This course will introduce students to the most important leaders, events, and ideas that have shaped American history and continue to influence the United States today.

POLS 250: MEDIA LITERACY IN THE AGE OF FAKE NEWS (3 CREDITS)

Media Literacy is the ability to access, analyze, evaluate and create media in a variety of forms, from print to video to the Internet. This course aims at building an understanding of the role of media in society as well as essential skills of inquiry and self-expression necessary for citizens of a democracy. Upon completion of the course, students are expected to become competent, critical and literate in all media forms so that they control the interpretation of what they see or hear rather than letting the interpretation control them.

POLS 251: INTRODUCTION OF COMPARATIVE POLITICS (3 CREDITS) – PREREQUISITE 101 & INTL 257

This course provides a systematic study and comparison of political system, with emphasis on recent trends in world politics. This course will introduce the basic concepts of comparative politics, examine liberal and illiberal regimes, and compare the governmental systems of developing, industrial, and post-industrial societies. Students will learn to identify the strengths and weaknesses of parliamentary and presidential systems of government, and of centralized, devolved, and federal state systems. We will also consider a variety of electoral systems.

POLS 253: POLITICS OF EMERGING MARKETS SOCIETIES (3 CREDITS) – PREREQUISITE: INTL 257

This course examines theoretical and empirical approaches to understanding the process of economic development. Topics include the role of the state in alleviating or exacerbating poverty, the politics of industrial policy and planning, and the

relationship between institutional change and growth. How over the past century have some of the world's poorest nations achieved wealth? How have others remained mired in poverty? What are the social consequences of alternative strategies of development? What about the quality of governance? POLS 252 will answer these questions and more.

POLS 321: POLITICAL PARTIES IN AMERICA (3 CREDITS) – PREREQUISITE: POLS 121

By the end of this course, students will have a deeper appreciation of the main drivers of US politics. They will have a solid understanding of the structure, operation, and definition of the US party system. They will have an appreciation for the historical origins of the two-party system. The course will also include discussions of the role of political parties on the national and state levels, party politics in the South, political machines, ethnic politics, and the national election process.

POLS 335: ENVIRONMENTAL POLITICS (3 CREDITS)

Environmental politics is a fairly new but quickly growing field as debates about environmental degradation have intensified. Environmentalists are concerned about pollution, conservation, ecosystem destruction, natural resource depletion, and global warming which threaten our planet and future life on earth. State structures, the capitalist world economy, environmental organizations and social movements and their interaction in a global geography all affect the politics of the environment. In other words, these actors on the global scene have differing and often conflicting views on what the problem is and what to do about it. Thus, environmental politics is controversial as well as vital. It is also global in nature as environmental problems recognize no national borders. This course will deal with all of these issues while introducing the students to relevant concepts and debates such as the tragedy of the commons, the global commons, sustainable development, ecological modernization, risk society, deep ecology, North-South issues and ideas of nature and progress.

POLS 342: POLITICAL SOCIOLOGY (3 CREDITS) – PREREQUISITE: INTL 370

Political sociology is concerned with, above all, power relations in the social, political, and economic spheres. As such, we deal with different centers of power, both within the national unit and transnationally. This course introduces you to state

structures, class structures and global structures. We will cover concepts such as power, representation, association, social capital, citizenship, collective action and issues such as state development, democratization, 'old' and 'new' social movements, and global networks. Equally crucial to this course is the understanding of interactions between the society and polity.

POLS 343: PUBLIC POLICY (3 CREDITS)

Definition of the public and non-public, the criteri(ona) which makes an action public or non-public; Definition of the policy, theoretical link between public and policy. From individual decision making to public decision making process, the problem of aggregation in the definition of public. The Coase theorem and related topics, the role of the externality concept in the definition of public, social welfare function and related issues.

POLS 380: RESEARCH AND METHODS IN POLITICAL SCIENCE (3 CREDITS) – PREREQUISITE: POLS 101

This course is designed to provide students with fundamental knowledge on the conduct of research in the field of political science. Students will be introduced to such topics as epistemology, research design, hypothesis development and testing, scope of research, quantitative and qualitative analysis, and their application and use in political science. The course will have a shared emphasis on both analysis and evaluation, as well as on the design of research and how scholars ask questions. Students will have multiple opportunities (in the form of weekly assignments, term project, and exams) to demonstrate their knowledge and comprehension of the material. The ultimate goal of the course is to provide students with the opportunity to create, plan, develop, and execute original research.

POLS 432: RELIGION AND POLITICS (3 CREDITS)

The aim of this course is to probe the relationship between religion and politics with a view to understand the impact of modernization and industrialization on both. The course is composed of three parts. Part I introduces the major analytical approaches in the sociology of religion. Part II examines manifestations of the resurgence of religion in politics in different regions of the world. Part III. Finally, focuses on Islam and politics, including the case of Turkey.

POLS 453: POLITICAL BEHAVIOR (3 CREDITS) – PREREQUISITE: POLS 101 & POLS 251

The objective of this course is to familiarize students with the factors that explain political behavior. The course is composed of three parts: the first part elaborates on the cultural approach to the formation of political interests and identities which shape political behavior; the second one will focus on the different existing theories in political science to explain voting behavior; the last part concentrates on the most significant political institutional determinants of voting behavior – party and electoral systems. The course will also focus on the influence of new social movements on political behavior.

POLS 459: GLOBAL PERSPECTIVES ON DEMOCRACY (3 CREDITS) – PREREQUISITE: INTL 348

What is democracy? Why is or is it not valuable? Why does democracy succeed in some countries and not in others? We will consider these and other major questions in POLS 459. Students will take a multidisciplinary approach by considering political philosophy, history, and political science to examine various interpretations and criticisms of democracy. In addition to comparing democratic and non-democratic structures of government and the ideas behind them, students will analyze real-world examples to assess the struggle of democratization worldwide. The course will begin with foundational discussions of Athenian democracy and American democracy. Students will spend the remainder of the course analyzing 20th- and 21st-century examples of the foundations of democratic and authoritarian states such as India, China, Japan, South Africa, the DR Congo, and Chile. Finally, students will compare the outcomes of the Arab Spring and contemporary threats to democracy worldwide.

PSYC 101: INTRODUCTION TO PSYCHOLOGY (3 CREDITS)

This course will provide students with an introduction to the key theories of psychology. The course will discuss topics such as neuroscience and cognition; the processes of learning, perception, and memory; language and social behavior; intelligence, personality, and development; and psychopathology.

SOCI 101: INTRODUCTION TO SOCIOLOGY (3 CREDITS)

In this introductory course, students will learn about the field of Sociology and how it helps us understand our world. We will discuss key themes of sociological study, including inequality, racism and ethnicity, gender and sexuality, age stratification, and culture. Students will also learn about a variety of research methodologies.

SPAN 101: ELEMENTARY SPANISH I (3 CREDITS)

An introduction to the Spanish language for students with no prior experience. Students will practice reading, writing, listening, and speaking Spanish. Cultural instruction on Spain and Latin America will also prove a foundational aspect of this course.

SPAN 121: ELEMENTARY SPANISH II (3 CREDITS) PREREQUISITE: SPAN 101

A continuation of the reading, writing, listening, and speaking abilities introduced in SPAN 101. Students will learn more about Spanish and Latin American cultures. By the end of this course, students will be able to carry a conversation in Spanish.

TURK 101: ELEMENTARY TURKISH (3 CREDITS)

An introduction to the Turkish language for students with no prior experience. Students will practice reading, writing, listening, and speaking Turkish. Instruction on Turkish culture will also prove a foundational aspect of this course.

TURK 121: ELEMENTARY TURKISH II (3 CREDITS) – PREREQUISITE: TURK 101

A continuation of the reading, writing, listening, and speaking abilities introduced in TURK 101. Students will learn more about Turkish culture. By the end of this course, students will be able to carry a basic conversation in Turkish

UNIV 100: FIRST YEAR SEMINAR (1 CREDIT)

UNIV 100 helps new students make a successful transition to a university campus, both academically and personally. The course aims to foster a sense of belonging, promote engagement in the curricular and co-curricular life of the university, develop critical thinking skills and help clarify purpose, meaning and direction.

UNIV 400: SENIOR SEMINAR (2 CREDITS)**PREREQUISITE: 90 CREDITS**

Senior Seminar provides an opportunity to reflect on undergraduate experiences and to explore specific post-graduation plans. This course is to help students prepare for job searches, interviews, employment, or graduate studies. Students will create a portfolio of works from their undergraduate studies and create documents for real-life scenarios.

ACADEMIC REGULATIONS FOR GRADUATE DEGREE PROGRAMS

ACADEMIC REGULATIONS FOR GRADUATE PROGRAMS

OPERATIONAL INFORMATION SYSTEM: OIS

Bay Atlantic University uses OIS, a student and campus information management system to operate academic processes and procedures.

OIS provides a username and password for each student upon enrollment, faculty member, and administrative staff.

OIS can hold and manage the following information:

- Registration
- Student Information
- Student ID Card Design and Printing
- Tuition and Fee Payment
- Academic Records (transcript, diploma, attendance)
- Grading
- School Surveys
- Reservations for facilities
- Course Scheduling

Students can access financial reports, grades, course schedules, register for classes, add/drop and withdraw from classes, view attendance records, transcripts, and personal information, reserve the Student Union or classrooms, fill out required forms for academic and administrative requests, and complete surveys.

STUDENT EMAIL ACCOUNT

OIS creates a BAU student email account upon the completion of enrollment. The email address is created using the first letter of the first name and the full last name with the extension **stu.bau.edu**. (jdoe@stu.bau.edu)

It is BAU's policy to communicate with students and faculty using the BAU.EDU emails. Students can do the following with the BAU email:

- Access **Wi-Fi** on campus
- Access **OIS**
- Access **itslearning** (Learning Management System)

- Access **Office 365** (BAU.EDU account allows students to download Office programs free up to 5 devices)

LEARNING MANAGEMENT SYSTEM: ITSLEARNING

itslearning is an online learning platform designed to facilitate customized teaching and learning for faculty and students and create learning opportunities that extend beyond the school day.

In itslearning, faculty can create a homepage for classes, create lesson plans, deliver instructions, provide targeted learning resources, upload teaching materials, start group discussions, administer assessments, and share a customized learning experience for every student.

Students log in to itslearning using the student email account and password and see all the courses they registered for that semester.

MODE OF INSTRUCTIONAL DELIVERY

BAU uses both on-campus and online classes as instructional delivery. Distance learning courses are provided to accommodate students who seek flexibility for educational access or encounter an obstacle of time-restriction to pursue academic success.

Online courses at BAU are offered synchronously. Instructors teach and interact with students in real-time via Microsoft Teams. Learning online synchronously requires a strong commitment from the students to engage in online activities and electronic communications. The number of hours that students commit to the course materials is identical to the hours required for on-campus delivery. However, live meetings with instructors and peers during the online sessions may provide more comfort for learning activities.

BAU currently employs innovative and advanced technology and software to ensure the effectiveness of delivering course materials and learning experiences to students, including:

- **Learning Management System (<https://bau.itslearning.com>):** This web-based application is the university's primary instructional media and tools for learning and teaching activities. The web application allows the university to effectively deliver distance education activities and enable instructors and students to engage in learning activities, including recorded presentations, discussion boards, live chat sessions, assignments, and assessments.
- **Microsoft Teams Video Conferencing System (<https://www.office.com>):** This system provides access as a web-based and standalone application, directly installed on the users' computer systems. MS Teams provides the classroom environment where instructors and students can interact in real-time. The system consists of various features that will allow instructors to communicate with students and assist as needed. The breakout session feature enables instructors to help students privately or assign group works during the live sessions. The system also includes multiple helpful features to create a productive classroom environment, such as shared whiteboard, file upload, etc. Hands-on experience and training to use the application effectively, are conducted via MS Teams at the faculty and student orientations.

TECHNICAL SUPPORT SERVICES

The technical support for faculty and students for these three systems are available 24/7 by [itslearning.com](https://bau.itslearning.com) and staff at the university from Monday to Friday during the university's business hours between 9 am (EST) to 9 (EST) pm. Support is available via phone, email, and live chat sessions to address and resolve any issue as quickly as possible.

MINIMUM HARDWARE REQUIREMENTS

Students must have a computer system that meets the following general requirements: (Most computers are equipped with these components.)

- Video Card (4 GB of RAM or higher)
- Sound Card
- Speakers and Microphone
- Headphones (not required but recommended)
- Webcam
- USB Ports
- Network Card (10/100/1000 Mbps Ethernet)
- Wireless Network Card (2.4 and 5.0 GHz)
- Operating Systems:
 - Windows 10 64-bit or later
 - Mac OS Catalina or later

VERIFICATION OF STUDENT IDENTITY FOR ONLINE COURSES

BAU implements security procedures regarding verification of student identity for Distance Education courses, ensuring that the student who attends the online session is the same student who registered for the course. The deployment of verification methods is critical in that the procedures must prevent potential disclosures of student information intentionally and accidentally. The student verification policy also employs an authentication mechanism that helps prevent unauthorized access to university digital resources and data.

We utilize three identity providers, including Operational Information System (OIS), Learning Management Systems ([itslearning](https://bau.itslearning.com)), and Microsoft Office 365, to ensure the separation of credentials accessing sensitive data and course materials. The goal is to maintain and monitor privacy, security, and safety, allowing the university to confidently provide the confidentiality, availability, and integrity of student data and resources to the right and authorized person. Accordingly, the university

implements methods to verify student identity suggested by the United States Federal Higher Education Opportunity Act (HEOA), including:

- An individual secure login and password,
- Proctored activities, and/or
- Other technologies or practices that are effective in verifying student identification.

Verification is ensured through the following steps:

- All students complete registration to the university in person using a government-issued photo ID.
- Upon successful admission process, students receive a Unique Student Identification Number.
- During student orientation, new students obtain three sets of credentials for accessing OIS, itslearning, and MS Office 365.
- First-time students must log in with the provided username and password for the three platforms accordingly. Upon logging in for the first time, students are prompted to, change the given password to ensure the privacy of credentials. Students can also manage passwords later using the password reset utility available on each.
- Students who need assistance from BAU staff members via telephone and require access to sensitive and academic information must provide at least three correct identities requested by the staff member. Three forms of valid identities include Student Identification Number, Social Security Number, Home Address, Home Phone Number, and Date of Birth. A staff member may request an online meeting to verify identity virtually if needed.
- Students who need assistance in-person must present BAU's Student ID Card.
- Students must log in each time to enter an online live session, access course materials, and view academic records via MS Office 365, itslearning, and OIS, respectively.
- Students must enable cameras during an interactive video upon the instructor's

request to virtually verify student identities. Instructors have access to class rosters, including photos of the students registered for the class for verification.

Fees for ID Verification:

There is no additional fee for the procedures of student identity verification. BAU provides computer specifications suitable for students to attend online courses on the academic catalog. Students are expected to attend the online activities respectfully. If there is a need for additional information, faculty must provide it on the course syllabus.

ATTENDANCE

Good academic standing requires the presence of students at all class and lab meetings. Therefore, course attendance at Bay Atlantic University is **mandatory**.

There are only three acceptable reasons for absence from class or lab: (1) serious illness of the student, (2) a family emergency, or, (3) any legal obligation that occurs at the same time as class. Non-emergency appointments and non-emergency travel do not count as excused absences. In cases of illness, the student must submit a doctor's or clinic note explaining the reason for the absence to the Registrar.

Once proper documentation is provided, instructors will mark the student's absence(s) as excused. Explanations for excused absences must be received no later than one week after the last missed class. However, exceptions can be made by the instructor for prolonged emergencies when a student does not have means or opportunity to inform the University of his or her situation.

Students are requested to e-mail instructors regarding absences prior to the class session to be missed. If prior contact is not possible, the student must contact each instructor and arrange to make up work immediately upon returning to the University. All make-up work is assigned by the instructor(s). Instructors are not obligated to provide make-up work for

unexcused absences.

Unexcused absences may negatively affect the student's final course grade. Unexcused absences in excess of 20% of total class and/or lab time may result in failure of the course (three classes or more during a fifteen-week semester).

Faculty is required to record attendance records in OIS (the Student Information System). After a student misses three classes of a given course, the student will receive a warning. If the behavior continues, the student will fail the course and, if the student is on a F-1 visa, will be considered out of status and may be removed from the University.

At BAU, the attendance and tardiness requirements are the same for online courses.

TARDINESS

All students are expected to arrive at class on time. Tardiness is disruptive to both the instructor and other students. Any student who is more than 15 minutes late for class will be marked tardy. Any student who misses 30 minutes or more of a class session will be marked absent for that class session. Should the instructor deem a student's tardiness unreasonable, such that the student is unable to complete the course, the instructor will report the issue to the Chief Academic Officer and the Registrar.

Students who fail to attend 20% of class will receive an 'F' for the course.

LEAVE OF ABSENCE

Students who, for whatever reason, plan to be absent from the University for a semester, must fill out a **Leave of Absence Form** on OIS and have it approved by the Academic Advisor, in advance of the start of the semester. Leaves of Absence are permitted for the following reasons:

- 4) severe medical condition of the student or a close relative, for whom the student may be a caregiver;

- 5) financial hardship (for domestic students only); or
- 6) the death of an immediate family member.

The maximum permitted duration of an approved leave of absence is one academic year; however, students must file a leave of absence each semester. The leave of absence is not counted as part of the student's period of residence or for any other requirement of the student's program.

After the leave of absence is completed, students are expected to return to school on the first day of class of the semester immediately following the leave of absence. If a student does not return within the first two weeks of class, the student will be subject to administrative withdrawal from the University.

F-1 visa students must consult with the Designated School Official (DSO) if the student wishes to take a leave of absence. Students must follow the guidelines provided by the DSO.

MAKE-UP CLASSES

We strongly discourage professors from missing classes. It creates havoc with student schedules, particularly when makeup classes conflict with other classes. If an instructor absolutely must miss a class, he/she must follow the following procedure:

- Request permission from the Chief Academic Officer to cancel a class;
- Contact students to let them know that class will not be held on a given day;
- At the next scheduled class session, discuss makeup options with the students; and, finally
- Inform the Chief Academic Officer of the schedule

Classes canceled due to weather also need to be made up using this procedure.

ADMISSIONS REQUIREMENTS

For admissions to the master's degree programs at Bay Atlantic University, all applicants are required to submit a completed application

package as outlined below.

- Online application form (www.bau.edu)
- Photocopy of government-issued photo ID
- Undergraduate transcript (official or official notarized copy) with a min 2.00 CGPA.
- Official evaluation of the undergraduate transcript (if transcripts are from a foreign university)
- Proof of English language proficiency

The admission documents are evaluated by admission officers and a letter of acceptance is provided to the student via the application portal.

International students require additional documentation. Please see “additional requirements for international students.”

EXPLANATION FOR THE TRANSCRIPTS

- Applicants need to submit the original, or a notarized copy of the original, signed transcript from the university in which they are transferring.
- The issuing educational university must issue and mail the transcript directly to Bay Atlantic University. If the transcripts are from a foreign university, the student must also provide either official or officially notarized evaluation of the transcripts (see below).
- If the bachelor's degree transcript is not in English, the applicant must provide a certified English translation.
- If the transcript does not clearly indicate the degree awarded, the applicant must provide a notarized copy of the college or university diploma.
- **Official evaluation of transcripts:** For master's degree applicants, if the Bachelor's degree was issued by a foreign university of higher education, the applicant must provide an evaluation of the transcript by a NACES- (<http://www.naces.org/>) or AICE-member (<http://aice-eval.org/>) credential evaluation service to establish U.S. equivalency. If the evaluation shows the undergraduate degree is not equivalent to a

U.S. undergraduate degree requirement, then the applicant is required to complete the necessary credits at BAU before taking graduate level courses. The evaluation must be a course-by-course evaluation of the transcript if the student wishes to transfer credits.

INTERNATIONAL A LEVELS

A student must complete at least 2 GCE A Levels to be considered for admission. If the student receives an "A", or "B" grade on the GCE A level examinations, BAU may consider granting transfer credit toward the bachelor's degree. The exact credit amount will be determined after the student has been formally admitted and provided an official certificate.

ENGLISH LANGUAGE REQUIREMENTS FOR INTERNATIONAL STUDENTS

Applicants whose first language is not English are required to submit scores for one of the approved English proficiency tests. The tests and scores approved by BAU are as follows:

| | |
|--|--------------------------|
| TOEFL (PBT, CBT, IBT) | : 550, 214, 80 |
| IELTS | : 6.0 |
| TOEIC | : 700 |
| BAU Proficiency | : 75 (offered on campus) |
| Duolingo | : 90 |
| Pearson (PTE) | : 53 |
| Mentora College Intensive English Program: | Pass 500C level |

Students must submit original score reports or have the results sent directly to BAU by the test provider. Scores must be no more than two years old.

Alternately, if a student earned a qualifying diploma or degree in a program where the language of instruction was English, the transcripts satisfy the English proficiency requirement. The student's transcript must explicitly state that the language of instruction for the diploma or degree was English, or the student must otherwise prove that the language of instruction was English. Finally, English language proficiency may also be demonstrated

by successful completion of at least 12 semester hours with at least a C average at a U.S. postsecondary university at which the language of instruction was English.

TRANSFER CREDIT STUDENT ADMISSIONS REQUIREMENTS

Transfer credit students follow the same process as regular students. Students submit the same documents by filling in the online application form on www.bau.edu.

In addition to this, transfer credit applicants submit an original, or a notarized copy of the original, signed transcript from the transferring university.

Accepting credits earned at another university is the prerogative of the receiving university. No college, school or accrediting agency can require another university to accept transfer credit earned elsewhere. Even when the sending university is accredited by the same agency as the receiving school, there is no guarantee credits will transfer.

Only graduate-level courses may be applied toward the degree. A student may transfer up to six credit hours of graduate credit earned from an accredited university. No credit is earned for any grade received in a graduate-level course below 2.7 (B-) out of 4.0.

Transferable credit is considered upon the request of the student at the time of initial registration. An official copy of all transcripts from higher education institutions must be submitted to the Admissions Office to be forwarded to the Academic Department for evaluation. Additional documentation such as foreign credit evaluation or course descriptions may be required to assure that the transferred course is equivalent to one of the courses required for completion of the degree program at BAU.

The decision to accept academic credit could be made by the chairperson of the department, a faculty transcript review committee, or an individual faculty member. Factors included in

the decision to accept academic credit transfer may include:

Appropriateness of course content: The course should align with BAU's degree program and the content of the course should compare favorably with the materials and topics covered in BAU's degree curriculum. Students seeking to transfer academic credit should be prepared to discuss how the completed coursework covers the topics required in BAU's curriculum. Evidence would include copies of work completed, or a copy of a syllabus or study guide for the course.

Appropriate academic level: Acceptance of credit also depends on the transferring student's academic standing and the level of course material studied. Undergraduate credits cannot be transferred to graduate level of study. Remedial and developmental courses are not generally transferable. Satisfactory grades for the courses completed are also required.

For information about the application process, email admissions@bau.edu

ADDITIONAL DOCUMENTS REQUIRED FOR INTERNATIONAL APPLICANTS TO APPLY FOR A VISA (F1 VISA STUDENTS)

International applicants requiring an F-1 visa must provide additional documents during the application process. These documents include the following:

- A passport copy,
- Financial statement,
- A sponsorship letter with the sponsor's contact information if the financial statement is not in the applicant's name

Once the applicant receives academic admission to BAU, the applicant is required to sign and date an Application Confirmation Form to accept the admission offer before an I-20 is issued. The applicant may apply for the F-1 visa after BAU couriers him or her the original I-20.

After entry into the US, students must provide the following documents to the admissions office prior to New Student Orientation (see

academic calendar for dates):

- Visa
- Form I-94
- US Address

INTERNATIONAL TRANSFER STUDENTS

International applicants transferring from another US university must provide additional documents during the application process. These documents include the following:

- I-20 from the last university attended
- A passport copy,
- Visa,
- Form I-94,
- Change of Status records,
- Financial statement,
- A sponsorship letter with the sponsor's contact information if the financial statement is not in the applicant's name
- US Address

Once the applicant receives academic admission to BAU, before an I-20 can be issued, the applicant is required to sign and date an Application Confirmation Form to accept the admission offer and request the SEVIS record to be transferred to BAU by submitting the BAU admission letter to the current institution.

REGISTRATION

Course registration occurs prior to the beginning of each semester. Registration in courses is open only to those persons formally admitted to the University by the appropriate admitting office. Registration is not complete until all financial obligations have been met. Individuals without a valid registration may not attend class or earn any course credit.

Proof of COVID vaccination is due and tuition and fees must be paid in full by the first day of the University's fall and spring semesters and summer sessions as indicated on the Academic Calendar. Students may be de-registered for non-payment, but failure to drop registration, or to attend classes, does not exempt students from any financial obligation.

Continuous Enrollment: All students in degree-seeking programs (whether full-time or part-time) are required to maintain enrollment in consecutive semesters of consecutive academic years until the completion of the program. Exceptions may be made only for an officially authorized leave of absence. The summer semester is optional for current students. New international students with an F-1 visa must enroll full-time, which for summer session, is nine (9) credits for undergraduate and six (6) credits for graduate programs.

SEMESTER AND CREDIT SYSTEM

BAU has two main semesters, Fall and Spring. It also offers an optional summer session. All semesters are fifteen weeks in length. The summer session is 8 weeks with more weekly hours of instruction.

Credit Hours: BAU follows credit-based degree programs. At BAU, for students to complete any program, they must complete a specified number of credit hours as required by the respective program of study. Federal regulation (§600.2 of the Department of Education Federal Code) defines a credit hour as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is a universally established equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
- The amount of work required for what is stated in paragraph (1) of this section, and for other academic activities established by the university including: laboratory work, internships, studio work, and other academic work that can be counted as credits.

PROGRAM AND COURSE PREREQUISITE POLICY

The primary purpose of the program and course prerequisite policy is to enhance student success. Program and course prerequisites are designed to ensure that students registered for a course have the required minimum background for study of the course content.

Master's students register to 500-699 code courses. In special cases, with the approval of the advisor, undergraduate students can register to 500-699 code courses with credits; however, Master's students are not allowed to register to undergraduate level courses.

COURSE CODES AND LEVELS

A course is recognized by its prefix (e.g., "FREN 101"), and its full title (e.g. "Elementary French I"). The prefix is composed of two parts, a letter part indicating a field of study, and a numeric part indicating the level to which the course belongs. Course codes are as follows:

| | |
|------|---|
| ACCT | Accounting |
| ANTH | Anthropology |
| BGDA | Big Data |
| BUSN | Business |
| CMPS | Computer Science |
| ECON | Economics |
| ENGL | English |
| FINC | Finance |
| FREN | French |
| HIST | History |
| ISIT | Information Systems/Information Technology |
| INTL | International Affairs |
| MGMT | Management |
| MKTG | Marketing |
| MATH | Mathematics |
| PHIL | Philosophical Studies |
| POLS | Political Science |
| PSYC | Psychology |
| SOCI | Sociology |
| SPAN | Spanish |
| TURK | Turkish |
| UNIV | University General |

The first digit of the course number refers to the academic level of the course:

| | |
|-----------|--------------------|
| 001 – 099 | Non-credit Courses |
| 100 – 199 | Freshman Courses |
| 200 – 299 | Sophomore Courses |
| 300 – 399 | Junior Courses |
| 400 – 499 | Senior Courses |
| 500 – 699 | Master's Courses |

COURSE LOAD

Full-time Study*: Graduate students registered for nine (9) or more credit hours per semester are considered full-time students. Summer session is optional.

***F-1 students must maintain full-time enrollment throughout their studies. An F-1 student entering the university in a summer session must take six (6) credits to be considered full time.**

Students may request for a reduced course load during the last semester if there are fewer than 15 credits to complete the graduation requirement. In that case, the student will contact the DSO for necessary SEVIS approvals.

Part-Time Study: All students who do not meet the criteria for full-time study (i.e., those who enroll in fewer than the minimum number of credit hours per semester prescribed above) are considered part-time.

All students pay tuition based upon the number of credit hours for which they are enrolled.

Student Overloads: Ordinarily, a student who wishes to register for an overload beyond the full-time course load must have a satisfactory GPA preceding the overload. A minimum GPA of 3.0 is required to become eligible. Except in extremely rare and compelling circumstances, graduate students may not enroll in overload courses beyond 12 credits. Students who wish to take more than the prescribed course load must seek written approval from the Chief Academic Officer or the designated Chair.

ACADEMIC ADVISING

Academic advising includes, but is not limited to, assisting students in choosing a concentration or major, planning course selection and

registration, tracking academic progress, developing an academic plan, advising on how to improve student GPA, and providing guidance on career planning.

All newly enrolled students are required to meet with the academic advisor prior to course registration.

Faculty are accessible for academic and/or course advising during office hours stated on each syllabus or by appointment.

ADDING AND DROPPING COURSES

After registration, a student may add a course at any time before the deadline specified in the Academic Calendar. Adding a course after this deadline requires proof of extenuating circumstances and the written approval of both the course instructor and the Academic Advisor. Students wishing to drop a course must do so before the last day to drop a course. A course that is dropped before the specified date will not appear on the student's academic record. To add or drop a course, the student must log in OIS and enter the Add/Drop course page. The Add/Drops are not finalized within the system without the Academic Advisor's online approval.

WITHDRAWING FROM COURSES

Students may decide to withdraw from a course after the Mid-Terms, generally 8 weeks into the semester. The withdrawal date is specified on each year's Academic Calendar. A student who wishes to withdraw from a course may do so only by filling out a **Course Withdrawal Request Form** on OIS and getting the approval of the Academic Department. Students must submit a substantial supporting documentation for consideration to withdraw. Submission of the Withdrawal Form does not guarantee an approval. Students on a F1 visa cannot withdraw if they will not be able to meet the full-time course load after the withdrawal.

A letter of "W", indicating official withdrawal, will be recorded on the student's transcript. After a "W" is issued, the course may be repeated once. Core courses must be repeated,

and elective courses can be replaced. "W" grades are not calculated in the GPA or CGPA. However, they will be considered credits attempted. "W" grades affect the successful course completion percentage.

All charges for courses from which a student withdraws are subject to the refund policy listed under Fees and Financial Regulations.

CHANGES IN PROGRAM OF STUDY

Students who wish to change the program of study must submit a **Change of Program Request Form** on OIS. Students must meet with an Academic Advisor in both the current program and the program into which they are requesting to transfer prior to submitting a change of program request. Academic advisors will guide students about which courses can be transferred to the requested program as transfer credits. Not all credits in the previous program can be transferred. Students may transfer only those courses taken at BAU that count towards the *new* degree program and may apply grades received only from those courses in the CGPA calculations and course completion percentages.

The student's normal program length will be recalculated. The student will start with the recalculated CGPA and credits attempted and completed for the purpose of determining satisfactory academic progress.

Bay Atlantic University limits the number of times a student can change programs to a maximum of two. That means that the student must fully complete and graduate from his or her third program of study.

If a student wishes to remain in the same program of study but change a concentration or major, the student must first meet with the Academic Advisor for advising and then submit a Change of Program Form.

Students on scholarship must get approval from the Finance Department if the scholarship will continue in the transferred program or not before completing a transfer request.

GRADES

Grades are due approximately one week after final examinations close for the semester, in accordance with the Academic Calendar.

Grade Point Average (GPA) is the total grade earned divided by the total credits attempted at the end of each semester.

Cumulative GPA (CGPA) is the overall GPA attained so far in an ongoing education period.

EXPLANATION OF GRADES

The quality of performance in any academic course is reported by a letter grade. For graduate programs, B- is the lowest passing grade. Grades lower than a B- are not accepted for transfer.

These grades denote the character of work and are assigned grade points as follows:

| Letter Grade | Number Grade | GPA | Academic Standing |
|--------------|--------------|-----|-------------------|
| A | 93-100 | 4.0 | Satisfactory |
| A- | 90-92 | 3.7 | Satisfactory |
| B+ | 87-89 | 3.3 | Satisfactory |
| B | 83-86 | 3.0 | Satisfactory |
| B- | 80-82 | 2.7 | Lowest Passing |
| C+ | 77-79 | 2.3 | Unsatisfactory |
| C | 73-76 | 2.0 | Unsatisfactory |
| C- | 70-72 | 1.7 | Unsatisfactory |
| D+ | 67-69 | 1.3 | Unsatisfactory |
| D | 60-66 | 1.0 | Unsatisfactory |
| F | 0-59 | 0.0 | Unsatisfactory |

SYMBOLS ON TRANSCRIPT

The following additional symbols may appear next to a grade or in the grade column:

| | |
|--------------|---|
| AU | : Audited Course |
| ADW | : Administrative Withdrawal |
| CC | : Credit Completion |
| CE | : Currently Enrolled |
| IP | : In-Progress |
| R | : Repeat Course |
| S / U | : Satisfactory / Unsatisfactory |
| TC | : Transfer-in Credits |
| W | : Withdrawal |
| * | : Course not applicable to current degree |

AUDITING COURSES "AU"

Students taking one or more courses for credit may also register to audit one additional course with the written approval of the instructor and the Academic Advisor. Eligible students may change from audit to formal enrollment until the end of the 2nd week (Add-Drop period). An auditing student is not required to take an active part in classroom activities or to complete or pass exams, quizzes, written or oral assignments, or projects. Classes taken for audit may later be repeated for credit. Because they are ungraded, audited courses do not count as credits attempted for the purpose of determining satisfactory academic progress; therefore, they have no effect on the student's GPA computation.

For enrolled students, audited classes are tuition-free. Unenrolled students must pay half of the regular tuition rate.

ADMINISTRATIVE WITHDRAWAL "ADW"

Students who (a) fail to register for classes for two consecutive semesters (Fall and Spring semesters) and (b) do not submit a **Leave of Absence Request Form** (accessible on OIS) will be contacted by the Registrar's Office. If unresponsive until the end of the second unregistered semester, students will automatically be administratively withdrawn from the University. Students who later wish to resume studies must apply for re-admission.

CREDIT COMPLETION "CC"

For Master's applicants, if the Bachelor's degree transcript evaluation shows the undergraduate degree is not equivalent to a U.S. undergraduate degree requirement, then they are required to complete the necessary credits at BAU before or while taking graduate level courses. Such courses are noted with a grade of "CC" on the transcript and have no effect on CGPA calculations.

CURRENTLY ENROLLED "CE"

The "CE" courses are the ones that the student is currently enrolled in the active semester. It

means the semester is still going on and the grade will be entered when the semester ends. This status has no effect on CGPA calculations until the actual grade is entered.

IN-PROGRESS "IP"

The grade of "IP" (In-Progress) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required coursework by the end of the semester. The "IP" grade is not automatic. The student should request the faculty for an "IP." The student must have completed 90% of work for the course. Students receiving a grade of "IP" will have a grace period of thirty days from the end of the semester to satisfactorily complete all requirements of the course and receive a letter grade. At that time, all work for the course must have been completed and submitted to the instructor.

A grade of "IP" is not included in the calculation of GPA or CGPA but will count as credit hours attempted but not completed for the purposes of calculating the successful course completion percentage. Courses that remain as an "IP" at the end of the grace period will automatically become an "F" in the system and will then be calculated in the CGPA.

The instructor must complete a **Grade Change Appeal Form** on OIS on or prior to the deadline stipulated by the Academic Calendar, which is directed to the Chief Academic Officer and the Registrar.

REPEAT COURSE "R"

If a student repeats a course and completes it with any grade other than the grade of F, the following rules will apply in posting the student's cumulative record:

- 1) The original grade, credit hours, and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage for the purpose of determining whether the student is making satisfactory academic progress.

- 2) The GPA will be based only upon the higher grade for the repeated course attempted.
- 3) The lower grade will be flagged for exclusion from the CGPA calculation and the higher attempt will be flagged for inclusion in the CGPA calculation.
- 4) Any kind of scholarships does not cover the cost of the Repeat Courses. If a student repeats a course for any reason will be obligated to pay for those course credits in full.

SATISFACTORY/UNSATISFACTORY "S"/"U"

Some courses are offered on a satisfactory/unsatisfactory (S/U) grade basis. Generally speaking, all BAU classes that you take to satisfy the 120 credits for undergraduate or 36 credits for graduate credits for graduation requirement must be taken for a letter grade.

However, if a class is offered only as S/U, it can count toward the minimum total units for graduation. Any courses you take beyond the required 120/36 credit units may be taken S/U.

TRANSFER-IN CREDITS "TC"

When a student brings credits from other institutions, these credits will be noted with a grade of "TC", meaning *Transfer-in Credits*. Since these courses will not carry grades, they will have no effect on GPA calculations.

For graduate transfer students, up to 50% of credits may be brought from another university. Transferring credits must meet the academic requirements of the program of study. Courses with a B- grade or higher may be transferred to BAU. Courses must be three semester credits for transfer.

WITHDRAWAL "W"

Students may decide to withdraw from a course after the Mid-Terms, generally 8 weeks into the semester. Withdrawal date is specified on each year's Academic Calendar. A letter "W", indicating official withdrawal from a course will be recorded on the student's transcript. After a letter "W" is issued, the course may be repeated once. Core courses must be repeated, and

elective courses can be replaced. “W” grades are not calculated in the GPA or CGPA. However, they will be considered credits attempted. “W” grades affect the successful course completion percentage.

GRADE APPEALS & GRADE CHANGE

Bay Atlantic University’s faculty members strive to conduct fair and just performance evaluations of student academic work and scholarly success.

The following are examples of appropriate reasons for grade changes:

- Arithmetical errors or typos;
- Coursework submitted was excluded in grade calculation;
- Grading appears to be based on impermissible factors such as discrimination, bias, or retaliation.

A student who believes that the student’s efforts and achievement have not been reflected by the final grade obtained may file a grade appeal by filling the **Grade Change Appeal Form** within two weeks of receiving the grade. Similarly, a faculty can also claim an error and want to complete the same form and submit it to the Registrar’s office with supporting documentation.

The student’s appeal is first received by the faculty member who has offered the course. If the issue remains unresolved after the faculty member’s review of the appeal, then the student may appeal in writing to the Chief Academic Officer within seven (7) days of the faculty member’s decision.

The Chief Academic Officer will convene an academic committee meeting with faculty and staff members, and both the student and faculty member involved in the dispute will be invited to present each side of the issue. The academic committee will then vote for a resolution, and both the student and the faculty member will be notified of its decision within seven (7) days. The decision made by the academic committee is final and cannot be appealed further.

The faculty’s grade change request is received by the Chief Academic Officer and then submitted

to the Registrar for records.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The satisfactory academic progress (SAP) is the process used to determine if a student is making acceptable progress toward a degree or certificate. All students must maintain Satisfactory Academic Progress (SAP) toward the degrees.

SAP is defined both qualitatively and quantitatively. A student's failure to meet any of the SAP standards may result in loss of BAU scholarships.

SAP is measured after the final grades are recorded at the end of Fall, Spring, and Summer sessions. **Both** standards must be met.

Standard 1: A Qualitative Component which determines if students have a satisfactory cumulative grade point average (CGPA) in the program of study; and

Standard 2: A Quantitative component which determines if students are completing the courses they attempt (pace) at a rate that will ensure completion of the program within a maximum time frame of 150% of the program length in credit hours.

Transfer credits are included in the calculation as completed and attempted credits. In-progress grades (IP), Withdrawals (W), and course repetitions (R) are considered attempted, but not satisfactorily completed in the Pace of Completion calculation. In the case of retakes (R), only the highest grade is included in the CGPA calculation. Leave of Absences are not included in GPA or CGPA calculations.

If a student changes a program of study, the coursework can also be applied to the new program of study, it will be counted as pre- matriculation credits and will reduce the maximum credit and semester allowances for

the new program of study. Any previous coursework students completed at BAU as part of an unfinished program of study will reduce the maximum unit and semester allowances for the new program of study. Students who would like to earn an additional credential, will be granted an increase in the credit and semester allowances commensurate with the additional program requirements.

Standard 1 Qualitative Component: CGPA

At the end of every semester, BAU will evaluate the CGPA of each enrolled student. Satisfactory Academic Progress policy for graduate students requires that they maintain a cumulative grade point average of 3.00 and a completion rate of 67% at the end of each semester.

At the end of any semester in which students do not meet the CGPA or completion requirement, they are placed on **Academic Warning** for the next semester.

Students on Academic Warning remain eligible, if relevant, for BAU Scholarship for one semester. If, at the end of the Academic Warning semester, they have achieved the required CGPA or completion requirement, they are removed from Academic Warning and, if relevant, maintain the student's scholarship.

If they have not achieved the required CGPA at the end of the Academic Warning semester, they are placed on **Academic Probation** and, if relevant, are no longer eligible for any BAU scholarship and agree to an academic plan for success.

According to the academic plan, during the Academic Probation, students are suspended from enrolling in new classes for the following semester to include fall, spring, and summer. These students may only repeat the low-grade courses taken previously with the guidance of the Academic Advisor and/or any other course that could replace the low-grade courses as approved by the Academic Advisor in the Probation Semester.

If, at the end of the Academic Probation semester:

- i They have achieved the required CGPA, they are removed from Academic Probation and, if relevant, are eligible for a BAU scholarship.
- ii They have not achieved the required CGPA, but are meeting the requirements of an academic plan, the student remains on Academic Probation for the next semester. The student is not eligible for a BAU scholarship.
- iii The student is not meeting the requirements of the academic plan, the student is dismissed from the University.

At the end of the semester in which students complete 24 credits, including transfer credits, progress is reviewed and a BAU CGPA of at least 3.00 is required.

Standard 2 Quantitative Component: Pace Rate within MTF

Students must complete the educational program in a period no longer than one and a half times the standard program length based on number of credits in a program.

The minimum grade acceptable in BAU's course completion policy is a B- for graduate programs. Transfer credits are included in the calculation as completed and attempted credits. In-Progress grades (IP), Withdrawals (W), and course repetitions (R) are considered attempted, but not satisfactorily completed in the Pace of Completion calculation.

Maximum Time Frame for Program Completion (MTF) is the time (in academic credits attempted, not chronological time) allowed for a student to complete a course of study. All students at Bay Atlantic University must complete the program of study within 1.5 times the program length as measured in semester credit hours attempted. **All transfer credit hours accepted from other institutions will be counted in the Maximum Time Frame.**

| Program of Study | Normal Program Length in Credits | MTF Allowed in Credits |
|-------------------------|---|-------------------------------|
| Master's | 36 | 54 |

If a student cannot complete the program within the MTF, the student will be dismissed from the university, and the student will not be eligible to receive the original credential (e.g., master's degree). Any scholarship that the student receives will be terminated when the Registrar determines it is not mathematically possible for a student to complete the student's degree program within the maximum timeframe.

1. Evaluation of progress is conducted at the end of every semester.
2. Students must successfully complete at least 67% of all credits attempted in a given semester. Successful completion of a course means earning a grade of "A" through "B-".
3. Students who are below the successful completion rate are placed on Academic Warning for the next semester.
4. Students on Academic Warning remain eligible, if relevant, for BAU scholarship for one semester. Student is placed in Scholarship warning during this time.
5. If, at the end of the Academic Warning semester, students have achieved the required completion rate they are removed from Academic Warning.
6. If they have not achieved the required completion rate at the end of the Academic Warning semester, they are placed on Academic Probation and, if relevant, are no longer eligible for a scholarship and agree to an academic plan.
7. According to the academic plan that will be prepared individually for each student with the Academic Advisor and/or Chief Academic Officer, during the Academic Probation, students are suspended from enrolling in new classes for the following semester to include fall, spring, and summer. These students may only repeat the low-grade courses taken previously with the guidance of the Academic Advisor and/or

any other course that could replace the low-grade courses as approved by the Academic Advisor in the Probation Semester.

8. If, at the end of an Academic Probation semester:
 - i. They have achieved the required completion rate, they are removed from Academic Probation and, if relevant, are eligible for BAU scholarship.
 - ii. They have not achieved the required completion rate, but are meeting the requirements of the academic plan, they remain on probation for the next semester but still not eligible for BAU scholarship.
 - iii. They are not meeting the requirements of the academic plan, they are dismissed from the University.
9. If, at any time during enrollment, students can no longer graduate within the defined maximum time frame, the student is dismissed from the University.

Satisfactory academic progress is initially determined at the end of the first semester and each semester thereafter. Students are notified in writing of SAP and Scholarship status in OIS: warning, probation, dismissal or having been removed from warning or probation.

APPEAL PROCESS

Examples of Mitigating Circumstances:

- Immediate family member (parent, spouse, sibling, child) that required extended recovery time
- Death of an immediate family member
- Significant trauma in student's life that impaired the student's emotional and/or physical health
- Withdrawal due to military service
- Other unexpected circumstances beyond the control of the student.

Note: Circumstances related to the typical adjustment to college life such as working while attending school, financial issues related to paying bills and car maintenance/travel to campus is not considered as extenuating for

purposes of appealing suspension of financial aid.

An appeal for Maximum Time Frame will only be completed **one** time. Graduate students must contact the graduate counselor to determine eligibility for appeal.

Students who fail to maintain SAP due to a mitigating circumstance (e.g. medical reasons, death in the family, etc.) may submit a written appeal with supportive documentation after they have received official notification of denial. Appeals will be evaluated as soon as possible. Any student submitting an appeal will receive a written response within ten (**10**) working days of the documentation arrival.

Important: Students who do not meet one of the above categories are not eligible for an appeal. The following documents and information must be completed and submitted to the Registrar:

1. Appeal Form
2. Personal statement from the student, either typed or legibly written, providing the following information:
 - What was the cause for not meeting SAP requirements?
 - What has changed that will allow for satisfactory academic progress in the term of appeal?
 - For a maximum credit hour appeal, provide details on changes in major, including dates.
 - To update a previous grade of X, submit the appeal with a brief statement
3. Provide supporting documentation of the cause and of any changes that will solve the issues for the term of appeal. Documents can be death certificates, birth certificates, statements from doctor or counselors, police reports and any other pertinent documents. The documents provided must support the timeframe being reviewed.

If an appeal is successful, an academic plan may be formulated and agreed upon. The plan will be

designed for meeting minimum SAP requirements within a specified timeframe. Students who do not meet the requirements of the academic plan will not be eligible for the scholarship.

Reenrollment as a Regular Student

A student who has been dismissed from the University may fill out the **Reenrollment Form** to be readmitted. In order to be considered for readmission, the student must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance.

The readmission petition must be forwarded to the Chief Academic Officer at least two weeks before the beginning of the semester for which the student requests readmission. The Chief Academic Officer and the Registrar will determine if the student has demonstrated likelihood for future success in the program of study. If not, the student will not be readmitted.

If the University determines that there is a likelihood of future success, the student will be placed on academic probation for a period of one semester. The student may then be permitted to retake previously failed, in progress, or withdrawn courses to improve his or her CGPA and course completion percentage.

At the completion of this academic probationary semester, a student who increases the cumulative GPA to 3.0 at the end of the probation semester will return to satisfactory academic standing.

ACADEMIC HONORS

President's List: This list is compiled at the end of each fall and spring semester to recognize Bay Atlantic University's academically high achieving students. The list consists of names of students who meet the following criteria for that semester.

| | |
|---------------------------|-------|
| GPA | 3.90+ |
| Minimum credits attempted | 9 |

| | |
|--------------------|----------------------|
| Minimum grade | A- |
| Other requirements | No IP, U or below B- |

Students receive a letter from the Office of the President noting accomplishments and placement on the list.

GRADUATION REQUIREMENTS

In addition to the program requirements, students should meet the following minimum requirements to qualify for a graduate degree:

| Description | |
|----------------------------------|------|
| Minimum Passing Grade Per Course | B- |
| CGPA* | 3.00 |
| Total Required Credits | 36 |

* *In the event a student's CGPA is less than 3.0 for graduate students, the student cannot graduate even if the student completes her credit requirement. The student should consult with the program director to repeat one of the courses for which the student earned a low grade.*

Students enrolled in the graduate program must maintain a Cumulative Grade Point Average (CGPA) of at least 3.0 (B) out of 4.0 and earn a minimum grade of not less than 2.7 (B-) out of 4.0 on all courses to qualify for the MBA degree and to graduate.

Only graduate-level courses may be applied toward the degree. No credit is earned for any grade received in a graduate-level course below 2.7 (B-) out of 4.0. However, any grade lower than 2.7 (B-) out of 4.0 is calculated in the Grade Point Average. Credit earned with undergraduate courses taken as required prerequisite courses by the graduate student are not counted toward the total credit requirement for degree completion.

GRADUATION HONORS

The University bestows academic honors on students when they graduate from Bay Atlantic University. Graduation honors are determined based on the following standards:

| | |
|--|-------|
| Summa Cum Laude (with highest distinction) | 3.90+ |
| Magna Cum Laude (with great distinction) | 3.80+ |
| Cum Laude (with distinction) | 3.70+ |

LEAVE WITH CONSENT FROM THE UNIVERSITY

A student may withdraw from the University at any time before completing graduation requirements. A student wishing to withdraw from the University must complete the **Leave with Consent Form** on OIS and obtain the Chief Academic Officer's approval, which is then submitted to the Registrar.

International students on F1 visa should consult the DSO for further requirements.

The university refund policy is applied to determine if the student still owes money to the University.

If a student who withdrew from the University on the student's will and want to enroll again to the University, the student must fill out the **Reenrollment Form** and submit it to the Admission Office.

TRANSFER OUT TO ANOTHER UNIVERSITY

A student may want to transfer out to another university before completing graduation requirements. In such a case, the student must complete a **Transfer Out Request**. This online form will be directed first to the approval of the Registrar and to the DSO if the student is on F1 visa. **The student is responsible for completing any remaining payments.**

Admission to a new school does not by itself authorize an international student in F-1 status to begin studying full-time at the new school.

You must request your current school (BAU) to transfer/release your F-1 U.S. government SEVIS I-20 record to your new school before you can

begin full-time studies there. The U.S. government calls this process a “SEVIS transfer.” (It is different from an “academic transfer.”)

The U.S. government considers all the following examples to be possible “SEVIS transfer” situations:

- Completing a program at one school and starting a new program at a different school
- Currently studying at one school and deciding (before completing program) to change to a new school
- Currently doing OPT and starting a new program of study at a different school

Eligibility for a SEVIS Record Transfer

- You must currently be maintaining F-1 status
- You must have an offer of admission from a new school
- If you already graduated or completed OPT, you must still be within your 60-day grace period
- The start of classes at your new school must be within 5 months of one of the following:
 - academic program completion at BAU
 - last day of enrollment at BAU (if not graduating from BAU)
 - OPT authorization end date
 - For students not completing OPT period, the requested SEVIS I-20 transfer/release date

If the period between F-1 activities is longer than 5 months, your SEVIS record is not eligible for transfer. Your new school must issue a new initial I-20 with a new SEVIS number.

How to choose a SEVIS I-20 Transfer/Release Date

The transfer release date is the date that access to the student’s SEVIS record will shift from the DSO at the transfer-out school to the DSO at the transfer-in school. According to *8 CFR 214.2 (f)(8)(ii)(C)*, the transfer release date is “the current semester or session completion date, or the date of expected transfer if earlier than the established academic cycle.” (See

<https://studyinthestates.dhs.gov/sevis-help-hub/student-records/transfers/manage-transfer-of-f-1-sevis-record>)

- Allow the DSO 10 business days for processing after you submit your completed SEVIS I-20 transfer/release request.
- DSO cannot set a past date as the SEVIS I-20 transfer/release date.
- According to SEVIS regulations, the best Transfer Release Date is determined based on:
 - Transfer-out school Current Session End Date or
 - Post-Completion OPT End Date.
 - Next Session Start Date at transfer-in school.
 - DSO at transfer-out school sets Transfer Release Date in SEVIS.
 - Student continues studies until Transfer Release Date.

If you are discontinuing studies at BAU without completing a degree, the recommended transfer date is one day after the end of finals in your current semester at BAU, per the academic calendar. BAU cannot transfer your SEVIS record before the end of the semester if you submit your request after the end of the enrollment day per the academic calendar.

Please visit the DSO for more information about your I-20 status.

International students on F1 visa should consult the DSO for further requirements.

The university refund policy is applied to determine if the student still owes money to the University.

If a student who transferred out from the University wants to enroll again to the University, the student must fill out the **Reenrollment Form** and submit it to the Admission Office.

TUITION AND FEES FOR GRADUATE STUDENTS

TUITION

Students pay for each semester for the total credits they are planning to take in that given semester.

| | |
|---|----------|
| Tuition per credit | \$1,125 |
| Tuition per semester (full course load – 3 courses/9 credits) | \$10,125 |
| Total tuition for the program (2 years - 36 credits) | \$40,500 |

If students re-take any classes for any reason or choose to complete a double concentration, they will be obligated to pay for those courses in full.

FEES

BAU's fee schedule is as follows:

| Application/Admissions Fees | |
|---|-------|
| Application Fee | \$45 |
| Deferral Fee | \$45 |
| Admission Confirmation Deposit (refundable if visa is denied) | \$200 |

| Mandatory Semester Fees | |
|-------------------------------------|-------|
| Student Activities and Services Fee | \$125 |
| Technology Fee | \$135 |

| Mandatory One-Time Fee | |
|-------------------------------|------|
| Student ID card | \$18 |

**U-Pass is Metro's college program giving students unlimited rides on Metrorail and Metrobus throughout the semester. This fee is included in the Student Activities and Services Fee.*

The following fees are paid only when students use these services:

| As-Applicable Fees | |
|--|------|
| Late Registration Fee | \$75 |
| BAU English Proficiency Test | \$35 |
| Replacement Student ID Card | \$18 |
| Transcript Processing Fee (Per transcript) | \$10 |
| Returned Check Fee | \$30 |

| | |
|------------------------------------|---------|
| Late Payment Fee | \$25 |
| Cancellation Fee* | \$100 |
| International Postage of Documents | \$130 |
| Cap and Gown Fee | \$130 |
| Diploma / Graduation Fee | \$100 |
| Diploma Replacement Fee | \$100 |
| Administrative Services Fee** | \$1,500 |

**when students cancel enrollment within 3 business days of the beginning of a semester.*

***Only students who receive full tuition assistance or scholarship of any kind defined in the tuition assistance and scholarship section are required to pay.*

PAYMENT

Students may not register for classes for an upcoming semester unless they are on financial good standing. Payments can be made using the following methods, either online or at the Finance Office:

Cash: Cash is only received at the Finance Office. Please do not send cash payments through the mail.

Check: Made payable to "Bay Atlantic University" with the student's ID number written on the front. Previously endorsed checks are not accepted. Checks must be payable in US dollars with an intermediary bank in the U.S. Checks may be mailed to Bay Atlantic University or hand delivered to the Finance Office.

MasterCard, Visa, Amex, Discover, and Paypal: Debit and credit card payments are accepted at the Finance Office and online.

At the beginning of each semester, students pay for the courses they enroll; meaning they only pay for the credits they take in a given semester. In addition to the tuition, students pay any applicable fees for that semester.

FINANCIAL GOOD STANDING; NO HOLDS ON RECORD

Financial good standing and a university record clear of holds are required for students to receive services. Services, including but not

limited to transcript issuance, diploma release, class registration (add, drop, withdrawal, etc.), and/or housing will not be provided to students with a financial balance due or a hold of any kind. Holds are based on outstanding obligations and may be financial.

Students in noncompliance with payments will result in the immediate suspension of all services.

Failure to meet financial obligations to the university will result in other collection procedures, which include account referral to credit reporting bureaus, private collection agencies, and DC Office of Tax and Revenue, and Office of Attorney General. Past due accounts are subject to garnishments, liens, and judgments and the withholding of money from tax refunds. In addition to late fees and interest, delinquent accounts will be assessed additional collection costs up to thirty percent of the past due balance, reasonable attorney fees, and other administrative costs. Once an account is referred to a collection agency payment must be made to the agency, not the University.

If a student's financial obligation is not fulfilled, Bay Atlantic University is authorized to do the following until the money owed is paid:

- 1) Students are not allowed to register for courses if financial obligations are not met. In addition, students with outstanding financial obligations will not be cleared for graduation, receive official transcripts or diplomas.
- 2) BAU withholds the release of the student's academic records or any information on the records.
- 3) BAU withholds the issuance of the student's transcripts.
- 4) If the student's account remains delinquent, BAU reserves the right to terminate enrollment and administratively withdraw the student.
- 5) If the student's account remains delinquent, BAU reserves the right to terminate enrollment and administratively withdraw the student.

6) All payments are subject to the following fees:

- **Late fee:** Failure to make any payment on or before the due date results in a \$25 late fee. The late fee will apply only to the tuition and installment fees. Other fees (for example, technology fee) is deducted before applying payment for tuition. Bay Atlantic University will recalculate the late fee monthly until the balance is cleared.
- **Return Check Fee:** A \$30 fee is assessed for each returned check.

In the documented event of prolonged illness, accident, or death in the immediate family (parents, siblings, children, or spouse) or other extraordinary circumstance that make it impractical to complete the program, Bay Atlantic University will work toward a settlement that is reasonable and fair to both parties.

CANCELLATION AND REFUND POLICIES

If a student elects to withdraw from specific course(s) or withdraw completely from the University, the following refund schedule is used to determine any outstanding financial obligation for which the student may be responsible.

| Time of written notice of withdrawal | Tuition refund* |
|--|------------------------|
| Up until three business days prior to 1 st day of the semester | 100% of tuition paid |
| From within 3 business days of the start of the semester through 25% of the semester | 50% of tuition paid |
| From 25% through 50% of the semester | 25% of tuition paid |
| After 50% of the semester | No refund |

* Excludes all fees, which are non-refundable

BOOKS

BAU professors make every effort to keep the cost of books down by using books, textbooks, and articles that are available through BAU's online library and providing students with links to readings through itslearning (BAU's LMS),

whenever possible. Nonetheless, the cost range of textbooks for per semester can reach or exceed \$200.

It is the responsibility of students to be prepared for class which means they must have all required course materials and texts no later than Week 1 Day 7. Due to copyright laws, sections of the text, other than materials authorized by the publisher such as Power Points, problem solutions, etc., cannot be scanned and posted to the classroom or emailed by either the faculty or students.

FINANCIAL AID

BAU does not participate in any Federal Financial Aid program (Title IV). However, BAU offers institutional tuition assistance and scholarship opportunities to support students.

TUITION ASSISTANCE AND SCHOLARSHIP

BAU is committed to make higher education more affordable and accessible. To achieve this, BAU offers the following tuition assistance and scholarship programs. All programs are strictly used for tuition payments and do not cover fees or living expenses.

TUITION ASSISTANCE

D.M.V. APPLICANTS

Bay Atlantic University will offer students from the metropolitan D.C. (DMV) who are admitted to our university, \$10,125 per year tuition assistance (for full course load) to help reduce the burden of student loans, thus, eliminating the need to apply for federal financial aid.

In addition to standard admission requirements, students interested in receiving this scholarship must meet the following criteria:

1. Have a valid D.C., MD, or VA metro-area license or identification card
2. Submit a tuition assistance essay

Essay Question (500-750 words, 12 pt Times New Roman, double spaced):

“How will you use your college education to impact your community?”

Students must include this essay along with the other admission documents.

MENTORA COLLEGE APPLICANTS

BAU offers \$7,087.50 per year tuition assistance (for full course load) to students who study at the Mentora College ESL Program and apply to degree programs at BAU.

MERIT-BASED APPLICANTS

Merit-based tuition assistance is awarded based on: Standardized Exam scores like SAT and ACT (not required, but encouraged), GPA, letters of recommendation (not required, but encouraged), and tuition assistance application essay.

SCHOLARSHIPS

GLOBAL SCHOLARSHIP EXAM

BAU organizes a Global Scholarship Exam (GSE) in Vietnam and Mongolia in collaboration with the related ministries and partner education institutions. The purpose of GSE is to select highly accomplished students to offer scholarships depending on exam scores.

JAMES WORMLEY SCHOLARSHIP

This scholarship, named after Washington DC’s prominent 19th century African American entrepreneur and educator, will be awarded to one (1) high-achieving students from DC’s Public and Public Charter schools to attend Bay Atlantic University. Throughout the student’s degree, they will be required to participate in the spectrum of events, academic requirements, and research required for this scholarship.

Application Requirements:

- 2.5 GPA: High School Transcript needed
 - Proof of Financial Need: Personal/Guardian W-2 OR Proof of Financial Hardship
-

- Previous Community Service: *Preferred NOT Required* (please provide a simple resume of services done)
- Race, Ethnicity, and/or Identity is associated with the Black Community
- Personal Statement: A video **OR** a writing submission addressing the following topic.

Personal Statement Topic:

“How has the Black Lives Matter movement affected your future goals for life, work, or education and the community?”

REQUIREMENTS IN MAINTAINING TUITION
ASSISTANCE AND SCHOLARSHIPS

Students who earn a tuition assistance or scholarship of any category should meet the following criteria to maintain the scholarship:

- 1) Continuously enroll in courses to meet graduation requirements (unless taking an approved Leave of Absence), and
- 2) Maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 for any semester, and
- 3) Avoid any disciplinary action for any reason.

BAU aims at using tuition assistance and scholarship funds carefully for those students who need support. Therefore, if the student withdraws from an enrolled program to transfer to another higher education university, the student is required to pay the tuition assistance/scholarship amount back to BAU for all course credits completed so that we could allocate it for the use of other students.

GRADUATE PROGRAM DESCRIPTIONS

Bay Atlantic University enrolls in the following graduate degree programs in the academic year of 2019-2020:

Master of Business Administration

Master of Science in

- Big Data Analytics
- Cybersecurity

MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM

Bay Atlantic University offers a Master of Business Administration (MBA) degree built to provide its students with the intellectual foundations, experience-driven knowledge, and problem-solving skills needed to succeed in a dynamic and global business world. The program is designed to produce ethical business leaders who can effectively manage real-world problems in an environment of teamwork and partnership.

The MBA program provides a high level of professional education, and the curriculum covers a broad range of subjects, qualifying students for diverse job opportunities.

The MBA degree is earned by completing the program course requirements of 36 credit hours (12 courses of three credit hours), of which 24 credits are core courses and 12 credits are concentration elective courses. To qualify for the MBA degree, students must meet all core and concentration elective credit requirements.

Bay Atlantic University's Master of Business Administration provides opportunity for students to further their education by improving their professional management, leadership, and analytical skills, thus enhancing their career and earning potential. The program is intended to prepare career focused students with comprehensive knowledge of business principles.

Students are offered a comprehensive business education as they learn the key content areas of management, marketing, finance, accounting, economics, and law. The program also includes three major study emphases namely Entrepreneurship, Global Affairs and Economics and Finance. The Master of Business Administration program provides high quality courses that are rigorous, transferable at the graduate level, and provided at a reasonable cost.

PROGRAM LEARNING GOALS

1. Employ advanced leadership and self-awareness to influence others.
2. Evaluate ethical issues and dilemmas faced by business leaders and managers.
3. Design decision-making processes using quantitative and qualitative data.
4. Develop a global perspective and an awareness of the cultural and social nuances that impact business around the globe.
5. Evaluate concepts from functional disciplines to identify and develop business strategies.
6. Incorporate diversity, international, and multicultural perspectives in the decision-making process

MBA PROGRAM COURSE LISTING

Core Requirements: 24 Credits (Students must complete all eight courses)

| Course Code | Course Name | Pre-requisites | Credit |
|-------------|--|----------------|--------|
| ACCT 507 | Managerial Accounting | | 3 |
| BUSN 601 | Entrepreneurship | | 3 |
| CAPS 501 | Research Methods | | 3 |
| CAPS 621 | Capstone Project | All core | 3 |
| ECON 605 | Quantitative Methods in Business and Economics | | 3 |
| FINC 509 | Financial Management | | 3 |
| MGMT 502 | Leadership and Organizational Behavior | | 3 |
| MKTG 512 | Marketing Management | | 3 |

Electives: 12 Credits (students must complete four courses)

| Course Code | Course Name | Pre-requisites | Credit |
|-------------|---|----------------|--------|
| BUSN 616 | New Product Management | MKTG512 | 3 |
| BUSN 641 | Survey of Innovations around the World | | 3 |
| BUSN 642 | Corporate and National Trade and Investment Security Issues | | 3 |
| BUSN 644 | International Patents | | 3 |
| BUSN 645 | Regional Trade Issues | | 3 |
| BUSN 646 | Competition Policy Across Nations | | 3 |
| BUSN 647 | Emerging Markets | | 3 |
| BUSN 654 | Globalization and Business Strategy | | 3 |
| BUSN 655 | Conflict Analysis, Mediation and Negotiation | | 3 |
| BUSN 659 | Risk Assessment in Conflict Regions | | 3 |
| ECON 505 | Economics | | 3 |
| ECON 580 | Human Resource Economics for Business | ECON505 | 3 |
| ECON 655 | Economics of International Development | ECON505 | 3 |
| ECON 656 | Geographic Information Science (GIS) | | 3 |
| ECON 657 | International Economics | ECON505 | 3 |
| ECON 665 | U.S. Economic & Trade Policy | | 3 |
| ECON 670 | Urban Economics, Finance, and Governance | | 3 |
| FINC 573 | Money and Banking | ECON505 | 3 |
| FINC 621 | Financial Investment Strategies | ECON505 | 3 |
| FINC 647 | International Financial Institutions | | 3 |
| FINC 649 | Global Financial Markets | | 3 |
| FINC 660 | Global Financial Ethics | | 3 |
| MGMT 532 | Strategic Management | | 3 |
| MGMT 533 | Blockchain Technology and Business Management | | 3 |
| MGMT 610 | Advertising Management | | 3 |
| MGMT 611 | The Entrepreneurial Manager | | 3 |
| MGMT 612 | Non-Profit Management | | 3 |
| MGMT 614 | Managing Innovation | | 3 |
| MGMT 615 | Intrapreneurship | | 3 |
| MKTG 615 | Marketing Analytics | | 3 |
| MKTG 618 | Digital Marketing, Social Media & E-Commerce | | 3 |
| MKTG 622 | Pricing | MKTG512 | 3 |
| MKTG 641 | Brand Management | | 3 |
| POLS 610 | Global Affairs and Foreign | | 3 |

| Policy | | |
|--|---------------------------|---|
| International Trade (NAFTA/EUROZONE/ASEAN/ | | |
| POLS 642 | MERCOSUR) | 3 |
| POLS 643 | World Energy Politics | 3 |
| POLS 645 | Transnational Security | 3 |
| POLS 647 | International Law | 3 |
| Policy Formulation and | | |
| POLS 651 | Implementation | 3 |
| Gender, Development and | | |
| POLS 652 | Globalization | 3 |
| International Courts, | | |
| Tribunals, Commercial | | |
| POLS 659 | Arbitrations, and the WTO | |

MASTER OF SCIENCE DEGREE PROGRAMS

BAU offers the following Master of Science programs:

- Big Data Analytics
- Cybersecurity

The MS degrees are earned by completing 36 credit hours of coursework, of which 21 credit hours are core courses and 15 credit hours are electives. Students enrolled in the graduate program must maintain a Cumulative Grade Point Average (CGPA) of at least 3.0 (B) out of 4.0 and earn a minimum grade of not less than 2.7 (B-) out of 4.0 on all courses to qualify to graduate.

MASTER OF SCIENCE IN BIG DATA ANALYTICS PROGRAM

The program is designed to meet the increasing need for highly skilled data analysts who can analyze the growing amount of data confronting a variety of disciplines and transform the data into usable information for use in decision-making. To meet that objective, the program expects students to play a greater role in decision-making and strategy setting for their current or future organizations. Frameworks are used to critically look at, interpret and visualize data in order to apply that knowledge in real-world applications that will shape how 21st century business challenges are addressed.

The program will prepare students for job positions such as data analyst, database administrator, database developer, data modeler, data scientist, business intelligence analyst, database manager, data warehouse manager, data architect, big data engineer, data scientist.

PROGRAM LEARNING GOALS

1. Understand the theories and methodologies of data science applied to Big Data and Data Mining, including principles, frameworks, and models for transferring, transforming, analyzing, and interpreting data.
2. Convert a data analytic problem and related information into a proper mathematical, statistical representation, and usable contexts by using appropriate methodologies for transferring, transforming, and analyzing based on attributes of the available datasets.
3. Apply advanced and intelligent computer algorithms to produce a reliable data model and system for implementing automatic data collection and analysis using computer-programming languages for data sciences, such as Python, R, etc.
4. Demonstrate effectiveness and efficiency of operating and executing computer command-line interfaces and software applications for data organization, manipulation, and presentation, including implementations of security measures and ethical practices for collecting and storing data.
5. Communicate effectively orally and in writing with technical and non-technical stakeholders, including data collection process and summarization of results in the descriptive, numerical, and visual forms.
6. Appraise knowledge, skills, and abilities in information technology and data science of big data analytics applying to research and project beneficial to organizations, such as federal or national governments, state and local governments, nonprofits, and industries, in protecting digital resources and infrastructures.
7. Assess technical skills and knowledge to pursue various professional technology certifications globally recognizable in the industry, such as Dell Associate - Data Science Version 2.0 Certification, Dell Specialist - Data Scientist, Advanced Analytics Version 1.0 Certification, etc.
8. Understand the role of responsible citizenship in the legitimate use of technology and digital data

MINIMUM HARDWARE REQUIREMENTS

Students must have a computer system that meets the following general requirements: (Most computers are equipped with these components.)

- Video Card (4 GB of RAM or higher)
- Sound Card
- Speakers and Microphone
- Headphones (not required but recommended)
- Webcam
- USB Ports
- Network Card (10/100/1000 Mbps Ethernet)
- Wireless Network Card (2.4 and 5.0 GHz)
- Operating Systems:
 - Windows 10 64-bit or Later
 - Mac OS Catalina or Later

BIG DATA ANALYTICS PROGRAM COURSE LISTING

Core requirements: 21 credits (7 courses)

| Course Code | Course Name | Pre-requisites | Credit |
|-------------|--------------------------|----------------|--------|
| BGDA 501 | Introduction to Big Data | | 3 |
| BGDA 510 | Data Mining | CMPS 514 | 3 |
| BGDA 511 | Big Data Analytics | CMPS 514 | 3 |
| BGDA 522 | Applied Statistics | | 3 |
| BGDA 555 | Business Intelligence | BGDA 522 | 3 |
| CAPS 621 | Capstone Project | All Cores | 3 |
| | Management Information | | 3 |
| CMPS 514 | Systems | | |

Electives: 15 credits (students must choose 5 courses)

| Course Code | Course Name | Pre-requisites | Credit |
|-------------|-------------------------|----------------|--------|
| BGDA 513 | Artificial Intelligence | BGDA 511 | 3 |
| BGDA 521 | Technology Management | BGDA 510 | 3 |
| | Big Data and Hadoop | | 3 |
| BGDA 550 | Environment | BGDA 511 | |
| | Big Data Analytics and | | 3 |
| BGDA 552 | Cloud Computing | BGDA 511 | |
| | Network Security & | | 3 |
| CMPS 515 | Cryptography | CMPS 514 | |
| CMPS 517 | Computer Forensics | CMPS 514 | 3 |
| | Computer Networks and | | 3 |
| CMPS 524 | Mobile Communications | CMPS 514 | |
| | Machine Learning and | | 3 |
| CMPS 530 | Pattern Recognition | CMPS 524 | |
| | Information Security | | 3 |
| CMPS 564 | Management | CMPS 515 | |
| MKTG 615 | Marketing Analytics | BGDA 555 | 3 |

MASTER OF SCIENCE IN CYBERSECURITY PROGRAM

Focused on preparing professionals for the growing field of information systems, this graduate program teaches students how to protect the confidentiality, availability, and integrity of information and information systems that support modern organizations. The program focuses on both the fundamentals of information systems as well as exposing students to advanced topics in areas such as network security, cryptography, risk management, security governance, business continuity, security architecture, physical security and critical infrastructures.

PROGRAM LEARNING GOALS

1. Define privacy, legal and ethical concerns of information security potentially lead to technological vulnerabilities critical to an organization's digital data and resources.
2. Understand the computer network engineering and security principles mandatory for software and hardware components, including wireless/non-wireless technologies and cryptography methods.
3. Apply data collection and analysis principles in information systems and security controls for technological decision-making and problem-solving to ensure sufficient operation and protection of confidentiality, integrity, and availability regarding digital infrastructure.
4. Communicate effectively orally and in writing with technical and non-technical stakeholders regarding information security concerns and solutions, including developing reliable incident response plans and execution for a cyber-incident.
5. Assess technical skills and knowledge to pursue various professional technology certifications globally recognizable in the industry, such as CompTIA - Security+, ISC CISSP, ISACA CISM CompTIA - PenTest+, etc
6. Appraise knowledge, skills, and abilities in information technology and management in cybersecurity applying to research and project beneficial to organizations, such as federal governments, state and local governments, nonprofits, and industries, in protecting digital resources and infrastructures
7. Understand the role of responsible citizenship in the legitimate use of technology and digital data.

MINIMUM HARDWARE REQUIREMENTS

Students must have a computer system that meets the following general requirements: (Most computers are equipped with these components.)

- Video Card (4 GB of RAM or higher)
- Sound Card
- Speakers and Microphone
- Headphones (not required but recommended)
- Webcam
- USB Ports
- Network Card (10/100/1000 Mbps Ethernet)
- Wireless Network Card (2.4 and 5.0 GHz)
- Operating Systems:
 - Windows 10 64-bit or Later
 - Mac OS Catalina or Later

Electives: 15 credits (students must choose 5 courses)

| Course Code | Course Name | Pre-requisites | Credit |
|-------------|------------------------------------|----------------|--------|
| | Introduction to Big Data | | 3 |
| BGDA 501 | Data | | |
| BGDA 510 | Data Mining | CMPS 514 | 3 |
| BGDA 511 | Big Data Analytics | CMPS 514 | 3 |
| BGDA 513 | Artificial Intelligence Technology | BGDA 511 | 3 |
| BGDA 521 | Management | BGDA 510 | |
| CMPS 517 | Computer Forensics | CMPS 514 | 3 |
| | Computer Networks and Mobile | | 3 |
| CMPS 524 | Communications | CMPS 514 | |
| | Machine Learning and | | 3 |
| CMPS 530 | Pattern Recognition | CMPS 524 | |
| CMPS 618 | Penetration Testing | CMPS 564 | 3 |
| | Web Application | | 3 |
| CMPS 623 | Security | CMPS 564 | |
| | Wireless Sensor | | 3 |
| CMPS 627 | Network | CMPS 524 | |

CYBERSECURITY PROGRAM COURSE LISTING

Core requirements: 21 credits (7 courses)

| Course Code | Course Name | Pre-requisites | Credit |
|-------------|------------------------|----------------|--------|
| BGDA 522 | Applied Statistics | | 3 |
| CAPS 621 | Capstone Project | All Cores | 3 |
| CMPS 502 | Cyber Security | | 3 |
| | Management Information | | 3 |
| CMPS 514 | Systems | | |
| | Network Security & | | 3 |
| CMPS 515 | Cryptography | CMPS 514 | |
| | Information Security | | 3 |
| CMPS 564 | Management | CMPS 515 | |
| CMPS 578 | Cyber Security Law | | 3 |

GRADUATE COURSE DESCRIPTIONS

ACCT 507: MANAGERIAL ACCOUNTING (3 CREDITS)

This course helps students learn to boost the profitability of their companies through the use of accounting analysis to address business problems. It uses a problem-solving approach to achieve this goal and focuses not just on theory but on the practical *application* of accounting tools. The theoretical foundation of this class is that the art of business involves moving assets from lower-valued uses to higher-valued uses. Using this concept, the class develops a student's ability to perform accounting analysis and to approach business problems from a management point of view.

BGDA 501: INTRODUCTION TO BIG DATA (3 CREDITS)

This course will provide insight into the basics of using "Big Data" to quantify operational implications of management choices. You will learn statistical models, mostly using R software, and analyze them to provide insight regarding the assumptions, value drivers, and risks present in a business situation. You will use your statistical models to explore different ways to think about uncertainty, guide decision-making, and persuasively communicate analytical results. Later in the course, by using the statistical tools learned, we will examine simple, introductory methods to text mining, building search engines and recommendation tools.

BGDA 510: DATA MINING (3 CREDITS) PREREQUISITE: CMPS 514

This course provides an introduction to data mining concepts. Basic concepts in data mining: frequent item set detection, association rules, clustering and classification are covered in depth.

BGDA 511: BIG DATA & ANALYTICS (3 CREDITS) PREREQUISITE: CMPS 514

Big data is a general term used to describe the tremendous amount of unstructured, semi-structured and textual data being created on a daily basis. Big data analytics is the process of examining large amounts of data with different types to discover hidden patterns, unknown correlations and potential useful information. This is important for enterprises as it can provide competitive advantages over rivals

and other business benefits, such as more effective marketing and increased revenue. In this course, the technologies associated with big data analytics including NoSQL databases, Hadoop and MapReduce will be covered. These technologies form the core of an open source software framework that supports the processing of large data sets across clustered systems.

BGDA 513: ARTIFICIAL INTELLIGENCE (3 CREDITS) – PREREQUISITE: BGDA 511

The fundamentals and techniques of Artificial Intelligence are discussed in this course. The first part of the course begins with an overview of intelligent agents and agent architectures. We then introduce basic search techniques for problem solving and planning. Adversarial search and the principals of game theory are given. Knowledge representation and logical formalisms using propositional and first order logic are explained. Planning in partial observable environments is introduced. In the second part, we first give a summary of probability theory and then explain probabilistic reasoning including Markov Decision process and Reinforcement Learning. Then some basic concepts of Machine Learning algorithms are discussed. Finally, we give examples of AI applications such as Robotics, Computer Vision and Natural Processing

BGDA 521: TECHNOLOGY MANAGEMENT (3 CREDITS) PREREQUISITE: BGDA 510

This course is designed to lead the student to understand the importance and the nature of technological innovations, how they are integrated into business level strategies and how technological innovation process is managed. In this course, the aim is not only to understand the theories of technological innovations but also to discuss the practice of technological innovation. Therefore, case studies are important; most of the theoretical parts are followed by case studies.

BGDA 522: APPLIED STATISTICS (3 CREDITS)

The course introduces fundamental topics in statistics and implements its applications to industrial, medical, financial, energy and similar type very large-size datasets to infer meaningful statistical results. The course is for graduate students with no significant background on this subject. Implementations will be performed on the open source statistical software R. Introduction to R programming will be given.

BGDA 550: BIG DATA AND HADOOP ENVIRONMENT (3 CREDITS) – PREREQUISITE: BGDA 511

This course provides an overview of the fields of big data analytics and data science. Topics are covered in the context of data analytics include the terminology and the core concepts behind big data problems, applications, and systems. In this course, the students learn how to use Hadoop and related Big Data Processing tools that are used for scalable big data analysis and have made it easier and more accessible.

BGDA 552: BIG DATA ANALYTICS AND CLOUD COMPUTING (3 CREDITS) – PREREQUISITE: BGDA 511

The course will cover topics in architectures, features, and benefits of Cloud Computing; Cloud Computing technologies such as Virtual Machines, SAAS, IAAS, Cloud Based Networks, Cloud Based Databases. Describe Cloud Computing solutions and identify parameters for managing and monitoring big data infrastructure. Scenarios using sample data will be conducted, to develop skills using Cloud Computing Infrastructure.

BGDA 555: BUSINESS INTELLIGENCE (3 CREDITS) PREREQUISITE: BGDA 522

The content of this course is composed of introduction to business intelligence, database management systems, data warehouse models and architectures, data mining, preprocessing, driven methodology, guided algorithms and non-guided algorithms.

BUSN 601: ENTREPRENEURSHIP (3 CREDITS)

This course provides insight into the vital role played by entrepreneurs and entrepreneurship in today's global economy. Students will assess, explore, critique, and celebrate the phenomenon of entrepreneurship. The course approaches entrepreneurship as an attitude and as a way that people think, act, and behave. It stresses how entrepreneurship is a workable process, applicable in almost any organizational setting, and it highlights how entrepreneurial behaviors can be sustained throughout the careers of individuals and the development of organizations and societies. The course focuses on new ventures, how they get started and what makes them successful. It encourages the generation of ideas and inquiry and supports student efforts to develop and support their ideas on these matters. Finally, it approaches entrepreneurship from both theoretical and practical viewpoints and draws from several academic disciplines, including

sociology, psychology, and economics.

BUSN 616: NEW PRODUCT MANAGEMENT (3 CREDITS) – PREREQUISITE: BUSN 512

In order to prosper, firms must develop major innovations. Developing such innovations, however, is challenging. There has, however, recently been progress into determining how it may be possible to develop breakthroughs in a systematic fashion. Though cases and expert guest speakers, *this course* explores several practical idea generation development methods and conveys the art required to implement each of them.

BUSN 641: SURVEY OF INNOVATIONS AROUND THE WORLD (3 CREDITS)

This course introduces students to a variety of innovations occurring around the world. It examines how science, technology and innovation can support economic growth in emerging economies, and how they can help those economies augment participation in the global economy. The course focuses on the phenomena of technological catch-up and leapfrogging. It is divided into four units. The first unit provides a conceptual foundation for understanding the role of technological innovation and the associated university innovation in the process of economic transformation. The second unit presents country experiences of technological catch-up and leapfrogging. The third unit analyzes the technological opportunities and challenges open to developing countries. The final section assesses the policy and university innovations needed to foster technological catch-up and leapfrogging.

BUSN 642: CORPORATE AND NATIONAL TRADE AND INVESTMENT SECURITY ISSUES (3 CREDITS)

Corporate and National Trade and Investment Security Issues analyzes and addresses the evolving nature of national trade and the current investment security issues for MBA students. In this current globalized economy, trade and investment has several challenges and lessons both students and practitioners need to learn to navigate successfully. Students will study in-depth business and country-specific case-studies for improved analysis and understanding of Corporate and National Trade and Investment Security Issues. Students will learn the importance of trade, trade negotiations, challenges in the globalized business economy, and solutions to globalized business (in)security. Students will effectively assess quantitative and qualitative information in the global business world and improved understanding of key Corporate and

National Security Trade and Investment Security Issues.

BUSN 644: INTERNATIONAL PATENTS (3 CREDITS)

This course introduces students to the basic principles and legal instruments of international intellectual property law, including examination of the Paris Convention for the Protection of Industrial Property, the Berne Convention for the Protection of Literary and Artistic Property and the WTO Agreement on Trade-Related Aspects of Intellectual Property (TRIPS). The course serves as a basic introduction to the field of intellectual property, as well as to the international dimension of the field.

BUSN 645: REGIONAL TRADE ISSUES (3 CREDITS)

This course covers the transactional approach to legal problems encountered in commercial and financial business ventures that cross national borders. Topics include form of doing business, including formation of contracts and the range of issues presented—such as choice of law, choice of forum, commercial terms, force majeure, sales, distribution and agency law, franchise, licensing arrangements, and foreign direct investments; the operations of the universities of the World Trade Organization; investment in free trade areas such as the European Union and NAFTA; and issues of transfer of intellectual property and international dispute resolution. Students will gain exposure to analyzing various international business agreements and documents including global joint venture agreements and privatization provisions, sales and letters of credit, distribution and franchise agreements, international development and investment agreements, letters of intent for mergers and acquisitions, and technology licensing agreements.

BUSN 646: COMPETITION POLICY ACROSS NATIONS (3 CREDITS)

This course introduces students to competition policy in a global context. Over 90 countries have competition policies. The focus here will be on Canada, the U.S., the E.U., China, Japan, and South Korea. Students will learn which business practices are apt to get their company in trouble in domestic and international markets. The economic rationale for prohibiting such practices will be explained to enhance understanding of the policies that they will encounter. Strategies for avoiding antitrust violations will be discussed and evaluated. In order for students to get a good appreciation for international antitrust

law and the economic analysis that drives it, reading includes some case excerpts as well as some economic analyses of market structure and business practices.

BUSN 647: EMERGING MARKETS (3 CREDITS)

This class provides an introduction to doing business in emerging markets. The unique aspects of emerging markets and challenges for businesses will be assessed. Having explored and examined common issues in global emerging markets, students apply and analyze these issues in different country contexts.

BUSN 654: GLOBALIZATION AND BUSINESS STRATEGY (3 CREDITS)

This course creates the political, economic and technological context for global business. This course examines the effects of globalization, how governments and universities address both positive and negative effects of globalization, how businesses organize to operate in the world, and how growth and development can be sustainable.

BUSN 655: CONFLICT ANALYSIS, MEDIATION & NEGOTIATION (3 CREDITS)

Conflict analysis, resolution and mediation presents theories, strategies and styles – within International, Organizational and employee context. In addition to the theory and exercises presented in class, students practice negotiating with role-playing simulations that cover a range of topics, including difficult situations such as cross-cultural mentoring and an emergency. The course covers conflict management as a first party and as a third party: third-party skills include helping others deal directly with their conflicts, mediation, investigation, arbitration, and helping the system change as a result of a dispute.

BUSN 659: RISK ASSESSMENT IN CONFLICT REGIONS (3 CREDITS)

This course is a specially designed, interactive seminar to introduce students in the field of Business Management to the impact of geopolitics on economic and financial interests and strategic investments. The seminar focuses on several regions experiencing conflicts to project the major trends to expect in the coming year and decade. It covers areas such as the Greater Middle East, North Africa, Sahel, Europe, Russia and the Caucasus as well as parts of Latin America. The seminar will bring input and information from the field of comparative conflict to the field of economic strategic planning. A unique offering of BAU, the seminar is comprised of lectures, interactive exercises and guest speakers.

CAPS 501: RESEARCH METHODS (3 CREDITS)

This course constitutes the credit-bearing half of the MBA program's Capstone Experience. It introduces students to the academic resources available to them through the university, informs them of their responsibilities as students, and provides them an introduction to master's level scholarship. The course presents in detail the options students have for completing the Capstone Project and scaffolds their early progress towards developing and executing their projects. Beyond these, the primary function of the course is to introduce students to commonly-used quantitative and qualitative research methods in social sciences. Students will gain an appreciation for the scientific method and principles and develop an understanding of various research designs and their use. Students will develop the ability to identify a problem and formulate research questions; conduct a literature review and design a study; create a data collection tool; understand basic statistical concepts and their applications; collect and analyze data; read, understand and critically evaluate others' research; and write a research paper. Students will have a chance to gain hands on experience in "reading" and analyzing data from various sources. At the end of the course, students will be educated consumers of social science data.

CAPS 621: CAPSTONE PROJECT (3 CREDITS) – PREREQUISITE: ALL CORE COURSES

All graduate students are required to complete a capstone project related to the student's concentration. Each student may choose a project of his or her choice, under the guidance of a capstone advisor. The parameters of the course will be determined by the advisor and the student.

CMPS 502: CYBER SECURITY (3 CREDITS)

This course introduces students to the field of cyber security. The goal is to educate and train students to understand general concepts and use the necessary tools to detect and prevent vulnerabilities in computer networks and systems. Students will be exposed to various cyber security tools used for the analysis, detection and prevention of threats. They will gain a thorough understanding of current cyber security technologies and ways of utilizing them to avoid attacks in the cyber world.

CMPS 514: MANAGEMENT INFORMATION SYSTEMS (3 CREDITS)

This course studies systems used by companies to accumulate, classify, and organize information to aid managerial decision making. It emphasizes the

considerations of upper-level management concerning the development, deployment, and use of information systems.

CMPS 515: NETWORK SECURITY AND CRYPTOGRAPHY (3 CREDITS) PREREQUISITE: CMPS 514

This is an introductory course where fundamental concepts in cryptography and network security are explained. After completing the course, students will get basic understanding about encryption, decryption, stream ciphers, block ciphers, public-key cryptography, digital signatures, hash functions, 1message authentication codes and key distribution protocols.

CMPS 517: COMPUTER FORENSICS (3 CREDITS) PREREQUISITE: CMPS 514

This is an applied course on techniques for computer forensics in Linux and Windows based systems. In this course, the process of computer forensics investigation will be presented in detail. Details on techniques for evidence collection will be given first. Different techniques for analyzing the collected evidence will be explained. Finally, students will learn how to go over the found evidence and present it to authorities. Topics such as custody of chain, evidence preservation and verification will be explained in detail.

CMPS 524: COMPUTER NETWORKS AND MOBILE COMMUNICATIONS (3 CREDITS) PREREQUISITE: CMPS 514

This course provides a comprehensive overview of computer networks and mobile communications technologies. The topics include computer networks, Internet, TCP/IP, transport layer protocols, routing layer protocols, medium access control protocols, wireless channel models, packet scheduling, multimedia networks, cellular networks (GSM, GPRS, CDMA, 3G, 4G, etc.), and wireless local area networks. The course aims at equipping students with a deeper understanding of computer and mobile networking technologies and related problem solving discipline using mathematics / engineering principles.

CMPS 530: MACHINE LEARNING & PATTERN RECOGNITION (3 CREDITS) PREREQUISITE: CMPS 524

This course covers fundamental machine learning topics including pattern recognition systems and components; decision theories and classification; discriminant functions; supervised and unsupervised training; clustering; feature extraction and dimensional reduction; sequential and hierarchical

classification; applications of training, feature extraction, and decision rules to engineering problems.

CMPS 564: INFORMATION SECURITY MANAGEMENT (3 CREDITS) PREREQUISITE: CMPS 515

The aim of this course is to learn how information can be held securely in businesses and discuss the information security from managerial perspective. Moreover, the standards and approaches used for information security management are discussed. The standard of information security management which is ISO27001 is discussed in detail.

CMPS 578: CYBER SECURITY LAW (3 CREDITS)

Information and communication technologies (ICT) are spreading into all aspects of our lives. Our increasing dependency on ICT is making us vulnerable to cyber-crimes committed against our information systems. This course provides the necessary knowledge to judicially assess electronic evidence and handle cybercrime incidents.

CMPS 618: PENETRATION TESTING (3 CREDITS) – PREREQUISITE: CMPS 564

Penetration testing, the most indispensable component of proactive cyber security, is commonly known as the exposition of information systems to security checks by expert professionals with the purpose of determining security vulnerabilities and thus helping take necessary countermeasures ahead of their possible exploitation by cyber attackers. In this course, the students will be thought methods for detecting security vulnerabilities in information systems and possible exploitation of these vulnerabilities to penetrate into computer systems. Topics covered will include network scanning, exploitation and post-exploitation, password attacks, and attacks on wireless and web applications.

CMPS 623: WEB APPLICATION SECURITY (3 CREDITS) – PREREQUISITE: CMPS 564

The web application technology stack contains various protocols, standards, frameworks and mechanisms at both the client and server sides. Due to these complexities and the unavoidable rapid technological shift, serious security vulnerabilities are the inevitable by-products, as encountered in insecure portals, web sites and applications. These vulnerabilities are commonly exploited by attacks such SQL Injection, Cross Site Scripting, Cross Site Request Forgery, Session Overloading, Brute Forces, Denial of Service, Log Forging, Dangerous Javascript Callbacks, Race Conditions, JSON Hijacking, Length

Extension Attacks, Logical Attacks, etc. This course covers the common critical web application security vulnerabilities and hacking techniques exploited by malicious people. Students will learn solid defence techniques, such as input/output validation, right usages of authentication, authorization, cryptographic functions and secure configuration, to thwart these hacking attempts.

CMPS 627: WIRELESS SENSOR NETWORKS (3 CREDITS) PREREQUISITE: CMPS 524

This course provides a comprehensive overview of wireless sensor networks and their real-world applications. The topics include wireless sensor network protocols, network architectures and management, error control techniques, optimal packet size design, cross-layer communication protocol solutions, localization algorithms, ZigBee, IEEE 802.15.4, 6LowPAN, underwater and underground sensor networks, wireless sensor and actor networks, and wireless multimedia sensor networks. The course aims at equipping students with a deeper understanding of wireless sensor networking technologies and related problem solving discipline using mathematics / engineering principles.

ECON 505: ECONOMICS (3 CREDITS)

This course encompasses both Microeconomics (the impact of economic decisions made by individuals and firms) and Macroeconomics (the study of large-scale economic factors). As such, the course examines (a) the concepts of supply, demand, market equilibrium, and competition and the impact that external forces such as taxation, government policy, and globalization have on them; and (b) economic growth, inflation, unemployment, savings, and investment to understand how these factors interact to impact the business cycle and overall national income.

ECON 580: HUMAN RESOURCE ECONOMICS FOR BUSINESS (3 CREDITS) – PREREQUISITE: ECON 505 ECONOMICS

This course provides a survey of the concepts and techniques for the analysis and management of human resources in business. Topics covered include: labor market analysis, labor supply and demand analysis, setting hiring standards, the hiring process, worker productivity, human capital theory and pay scales, turnover and layoffs, information and signaling, seniority and motivation, how labor market discrimination affects wages and employment and policies to deal with it, managing employee benefits, the economics of minimum wages, job evaluation and

the role of unions in human resource management.

ECON 605: QUANTITATIVE METHODS IN BUSINESS AND ECONOMICS (3 CREDITS)

Introduces students to the basic concepts of statistical inference needed for a rigorous and informed analysis of business and economic decisions. It also studies how large-scale unstructured and multi-structured data sets are utilized to determine patterns and trends essential in forming better and faster business strategies. Topics include basic data analysis, random variables and probability distributions, sampling distributions, interval estimation, hypothesis testing and statistical significance, and linear regression. Examples and case studies are chosen from finance, economics, marketing and management.

ECON 655: ECONOMICS OF INTERNATIONAL DEVELOPMENT (3 CREDITS) PREREQUISITE: ECON 505

The course investigates macro models of development. It explains disparities in income across countries. It explores various markets in developing countries, with an emphasis on understanding market failures and potential corrective policies. It also focuses on the role of the state in processes of development.

ECON 656: GEOGRAPHIC INFORMATION SCIENCE (GIS) (3 CREDITS)

Geographic Information Science (GIS) has emerged as a powerful data visualization and analysis discipline. This course investigates how GIS is currently being used and applies it to understand better and address environmental problems, as well as manage and conserve natural resources. The lectures discuss the basic and current applications of GIS using environmental datasets, maps, modeling, and analysis. It also examines impediments to GIS. Environmental GIS datasets deal with several applications, from the simple Digital Elevation Model to the Land use Land-change, or Solar Analysis. Specific topics include climate change, biodiversity conservation, forest management, soils management, agriculture, natural hazards, water resources, environmental challenges in an urban environment, and alternative energy.

ECON 657: INTERNATIONAL ECONOMICS (3 CREDITS) – PREREQUISITE: ECON 505

This course is an introduction to the field of international economics. It is designed to familiarize students with basic concepts about the international dimensions of economics in today's world. It affords

a strong foundation for more advanced courses, addressing a variety of topics in international economics, including analysis of modern trade theories and issues concerning international competitive strategy. It also investigates the effect of trade patterns and commercial policy on domestic business activity and the influence of macroeconomic policies across nations. Other topics include gains from trade and their distribution; analysis of protectionism; strategic trade barriers; trade deficits vs. surpluses; exchange rate determination; and government intervention in foreign exchange markets.

ECON 665: U.S. ECONOMIC & TRADE POLICY (3 CREDITS)

This course discusses current issues of international economics and how the growing integration of national economies has changed the way the world works. The course framework is built upon theoretical models of microeconomics (and macroeconomics) to analyze some of the most important issues of the international economic environment of the past fifty years, with particular emphasis on the role of U.S. trade policy and of U.S. relations with its trade partners.

ECON 670: URBAN ECONOMICS, FINANCE AND GOVERNANCE (3 CREDITS)

Urban economics deals with a range of important questions dealing with origin, size and performance of cities. Some of the most interesting issues include: Why do firms and human beings cluster in cities? Why do some cities grow faster than other? How has history been shaped through urbanization? What are the challenges for cities in developing and developed countries? How technology and innovation in design can solve urban problems? Why other countries and cities could not develop another Silicon Valley? What are various models of governing cities? How to make cities more competitive? This course is designed to help students to engage with these questions among others by utilizing theories and principles drawn from economics, urban policy, and urban governance. Cities are facing a set of challenges such as climate change, inequality and demography. At the same time cities are finding new ways to find solutions to these problems. The unique nature of city as a unit of policymaking makes urban economic development and governance an important area to understand these developments.

FINC 509: FINANCIAL MANAGEMENT (3 CREDITS)

Knowledge of financial principles is beneficial to managers in nearly all business settings. This course combines both conceptual and mathematical information. It analyzes and discusses cases, comprehensive problems, and current events to give students experience using and applying financial tools. Attention is given to the functioning of capital markets, different securities and financing instruments, and the management of cash flow. The course also focuses on the topics of risk, working capital management, leverage, forecasting, and the analysis of financial statements and ratios. Through this course, students will obtain basic financial math skills and a thorough introduction to financial management concepts.

FINC 573: MONEY AND BANKING (3 CREDITS)**PREREQUISITE: ECON 505**

This course provides an overview of the structure and performance of banking universities, the evolving role of central banks in monitoring and supervising financial intermediaries, and the role of money and monetary policy in influencing inflation, interest rates, and the economy. The changing structure and regulation of financial systems will be discussed as well as the challenges faced by the financial system in the aftermath of the Great Recession. The various objectives of central banking are analyzed, including regulatory functions, monetary policy, and exchange rate policy. The nature of --and impact of-- money on the economy is explained and the effects of money demand and supply on inflation and aggregate demand are introduced using macroeconomic models.

FINC 621: FINANCIAL INVESTMENT STRATEGIES (3 CREDITS) – PREREQUISITE: ECON 505

The main objective of this course is to study fundamental concepts of investments in financial markets. The course provides a survey of the theory and evidence relevant to investment strategies. Topics include asset allocation and portfolio diversification, long-short strategies, margin transactions, factor models, long-horizon investing, hedge funds, mutual funds, behavioral finance, performance evaluation, trading, models, valuation of assets, and the pricing of financial instruments, including derivatives.

FINC 647: INTERNATIONAL FINANCIAL INSTITUTIONS (3 CREDITS)

This course examines international financial institutions and dynamics between the public and private sectors. It begins with an overview of the role, mechanics and main channels of financial intermediation. It then turns to developing student understanding of inherent risks and fragilities of international financial institutions, along with the safeguards that have been established to mitigate them, both nationally and internationally. It reviews the development of and interaction between international and domestic financial markets, as well as the evolving relationship between the public and private sectors. It examines how several financial crises, particularly that of 2007, have made people rethink macroeconomics and modify the system of international financial institutions.

FINC 649: GLOBAL FINANCIAL MARKETS (3 CREDITS)

The purpose of this course is to extend the principles of finance from a single-country setting to a multinational setting. This includes foreign exchange (spot, forward and futures) transactions, swaps, and synthetic securities. International and global banking institutions will be surveyed and their role in domestic and global financial intermediation examined. International parity relationships will be studied, including interest rate and purchasing power parities. The role of political risk and default risk in international finance will also be discussed. The role of global financial markets in accomplishing an optimal allocation of economic resources around the world is a central issue covered throughout the course. Case studies, group work and interactive class discussions will be emphasized. Throughout the course, relevant current events are examined and used to illustrate and reinforce discussion points.

FINC 660: GLOBAL FINANCIAL ETHICS (3 CREDITS)

This seminar covers the financial code of ethics and addresses sustainable financing, socially responsible investment (SRI) issues, ethical banking, and legal and practical aspects of integrating environment, social justice, and corporate governance (ESG) issues to institutional investment. The seminar gives a detailed overview of major institutional actors, key players in European and global networks in the field of banking and sustainable financing, and the international standards in the fight against tax avoidance and money-laundering. This course is highly practice-oriented; each module contains at least one field visit

to a corresponding local organization or NGO.

MGMT 502: LEADERSHIP AND ORGANIZATIONAL BEHAVIOR (3 CREDITS)

It's a familiar scene in organizations today: a new competitive threat or a big opportunity emerges. You quickly create a strategic initiative in response and appoint your best people to make change happen. And it does—but not fast enough. or effectively enough. Real value gets lost and, ultimately, things drift back to the default status. Why is this scenario so frequently repeated in industries and organizations across the world? This course explores a framework for competing and winning in a world of constant turbulence and disruption. It also delves into understanding why change is so hard. Modifying an organization's structure and operations is difficult enough, but to bring about real change you need to also affect people's *behavior*. And that is never easy. To bring theory to life, the course utilizes real-life stories of how successful organizations were able to connect with people's emotions, help them to think and *feel* differently, and inspire them to achieve shared goals.

MGMT 532: STRATEGIC MANAGEMENT (3 CREDITS)

The performance of firms is rarely uniform. Some do better than others. Strategy differences help explain this phenomenon. The scope of a firm's operations (that is, its product and service markets) and how it competes within that scope are two issues relating to its strategy. This course is a theoretical, quantitative exploration of industry structure, industry dynamics, and business and corporate strategy. It evaluates firm competition, strategy, and performance from a firm-centric perspective, and it assumes a familiarity with finance, accounting, information technology, and marketing. Grounded in economics and quantitative analysis, this course uses concepts such as supply and demand, marginal, average, and total costs and revenues as a conceptual framework for understanding strategy in modern, for-profit firms.

MGMT 533: BLOCKCHAIN TECHNOLOGY AND BUSINESS MANAGEMENT (3 CREDITS)

A blockchain is a growing list of records, called blocks, which are linked using cryptography. By allowing digital information to be distributed but not copied, blockchain technology created the backbone of a new type of internet. Originally devised for the digital currency, Bitcoin, the new technology is being applied in a variety of contexts to facilitate business organization and management as well as policy

institutions. It eliminates intermediaries, reduces transaction costs and improves efficiency enormously. This course provides an introduction to blockchains and applies it in a variety of business and policy contexts.

MGMT 610: ADVERTISING MANAGEMENT (3 CREDITS)

This course is an introductory study of advertising from the specific point of view of Account Management within the advertising agency. It involves the understanding and appreciation of proper strategies--Advertising, Creative and Media as bases for correct, effective and efficient advertising campaigns in the Philippines. It also examines fully the roles played by the different department of an agency and the various segments of the advertising industry that pertain to each of them. This course will benefit future advertising practitioners whether as account managers in ad agencies, or as advertising or brand managers of clients, or as heads of their own companies.

MGMT 611: THE ENTREPRENEURIAL MANAGER (3 CREDITS)

This course helps students increase their understanding of entrepreneurship and small business management. It investigates the management of startups and small companies. Particularly useful to those seeking to start a new business, work within an entrepreneurial firm, or invest in or advise entrepreneurial endeavors, it addresses aspects of entrepreneurship such as identifying strong business opportunities, obtaining funding for and starting a new endeavor, growing a company and maximizing rewards. The course also investigates how entrepreneurial endeavors can benefit society.

MGMT 612 : NON-PROFIT MANAGEMENT (3 CREDITS)

This course is a graduate level general introduction to the theory and practice of effective management of nonprofit organizations, with a heavy emphasis on practical application. Real world examples and experiences will be used to ensure that the academic lessons translate to the nonprofit experience. We will address some of the pertinent management issues of the often-overlooked trillion-dollar nonprofit sector (also known as the Third Sector) that includes education, research, health care, art, culture, religion, communications, social welfare and services, advocacy, legal services, international assistance, foundations and mutual benefit professional and

trade associations.

MGMT 614: MANAGING INNOVATION (3 CREDITS)

This course introduces students to the dynamics of industries driven by technological innovation. It enables students to think strategically about technological innovation and new product development and deployment. The course addresses topics such as fiercely competitive industries; choosing optimal innovation projects; choosing between remaining independent or forming partnerships, along with considerations for developing the best strategies for collaboration; choosing between protecting proprietary technologies or promoting rapid dissemination in order to take advantage of potential accompanying benefits; the advantages and limitations of increasing flexibility and, thereby, responsiveness; and improvement of new product development capabilities.

MGMT 615: INTRAPRENEURSHIP (3 CREDITS)

This course considers the rising practice of *Intrapreneurship*, which, in general terms, is the application of entrepreneurship to developing new ventures within an existing firm. Examining Intrapreneurship as a corporate strategy, the course relates Intrapreneurship to other functions such as Corporate Venturing, New Product Development (NPD), Research & Development (R&D) and Corporate Labs; examines Entrepreneurship for clues to the successful practice of Intrapreneurship; explores actual Intrapreneurial ventures with practicing executives; and helps students develop an “Intrapreneurial Toolset.”

MKTG 512: MARKETING MANAGEMENT (3 CREDITS)

This course is designed to introduce students to the principles and practices of marketing. After completing this course students will be to: assess market opportunities by analyzing customers, competitors, collaborators, context, and the strengths and weaknesses of a company; develop effective marketing strategies to achieve organizational objectives; and design a strategy implementation program to maximize success.

**MKTG 615: MARKETING ANALYTICS (3 CREDITS)
PREREQUISITE: BGDA 555 (BIG DATA MAJORS)**

This course will focus on developing marketing strategies and resource allocation decisions driven by quantitative analysis. Topics covered include market segmentation, market response models, customer

profitability, social media, paid search advertising, product recommendation systems, mobile geo-location analysis, media attribution models, and resource allocation. The course will draw on and extend student understanding of issues related to integrated marketing communications, pricing, digital marketing, and quantitative analysis. The course will use a combination of cases, lectures, and a hands-on project to develop these skills.

MKTG 618: DIGITAL MARKETING, SOCIAL MEDIA & E-COMMERCE (3 CREDITS)

This course will help you to understand and evaluate digital marketing and social media methods and approaches as well as key e-commerce business models from a variety of perspectives—as analysts, consumers, entrepreneurs, managers, and investors. That is, we tend to emphasize fundamental concepts and principles, rather than specific tactics or the latest emerging tool or platform (which may have shorter “shelf life”). We achieve this by emphasizing the importance of theory and empirical analysis and digging into some of the key findings from social science and business research.

**MKTG 622: PRICING (3 CREDITS) –
PREREQUISITE: MKTG 512**

Smart pricing is a critical aspect of a company’s efforts to create value for the customer. It is a matter of significant importance to marketing executives. A thorough understanding of pricing strategies constitutes critical knowledge for anyone interested in running their own business or pursuing a career in product management, financial management, or various other areas. Through case analysis and real-world pricing problems, this course addresses the practical needs of the marketing manager.

MKTG 641: BRAND MANAGEMENT (3 CREDITS)

This class provides students a fundamental understanding of how to build, measure, and manage a brand. After completing this course students will be able to overcome the situations and challenges frequently encountered by brand managers, they will be informed about the concepts and analytical techniques commonly used by brand managers, and they will be able to develop and implement new brand strategies effectively.

POLS 610 GLOBAL AFFAIRS & FOREIGN POLICY (3 CREDITS)

This course will introduce students to techniques and theories for analyzing and understanding how governments make foreign policy decisions. The course will to survey the leading theories on foreign

policy decision-making to provide an avenue for addressing questions such as: What role do personalities play in the process? Does the bureaucracy have an impact? Where do questions of national identity and ambition fit in? How does the form of political regime - democratic or authoritarian - impact the decision-making process? What impact do external factors and structural constraints have on foreign policy decision-making? The course will also focus on participation and application of the theories.

POLS 642: INTERNATIONAL TRADE (NAFTA/EUROZONE/ASEAN/MERCOSUR) (3 CREDITS)

Students will learn of the origins, evolution, complexities and trends in international trade agreements and organizations. This necessarily requires an analysis of how trade negotiations are carried out and their objectives, the role of regional versus multilateral trade agreements, the World Trade Organization and other international institutions, and trends in globalization. Students will utilize case studies to examine both nations and institutions.

POLS 643: WORLD ENERGY POLITICS (3 CREDITS)

This course addresses the economics and politics of energy globally. Using case studies, students will look at both national energy resources, policies and trends but also regional and international policies and trends that affect energy supply and demand. The course will pay particular attention to traditional energy supplies, renewables, and uses of energy supplies politically.

POLS 645: TRANSNATIONAL SECURITY (3 CREDITS)

What sorts of transnational security challenges do states face in the information age, and how do they manage these threats? Global threats such as nuclear proliferation, climate change, environmental degradation, refugee streams, or infectious diseases do not stop at national borders. Terrorist and criminal networks not only transcend international borders, but also go beyond traditional state jurisdictions and stove-piped hierarchies. This course will analyze the nature of the challenges and look at the policy, legal, and institutional mechanisms the United States and other countries have found/must find to manage and counter these threats.

POLS 647: INTERNATIONAL LAW (3 CREDITS)

This course is an introduction to the field of international law. It is designed to familiarize students with basic concepts about the international

dimensions of law in today's world. It affords a strong foundation for more advanced courses, addressing a variety of topics in public international law, private international law, and comparative law. Students learn about the sources of international law and issues relating to the use of force and international human rights. The course also investigates the matters of international business transactions, international economic and environmental law, and how issues of international law play out in domestic courts.

POLS 651: POLICY FORMULATION & IMPLEMENTATION (3 CREDITS)

This course focuses on how to form and implement policies. Students will learn about the creation of laws, how they are carried out, and specifically how they apply to business and economics.

POLS 652: GENDER, DEVELOPMENT & GLOBALIZATION (3 CREDITS)

This course introduces major issues facing women and men around the world who are marginalized by inequitable structures and processes of globalization. Students will investigate development case studies within the context of global gender policies and social issues, especially by looking at the way women are impacted by issues related to education, health care, local and global economies, and the environments. Students will develop valuable quantitative and qualitative social science research skills and will discuss and debate critical issues. Upon successful completion of the course students will be able to: analyze and describe ways in which gender plays a role in economics, social inequality, and development; and use quantitative and qualitative research methods.

POLS 659: INTERNATIONAL COURTS TRIBUNAL, COMMERCIAL ARBITRATIONS, AND THE WTO (3 CREDITS)

This course explores the rules, practice, and jurisprudence of various international courts and tribunals. It reviews key commonalities and differences with a view to better understanding and evaluating current and possible future courts and tribunals. It also focuses on the legal obligations and policy underpinnings of the World Trade Organization and its agreements. It concentrates on the substance of WTO agreements while examining the context in which they were negotiated and discussing cases in which WTO provisions have been interpreted and applied.

ACADEMIC CALENDAR

FALL 2022

| | |
|--|----------------|
| Fall term advising period begins | August 1 |
| Fall registration opens | August 8 |
| New Student Orientation | August 16-17 |
| Summer IP grade change due to Registrar by 5pm | August 21 |
| Registration closes | August 23 |
| Last day to register without a late fee | August 23 |
| FIRST DAY OF CLASS | August 29 |
| Labor Day Holiday (BAU Closed) | September 5 |
| Last day to add/drop | September 9 |
| Mid-semester evaluations | October 17-20 |
| Last day to withdraw with a W | October 21 |
| Thanksgiving break (no classes) | November 22-23 |
| Thanksgiving Holiday (BAU closed) | November 24-25 |
| End of semester evaluations | December 5-7 |
| Last day of instruction | December 9 |
| Finals | December 12-16 |
| Spring term advising period begins | December 19 |
| Grades due by faculty to OIS by 5pm | December 23 |
| Christmas Holiday (observed) (BAU closed) | December 26 |
| Fall IP grade changed due to Registrar by 5pm | January 17 |

SPRING 2023

| | |
|---|-------------------|
| Spring term advising period begins | December 19, 2022 |
| New Year's Holiday (observed) (BAU closed) | January 2 |
| Spring registration opens | January 3 |
| New Student Orientation | January 5-6 |
| Registration closes | January 11 |
| Last day to register without a late fee | January 17 |
| Martin Luther King Jr. Day (BAU closed) | January 16 |
| FIRST DAY OF CLASS | January 17 |
| Fall IP grade change due to Registrar by 5pm | January 17 |
| Last day to add/drop | January 30 |
| Mid-semester evaluations | March 6-9 |
| Spring break (no classes) | March 13-17 |
| Last day to withdraw with a W | March 24 |
| End of semester evaluations | April 19-21 |
| Last day of instruction | May 1 |
| Summer term advising period begins | May 2 |
| Finals | May 2-8 |
| Summer registration opens | May 8 |
| Grades due by faculty to OIS by 5pm | May 12 |
| COMMENCEMENT CEREMONY | May 12 |
| Spring IP grade changed due to Registrar by 5pm | June 8 |

 SUMMER 2023

| | |
|---|------------|
| Summer term advising period begins | May 2 |
| Summer registration opens | May 8 |
| New Student Orientation | May 9-10 |
| Last day to register without a late fee | May 16 |
| Registration closes | May 24 |
| FIRST DAY OF CLASS | May 22 |
| Last day to add/drop | May 26 |
| Memorial Day Holiday (BAU closed) | May 29 |
| Mid-semester evaluations | June 5-9 |
| Spring IP grade change due to Registrar by 5pm | June 8 |
| Last day to withdraw with a W | June 16 |
| Independence Day Holiday (BAU closed) | July 4 |
| End of semester evaluations | July 5-7 |
| Last day of instruction | July 11 |
| Finals | July 12-18 |
| Grades due by faculty to OIS by 5pm | July 24 |
| Summer IP grade changed due to Registrar by 5pm | August 18 |

 FALL 2023

| | |
|--|----------------|
| Fall term advising period begins | July 31 |
| Fall registration opens | August 7 |
| New Student Orientation | August 14-15 |
| Summer IP grade change due to Registrar by 5pm | August 18 |
| Registration closes | August 21 |
| Last day to register without a late fee | August 21 |
| FIRST DAY OF CLASS | August 28 |
| Labor Day Holiday (BAU Closed) | September 4 |
| Last day to add/drop | September 8 |
| Mid-semester evaluations | October 16-19 |
| Last day to withdraw with a W | October 20 |
| Thanksgiving break (no classes) | November 21-22 |
| Thanksgiving Holiday (BAU closed) | November 23-24 |
| End of semester evaluations | December 4-6 |
| Last day of instruction | December 8 |
| Finals | December 11-15 |
| Spring term advising period begins | December 18 |
| Grades due by faculty to OIS by 5pm | December 22 |
| Christmas Holiday (BAU closed) | December 25 |
| Fall IP grade changed due to Registrar by 5pm | January 15 |

 SPRING 2024

| | |
|---|-------------------|
| Spring term advising period begins | December 18, 2023 |
| New Year's Holiday (BAU closed) | January 1 |
| Spring registration opens | January 2 |
| New Student Orientation | January 4-5 |
| Registration closes | January 10 |
| Last day to register without a late fee | January 10 |
| Martin Luther King Jr. Day (BAU closed) | January 15 |
| Fall IP grade change due to Registrar by 5pm | January 16 |
| FIRST DAY OF CLASS | January 16 |
| Last day to add/drop | January 29 |
| Mid-semester evaluations | March 4-7 |
| Spring break (no classes) | March 11-15 |
| Last day to withdraw with a W | March 22 |
| End of semester evaluations | April 17-19 |
| Last day of instruction | April 30 |
| Summer term advising period begins | May 1 |
| Finals | May 1-7 |
| Summer registration opens | May 7 |
| Grades due by faculty to OIS by 5pm | May 13 |
| COMMENCEMENT CEREMONY | May 17 |
| Spring IP grade changed due to Registrar by 5pm | June 7 |

 SUMMER 2024

| | |
|---|------------|
| Summer term advising period begins | May 1 |
| Summer registration opens | May 7 |
| New Student Orientation | May 9-10 |
| Last day to register without a late fee | May 16 |
| Registration closes | May 16 |
| FIRST DAY OF CLASS | May 23 |
| Memorial Day Holiday (BAU closed) | May 27 |
| Last day to add/drop | May 30 |
| Mid-semester evaluations | June 17-21 |
| Spring IP grade change due to Registrar by 5pm | June 7 |
| Last day to withdraw with a W | June 20 |
| Independence Day Holiday (BAU closed) | July 4 |
| Independence Day Break (no classes) | July 5 |
| End of semester evaluations | July 8-10 |
| Last day of instruction | July 15 |
| Finals | July 16-22 |
| Grades due by faculty to OIS by 5pm | July 26 |
| Summer IP grade changed due to Registrar by 5pm | August 22 |

HOLIDAYS

The University acknowledges the following holidays. These days there will be no classes and administrative offices will be closed:

- New Year's Day (January 1st)
- Martin Luther King, Jr. Day (the third Monday in January)
- Memorial Day (the last Monday in May)
- Independence Day (July 4th)
- Labor Day (the first Monday in September)
- Thanksgiving Day (the fourth Thursday in November)
- The day after Thanksgiving
- Christmas Day (December 25th)

During the Winter Break and the Spring Break, there will be no classes, but the administrative offices will be open.

INCLEMENT WEATHER POLICY

1. **Day Classes:** If inclement weather forces the cancellation of daytime classes or requires a delay in the opening of the University, announcements will be made by email to all concerned students and faculty, on the University's website, and through BAU's LMS. A makeup class will be scheduled by the instructor.

2. **Midday Closing:** A decision to close the University during the day will be made when conditions include a forecast that would make travel to and from campus unreasonably dangerous. Classes underway at the time a closing announcement is made will be dismissed. If students are engaged in important test-taking or other time-sensitive activities, a class may continue until its scheduled end, if doing so will be fairer to the students. In all cases, the instructor's good sense should prevail. A makeup class will be scheduled by the instructor.

ACADEMIC REGULATIONS FOR NON- DEGREE PROGRAMS



ACADEMIC REGULATIONS FOR NON-DEGREE PROGRAMS

MENTORA COLLEGE INTENSIVE ENGLISH AS A SECOND LANGUAGE PROGRAM

The Intensive English Program at Mentora College is designed to meet the needs of our students and is designed to prepare them for their professional and personal future.

The courses cover all four skills and addresses the sub-skills needed to master the skills of each level.

The program is under constant review by the Academic Team and the Accreditation and Licensing Specialist through analysis of the Pass/Fail data, End of Session Feedback from teachers and students as well as the Student Needs Analysis Survey.

CEFR LEVEL INFORMATION

| CEFR LEVEL | IEP LEVELS | DESCRIPTION |
|---------------|----------------------|---|
| <i>PRE-A1</i> | 001 | Literacy. Can understand familiar words and basic phrases. Can describe limited personal details. |
| <i>A1</i> | 100A 100B 100C | Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help. |
| <i>A2</i> | 200A 200B 200C | Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very |

| | | |
|-----------|--------------------------------|---|
| | | basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need. |
| <i>B1</i> | 300A 300B 300C | Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans. |
| <i>B2</i> | 400A 400B 400C | Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options. |
| <i>C1</i> | 500A 500B 500C *TOEFL | Can understand a wide range of demanding, longer texts, and recognize implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on |

| | | |
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| | | <p>complex subjects, showing a controlled use of organizational patterns, connectors and cohesive devices.</p> <p>*Students who complete B2 are eligible to take the TOEFL class</p> |
|--|--|--|

APPLICATION FOR ADMISSION

The application process is conducted online and starts with filling an **Application Form**.

The documents of the applicants who cannot obtain visa will be kept only for one year and they will be destroyed.

Admissions Requirements

- Application Form
- Photocopy of government-issued ID
- Pay the application fee
- Placement exam score (taken in person at the campus) (For DHH classes students need to also do an assessment to assess their ASL skills)

ADDITIONAL DOCUMENTS REQUIRED FOR INTERNATIONAL APPLICANTS TO APPLY FOR A VISA

International applicants requiring an F-1 visa must provide additional documents during the application process. These documents include the following:

- A passport copy,
- A bank statement showing sufficient funds,
- 2 months tuition paid in advance
- A sponsorship letter if the bank statement is not in the applicant's name

Once the applicant receives academic admission, the Designated School Official will review all international applicant materials before issuing an I-20. The applicant may apply for the F-1 visa after receiving the original I-20.

TRANSFER AND CHANGE OF STATUS STUDENT ADMISSIONS REQUIREMENTS

Transfer students follow the same process as regular students. They submit the same documents by filling in the application form.

PLACEMENT

The levels of Intensive ESL program are described in accordance with Common European Framework Reference (CEFR) scale and our assignments, assessments, text and materials align with themes and subject matter appropriate for each level.

Initial placement in our curriculum is determined by our placement test which is included in the registration fee. New students must arrive at school at least **three** business days before the start of class in order to register and take our placement test.

The placement test evaluates each student's grammar, vocabulary, reading, writing and listening skills. The time allotted for the test is 120 minutes.

The academic team will use the placement test score to determine the appropriate class level for the student (please see the next page for the CEFR level descriptions). If the student does not take the placement test at least three business days before their start date, there is no guarantee that the student will be placed into the appropriate level. Sometimes there are not enough students to open a class, in which case a student will be placed in the closest level with the student's consent.

An exemption is given to students who have taken the IELTS or TOEFL tests and can present Mentora with their scores. In these cases, students can be placed based on their proven scores in either of these tests.

DHH Program students will be given a placement exam that assesses their grammar, vocabulary, reading and writing skills.

While Mentora **may** ask students to put their preference on their application for class

schedule (morning or afternoon), this is **not a guarantee**. Mentora will do everything possible to place students in their preferred times. However, if there are no openings or a class is not available, **students will be placed based on their appropriate level, not based on their preferred time schedule.**

Retaking the placement test: In order to retake the placement test, students must first get the President's approval and pay the Placement Test Fee. The decision to allow a student to retake the test will be handled on a case by case basis.

CHANGE OF LEVEL POLICY DUE TO SCHEDULING

Policy: Mentora aims to give students the support that they need to be successful and reach their goals. While Mentora is not always able to offer all levels in every schedule, we work to ensure that each student is offered enrollment in an appropriate level.

Students sometimes have scheduling conflicts and are unable to attend their level in the schedule it is offered. In light of these scheduling challenges and the need to ensure that students are receiving level appropriate instruction as well as maintaining clear progression rates it was decided by the Academic Team and the DSO that students need to be strongly encouraged to come to their assigned class in the provided schedule but when there is extenuating circumstances students are able to request to study in a *lower level* in a different schedule.

While studying in a different level is not advised student who need to do so may study in a lower level, which acts a review and reinforcement or may request to fill out the *Placement Change Request Form* if they are interested in trying to qualify for a higher level.

Student may only qualify for this policy when emergencies arise or in special cases; which is why student requests to make-up hours may be approved or denied by the President.

Procedure:

- Students request the Change of Level Due to Scheduling Form
- Students attach an explanation of why they are unable to attend their correct level in the planned schedule
- If students are wanting to move up a level they need to fill the *Placement Change Request Form* and in such cases the *Placement Change Request Policy* will apply.

To change their class students must do so **by the third day of the session**. If the student wishes to move to a different level, the student must fill out a Change of Class Request Form from the Admissions Officers. A student must produce a written reason for wanting to change his or her class. All Change of Class Request Forms will be given to the President for consideration. Following this, the President will meet with the student to determine if a class level change is appropriate. The President will then either approve or deny the request in conjunction with the academic team's recommendation. Approvals may be picked up from the Admissions Officers.

ATTENDANCE

Good academic standing requires the presence of students at all class and lab meetings. Therefore, course attendance at is **mandatory**.

Faculty is required to record attendance records in OIS (the Student Information System).

Students may not be absent more than 20% of the total class time during one (1) Module unless they have a valid medical excuse that can be confirmed, in writing, by their doctor. Being late to class or leaving class early is included in the absence calculation.

The **ONLY** excused absence accepted by the U.S. government is an official note from a licensed doctor. An official note from a doctor must be provided within 48- hours of returning to school. Notes provided more than 48-hours after returning from school are accepted.

A probation letter will be given to the student when a student exceeds the allowed number of absences.

Students are expected to come to class on time and be prepared each day. The class schedules are as follows:

| | |
|-----------------------------|---------------|
| Morning Classes | 08:45 – 12:30 |
| 5 Days a Week | |
| Afternoon Classes | 1:15 – 5:00 |
| 5 Days a Week | |
| Evening Classes | 5:30 – 10:00 |
| 4 Days a Week (Mon-Thur) | |
| 2-Day Classes | 08:45 – 17.45 |
| (Tue/Wed or Thurs/Fri) | |

Students may not be absent more than 20% of the total class time during one (1) module (8 weeks) unless they have a valid medical excuse that can be confirmed, in writing, by their doctor. Being late to class or leaving class early is included in the absence calculation. The following policy applies to lateness and absences:

All students are expected to arrive at class on time. Tardiness is disruptive to both the instructor and other students. Any student who is more than 30 minutes late for class will be marked tardy. Any student who misses 45 minutes or more of a class session will be marked absent for that class session.

Any additional late arrival, early departure, and/or absence while on Attendance Probation will result in the termination of the student's I-20.

A book is required for each class. If the student does not have a book until the 4th day of the session (Thursday), the teacher will mark the student absent for the days the student appears in class without the book.

ASSESSMENT AND GRADING

Each level in the ESL program is 4 weeks long. During the last part of each level the students will take a level exam in which the student will

be assessed based on the language skills covered in the level. Students are required to take the exam with their teacher in their assigned classroom and schedule.

The student's grade comes from the following (for advance elective classes, please refer to course syllabi):

| | | |
|--------------------------------------|---|------|
| End of Level Exams | 1. Speaking | 20% |
| | 2. Writing | 20% |
| | 3. Listening, Reading, and Language Use | 50% |
| Progress Check Quizzes (three total) | | 10% |
| Total | | 100% |

The speaking part is conducted in pairs and students are assessed by two teachers in order to ensure objectivity.

If a student arrives fewer than 30 minutes late to the exam, the student may sit for the regularly scheduled exam and is not eligible for a make-up exam. The Teacher will not play the listening section again for the late student. If a student is more than 30 minutes late for an exam, the student may not sit for the exam and will receive a grade of zero.

All module and writing exams as well as the student participation and homework are graded and recorded by the student's teacher. Except for the speaking part, exams are graded by the student's teacher.

Grades are ready at the end of each session. Student grade reports are available on HFCenta and students can access their grade reports at any time through HFCenta.

A passing grade, to progress to the next level is 70%.

ACHIEVEMENT SCALE

Below 50: Has shown nearly no effort to learn and achieve the outcomes.
50-60 : Has not shown enough effort to learn and achieve the outcomes.
60-70 : Has shown some effort to learn and

achieve the outcomes but should have studied and tried more.

70 and above: Has shown effort to learn and achieve the level outcomes.

ACHIEVEMENT SCALE INTERPRETATION

Incomplete: Overall grade: 49 and below

Your grade fails to show any attempt to meet the necessary requirements and due to lack of attendance you did not take the majority of the assessments for the course. As your grades clearly does not indicate even a basic grasp of the level objectives, you will need to repeat the same level. You can only gain the necessary knowledge and skills upon repeating the level if you attend classes regularly, study hard, and make use of all the support systems the program provides you.

Fail: Overall grade: 59 and below

Your grades fail to show any evidence of the achievement of the level objectives to continue to the next level. As your grades do not indicate even a basic grasp of the level objectives, you will need to repeat the same level. You can only gain the necessary knowledge and skills upon repeating the level if you attend classes regularly, study hard, and make use of all the support systems the program provides you.

Borderline Fail: Overall grade: 60-69

You have partially achieved the objectives of the course. Although your final exam grade is not a pass grade, you may be allowed to move on to the next level due to your efforts and your performance within the term. You will be given a supplemental test. Your grades indicate that you have the potential to be successful in achieving the objectives of the new level and we will be supporting you by providing you one-to-one tutorials each week in addition to your regular program. If you attend classes regularly, study hard and make use of all the support systems the program provides you, you can pass the level.

Average Pass Overall grade: 70-79

Your performance is of a satisfactory nature. Your grades and achievement demonstrate

sufficient achievement of the level objectives in order to continue to the next level. Your grades indicate that you can be successful in achieving the objectives of the new level if you attend classes regularly, study hard and make use of all the support systems the program provides you.

Merit Pass: Overall grade: Above 80

Your grades and achievement demonstrate a strong achievement of the level objectives, a high level of attainment, and full readiness to continue to the next level. Your success is a promising sign that you will be highly successful in achieving the objectives of the new level if you complete all the course requirements.

MISSING THE EXAM

Students are not automatically granted a make-up but may meet with the program director whether they are eligible or not.

With the consent of the program director, a student may make up an exam **only** if they have a doctor's note. Exceptions to this rule are made if there is a valid emergency and will be considered on a case-by-case basis and students may be asked to pay a Make-up Exam Fee.

It is the student's responsibility to seek permission to take a late exam- all late exams must be completed before the student can be enrolled for the next session.

GRADE GRIEVANCE PROCEDURE

Students who believe they were graded unfairly need to fill out an Exam Review Request and submit it to the program director. Upon receiving the request, the program director will choose a member of the academic team.

Students **may not** retake an exam because they are unsatisfied with their results.

PLAGIARISM POLICY

Mentora holds its students to high standards of academic honesty. Students are expected to submit original work using their own ideas and

words. Examples of plagiarism include, but are not limited to:

- Cutting and pasting an internet source
- No in-text citations
- No bibliography provided
- Copying another student's work
- Re-using work from a previous class

1st Offense: The student will lose 50% of their assignment grade. If the student attends a remedial workshop to address the plagiarism, he/she will be given another chance to do the assignment under the supervision of the teacher. The original grade and the make-up grade will then be averaged together and applied to the student's grade for the class.

2nd Offense: The student will receive a zero (0) and a warning letter for Academic Performance. The student will be placed on probation.

3rd Offense: The student will receive a zero (0) and face termination of the student's I-20 Form.

NO CHEATING POLICY

1st Offense: Verbal Warning – Student will be given up to 2 verbal warnings by the teacher before they are removed from the class. Student will receive 0% on their exam.

2nd Offense: Student will receive 0% on their exam along with a written warning letter from the Academic team.

3rd Offense: Student will receive 0% and will be terminated of the student's I-20.

All offenses 1-3 will be properly documented by teachers and the admissions. Teachers will be responsible for writing an incident report and Admissions will follow up with the warning letters prepared by the Academic team.

Cheating is NOT tolerated at Mentora and any case of cheating will be handled swiftly and seriously and students receive a 0% on the assignment.

TUITION AND FEES

Tuition for one session (4 weeks) is 720\$. If students study for more than 3 sessions, they get a loyalty discount and pay \$540 starting from the fourth session and onwards.

The fee schedule is as follows:

Mandatory Fees

| | |
|-----------------|------|
| Application Fee | \$85 |
| Books (monthly) | \$20 |

The following fees are paid only when students use these services:

As-Applicable Fees

| | |
|---|-------|
| Late Fee | \$40 |
| Placement Exam Re-Take | \$35 |
| International Postage of Documents | \$130 |
| Official School Letters (status letter, transcript, payment letter, etc.) | \$10 |
| Reprint of I-20 Form | \$100 |
| Make-Up Exam Fee | \$100 |

PAYMENT OPTIONS

Cash: Cash is only received at the Finance Office. Please do not send cash payments through the mail.

Check: Made payable to "Mentora" with the student's ID number written on the front. Previously endorsed checks are not accepted. Checks must be payable in US dollars with an intermediary bank in the U.S. Checks may be mailed to Mentora or hand delivered to the Finance Office.

MasterCard, Visa, Amex & Discover: Debit and credit card payments are accepted at the Finance Office and online.

PAYMENT DUE DATES

Tuition for the **following session** is due 1 week before Final Exam date of the current session. Students who do not pay by this date, will not be enrolled in class for the next session and a late fee of \$40.00 will be charged.

CANCELLATION AND REFUND POLICIES

Student refunds are issued only by check directly to the person or organization that originally paid, or to a third party authorized by the payer. Notification of Cancellation and/or Refund Requests can be given in person or mailed to 1510 H Street, NW, Suite 150, Washington, DC 20005. Refund processing may take up to four (4) weeks after the initial submission of the Refund Request Form. The school is not required to honor a refund request submitted ninety (90) days after payment is received.

In accordance with Title 5-A8119 of the D.C. Regulations governing Postsecondary Non-Degree Schools under OSSE, our Cancellation and Refund Policy is as follows:

Visa Denied: All fees and tuition paid excluding the one-time-only registration fee and courier fee are fully refundable if a student is denied their visa by the U.S. Government after the receipt of an I-20. If a student wishes to reapply, Mentora can hold their payment. In the event that a student cannot submit a refund request within the ninety-day requirement due to visa denial, Mentora may, but is not obligated to, waive its refund policy.

Rescinding the Application: Students have 72 hours (3 business days, excluding weekends and holidays) of signing the Admission and Enrollment Agreement to request a refund. Everything paid excluding the one-time-only application/registration fee is fully refundable within the 72 hours.

Withdrawal from Class: If a student withdraws from a class before classes begin, the student will be liable for an administrative fee of \$100.00 or 20% of the tuition, whichever is less, and the balance of the tuition will be refunded. After a scheduled session has begun, the student will be charged

an administrative fee of \$100 or 5% of the tuition, whichever is less, and the tuition will be refunded according to the schedule shown below. Registration fees, courier fees, and books are not refundable.

| | |
|----------|------------|
| 1st Week | 80% Refund |
| 2nd Week | 50% Refund |
| 3rd Week | No Refund |
| 4th Week | No Refund |

I-20 Termination: If a student's I-20 is terminated, no refunds will be issued.

BOOKS

Students are required to purchase all the necessary books for class.