



BAU
Bay Atlantic
University

Academic Catalog

2018-2019

Concordia per Eruditionem

President's Welcome Message

Welcome! I am pleased that you have chosen to attend Bay Atlantic University. It is my hope that it will be not just your university, but also your second home for the duration of your university experience. We trust that your time with us will be challenging, rewarding, and gratifying.

The primary aim of our university is to facilitate the intellectual, personal, and professional development of our students. To this end, we believe there is no substitute for the interaction between students and faculty to facilitate the learning process and assist students in the pursuit of their educational goals.

The education you receive at BAU will prepare you for your first job, for advancement in your chosen profession, or for continuing studies. Equally importantly, your time at BAU will equip you to meet all of life's challenges and take advantage of its opportunities as you grow as a person and develop intellectually.

We believe that BAU, with its diverse faculty, staff, and student body, is a big international family, reflecting the colors of the world. We look forward to your success here at Bay Atlantic University.

Very truly yours,

Dr. Sinem Vatanartiran
President, Bay Atlantic University

Bay Atlantic University is certified to operate as an institution of higher education by the Higher Education Licensure Commission (HELC) of the Office of the State Superintendent of Education (OSSE) of Washington, D.C.



Table of Contents

PRESIDENT’S WELCOME MESSAGE	1
TABLE OF CONTENTS.....	2
GENERAL INFORMATION.....	10
Mission Statement, Goals and Objectives.....	10
School Purpose & Instructional Philosophy.....	11
Coat of Arms.....	11
Core Values	12
Civil Rights Compliance.....	12
State Approval, Accreditation and SEVP Certification.....	12
ORGANIZATIONAL HISTORY.....	13
Brief History of the Educational Group.....	13
LOCATION, FACILITY, AND HOURS OF OPERATION.....	15
STATEMENT OF LEGAL CONTROL AND GOVERNANCE.....	16
Governance & Ownership.....	16
Governance & Program Management	16
Leadership Role in Governance.....	16
Faculty Role in Governance	16
Staff Role in Governance.....	17
Student Government Association Role in Governance.....	17
Board of Trustees	17
Administration	17
Faculty Biographies.....	18
ACADEMIC CALENDAR (FALL 2018-SUMMER 2019, FALL 2019).....	22
HOLIDAYS.....	24
Inclement Weather Policy	24
PROGRAMS OF STUDY.....	25
Mode of Instructional Delivery.....	25
Academic Program Review	25
STUDENT SERVICES.....	26
New Student Orientation.....	26
Library Services.....	26
Cyber Security Lab	26
Writing Center & Peer Tutoring Services.....	26
Writing Center	26
Peer Tutoring.....	27
Academic Workshops.....	27
Career Services.....	27
Student Organizations	27
Campus Security	28
ADMISSIONS PROCEDURES.....	29
Application for Admission.....	29

Provisional Acceptance.....	29
Admissions Requirements (BA).....	29
Admissions Requirements (MBA, MS).....	30
International Student Requirements.....	30
Explanation of Admissions Materials.....	30
Transfer Students: Transfer of Credit.....	31
CPT/OPT Program Procedures.....	31
TUITION AND FEES.....	34
Tuition Policy.....	34
Tuition Cost per Credit.....	34
Fees.....	34
Payment Information.....	34
Installment Payment Plans.....	35
Financial Penalties.....	35
Cancellation & Refund Policies.....	35
Books.....	35
Financial Aid.....	36
Scholarship Information.....	36
ACADEMIC & INSTITUTIONAL REGULATIONS.....	37
Registration.....	37
Academic Advising & Faculty Accessibility.....	37
Program and Course Prerequisite Policy.....	38
Semester and Credit System.....	38
Course Codes and Levels.....	38
GRADES.....	39
Grading System and Grade Point Average.....	39
Explanation of Grades.....	39
Auditing Courses “AU”.....	40
Academic Withdrawal “AW”.....	41
Administrative Withdrawal “ADW”.....	41
Satisfactory/Unsatisfactory “S”/“U”.....	41
Withdrawal “W”.....	41
Repeat Course “R”.....	41
Incomplete “I”.....	42
Transfer Credits Policy “TC”.....	42
Grade Appeals and Grade Change.....	42
Satisfactory Academic Progress (SAP) Policy.....	43
Academic Warning.....	45
Academic Probation.....	45
Academic Dismissal.....	45
ACADEMIC HONORS.....	46
Academic Honor Roll (President’s List/Dean’s List).....	46
Graduation Honors.....	46
Graduation Requirements.....	47

ATTENDANCE AND ENROLLMENT.....	48
Attendance Policies	48
Leave of Absence	48
Make-Up Classes	49
Make-Up of Required Coursework	49
Reinstatement as a Regular Student.....	50
Institutional Withdrawal from the University.....	50
STUDENT RESPONSIBILITIES	51
Student Rights	51
Student Code of Conduct	51
Academic Disciplinary Process	51
Complaint.....	52
Committee Proceedings	52
Punishment	52
Academic Dismissal Re-Admission Process	52
Civil Rights Policy	52
Title VI.....	53
Title IX	53
Americans with Disabilities Act.....	53
Age Discrimination.....	53
Retaliation.....	53
Sexual Harassment Policy.....	53
Safe and Drug-Free School Policy.....	54
Non-Smoking Policy	54
Copyright & Fair Use Policies	54
Non-Academic Disciplinary Process.....	54
Complaint.....	54
Committee Proceedings	55
Punishment	55
Non-Academic Disciplinary Re-Admission Process	55
Informal Adjudication	55
Formal Adjudication.....	56
Last Resort Complaint (HELIC)	56
STUDENT RECORDS AND RELEASE OF INFORMATION—FERPA.....	57
Definition of Student Records	57
Document Retention and Destruction Policy.....	58
Obtaining Academic and Financial Records.....	59
Disclosure of Performance and Placement Information	59
Student Right-to-Know Act.....	59
Higher Education Opportunity Act.....	60
Gainful Employment Act.....	60
ACADEMIC PROGRAMS.....	61
Bachelor of Arts Degree Programs	77
General Education.....	77
General Education Mission.....	77

General Education Learning Goals.....	77
General Education Requirements	77
General Education Program: Course Listing	78
Bachelor of Arts in Accounting Program: Curriculum.....	79
Mission.....	79
Program Learning Goals.....	79
Graduation Requirements.....	79
Bachelor of Arts in Accounting Program: Course Listing	80
Bachelor of Arts in Business Administration & Management Program: Curriculum.....	81
Mission.....	81
Program Learning Goals.....	81
Graduation Requirements.....	81
Bachelor of Arts in Business Administration & Management Program: Course Listing.....	82
Bachelor of Arts in Economics Program: Curriculum	83
Mission.....	83
Program Learning Goals.....	83
Graduation Requirements.....	83
Bachelor of Arts in Economics Program: Course Listing.....	84
Bachelor of Arts in International Affairs Program: Curriculum	87
Mission.....	87
Program Learning Goals.....	87
Graduation Requirements.....	87
Bachelor of Arts in International Affairs Program: Course Listing.....	88
Course Descriptions	97
General Education.....	97
Accounting Program	99
Business Administration & Management Program	103
Economics Program.....	108
International Affairs Program.....	116
Bachelor of Arts Legacy Courses	136
Master of Business Administration (MBA) Program.....	142
MBA Program Mission	142
Graduation Requirements for the MBA	142
Internships	143
Structure of the MBA.....	143
MBA Course Descriptions	145
MBA Legacy Courses	151
CHANGES TO THE ACADEMIC CATALOG	186
ADMINISTRATIVE NOTICE.....	187

PUBLIC DISCLOSURE

This publication cannot be construed as an irrevocable contract between Bay Atlantic University and the student and is subject to change. It 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.

This is the Volume 1 2018 edition of the Academic Catalog.

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GENERAL INFORMATION

Mission Statement, Goals and Objectives

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.

We have established the following **goals** and **objectives** for the implementation of BAU's overall mission:

Institutional Learning Objectives

1. Remember and synthesize theories and approaches from General Education to address complex problems
2. Demonstrate critical thinking and problem solving skills using creative, interdisciplinary, and innovative approaches
3. Develop solutions to problems through qualitative and quantitative analysis, empirical analysis, and computational skills
4. Express clear, concise, and logical arguments in written and oral format
5. Solve complex, real-world problems using leadership and teamwork abilities
6. Understand and analyze global social, economic, and environmental issues

Goal 1: To strive for academic quality while focusing on emerging trends in the business world

Objectives:

1. Offering career-oriented degree, diploma, and certificate programs
2. Ensuring relevant curricula through input from the governing board, industry advisory boards, academic partners, and graduates
3. Guaranteeing a quality learning experience by employing highly qualified faculty members who are committed to excellence in teaching and to their own continuous development and improvement as teachers
4. Periodically reviewing student learning outcomes to facilitate constant academic improvement
5. Conducting annual reviews of our programs to meet the needs of the changing business world
6. Hiring qualified and capable administrators with exceptional knowledge and skills
7. Providing an enabling physical environment to support students' professional and social development
8. Ensuring that the University has adequate physical and financial resources to provide continuous quality education

Goal 2: To promote diversity in the University and in our community

Objectives:

1. Respecting cultural differences in our classrooms and throughout the campus
2. Actively recruiting a diverse student population and hiring a diverse faculty and staff
3. Providing opportunities for and encouraging intercultural exchange among faculty, staff, and students
4. Promoting a global awareness of social, economic, and environmental issues among the student body
5. Encouraging the expression of alternative viewpoints and perspectives on important issues
6. Providing placement assistance for diverse graduates in professional fields demanded by local employers

School Purpose & Instructional Philosophy

Our instructional philosophy includes employing both traditional and innovative teaching methods and strategies to make classes interesting, informative, and challenging to students. Committed to developing students as scholars, we cultivate as much informed participation by students as possible in every class meeting. We are a student-oriented institution, encouraging instruction that takes into account all kinds of learners. We use state-of-the-art instructional technologies. The long-term success of the University, as well as the establishment of a reputation for quality instruction, depends upon curriculum development, teacher learning, and outcomes measurement. The University's ability to attract and retain students, the ability of students to meet business and industry requirements, and the satisfaction level of graduates and employers are critical measures for success.

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 set of symbols.

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.

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 enabling 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 main core values: Respect, Academic Achievement, Diversity, and Integrity, values which befit a globally-oriented institution 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.

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 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.

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:



Higher Education Licensure Commission
Postsecondary Education. Office of the State Superintendent of
education (OSSE) Government of the District of Columbia
1050 First Street NE, 5th Floor. Washington, DC 20002
202-442-4012 (direct) | 202-741-0229 (fax)

SEVP Certification: For its MBA program, BAU International has SEVP certification, which allows it to issue Forms I-20, "Certificate of Eligibility for Nonimmigrant Student Status," to prospective international students after admitting them for the MBA program only.

ORGANIZATIONAL HISTORY

Brief History of the Educational Group

A. Uğur Test Preparation Centre and Uğur Schools

Bahçeşehir Uğur Educational Institutions began as a small test preparation center in 1968. Today, it has proudly become a pioneer in the field of education.

Uğur Test Preparation Centers consisted of 200 branches across the country, serving nearly 120,000 students. This vast network allowed for innovative educational programs, but also ample initiatives for personalized and individualized education. Uğur Centres were demonstrated leaders in use of technology in education and have created successful technology-integrated models of teaching. For example, Uğur TV was created to offer online support for students. In professional studios, 3,200 lessons were video recorded for 10 major subject areas (math, chemistry, biology, language, history, etc.), comprising 550 hours of lessons in total. After the government's decision to convert all test preparation centers in the country to high schools, Uğur Test Preparation Centers now serve as private K12 schools in Turkey with 104 schools, mostly at the high school level.

B. Bahçeşehir Schools

Bahçeşehir Schools were established in 1994 in Istanbul, with other locations established around Turkey since 2003. Their mission is to offer high quality schools in every part of the country. Today, the school system now has 101 schools ranging from kindergarten to high school.

The educational philosophy of the schools is based on constructivism and centered on learning through experience and inquiry. Therefore, Bahçeşehir schools have invested extensively in the creation of rich learning environments, like science and children museums, innovation and creative thinking labs, arts and music ateliers, and sports facilities, to name a few.

C. Bahçeşehir High School for Science and Technology

Besides these two private institutions, Bahçeşehir Uğur Educational Institutions established a high school for science and technology offering all students full scholarship to attend. Scholarships awarded total \$3 million USD per year.

The prestigious Science and Technology High School, founded in 2006, is the first of its kind where students are selected through the national high school exam and take both high school courses and university-level engineering courses. The school educates future science leaders of the country and the world; 24 students are selected who rank in the first 100 out of 1 million students. Graduates are then often admitted to top-tier and Ivy League universities like MIT, Stanford, and Brown with full scholarship.

Although the school was relatively recently established, its students are already among the highest performers nationally and internationally. Students have already earned over 80 patents, have been selected to the National Physics Olympics Team, and have won many gold, silver and bronze medals in the International Science Olympics.

D. Bahçeşehir University

Bahçeşehir University is a premiere research and teaching university, established with the approval of the Board of Ministers of the Parliament in 1998 as a not-for-profit, private university by Bahçeşehir Uğur Educational Institutions non-profit foundation. Bahçeşehir University has become one of the leading universities in a short time because of its global and passionate vision and strong academic staff.

Bahçeşehir University serves 32,000 undergraduate and graduate students, around 25% of whom are offered merit scholarships. The University currently offers eight faculties of study: Medicine, Law, Business Administration and Economics, Communications, Education, Health Sciences, Engineering, and Architecture. The University offers

undergraduate, graduate and doctorate degrees.

Bahçeşehir University ranks in the top five among the 71 private non-profit universities in Turkey. Its reputation for quality education is reflected in a diverse student population and in its prominent international collaborations. Over 10% of the student population are international, coming from 103 countries– the highest international student percentage among all Turkish universities.

Bahçeşehir was the first university in Turkey to establish an American Studies Center, and it has organized many events to improve bilateral relations between the U.S. and Turkey. The university routinely hosts prominent guests from United States government, think tanks, and NGOs. The University also boasts strong partnerships with American universities like Harvard University (in the field of law), Yale University (in the field of medicine and genetics), Columbia University Teachers College, NYU (in the fields of education and psychology), Northeastern University (in the field of industrial engineering), Stanford University (in the field of robotics), and others. These partnerships with U.S. universities include joint research projects, student and faculty exchanges, joint conferences, and joint degree programs.

In 2014, Bahçeşehir University initiated the establishment of BAU Global, a network of higher education institutions and academic centers, chaired by Mr Enver Yucel. The network has separate universities, licensed and accredited in the respective countries they are established in, in Washington, DC, Berlin, Batumi, Nicosia, and Istanbul and academic centers in Toronto, Silicon Valley, Hong Kong, Cologne, and Rome. Student exchange programs and short-term experience programs are encouraged at these locations for all students who are enrolled in these institutions. Each university and center is financially managed separately and are established as separate legal entities with the same global vision of enabling student and faculty mobility amongst them.

E. Establishment of BAU International: An Overview

Bahçeşehir Uğur decided to build upon its already strong educational ties with the United States and increase its institutional footprint there. It created an American post-secondary degree-granting institution, separate from Bahçeşehir University. 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 converted to a non-profit incorporation in 2015.

With approval from the Office of the State Superintendent of Education (OSSE), BAU International began to offer undergraduate degrees, including Bachelors in Economics and Finance and in International Affairs; and an MBA degree with concentrations in Global Affairs, Entrepreneurship, and Law and Economics. The university added new programs with the approval of OSSE in Business Administration and Management, Accounting, Data Science, and Information Technology at the graduate level and Cybersecurity and Big Data Analytics at the Master's level.

BAU International has held three graduation ceremonies, in 2016, 2017, and 2018.

LOCATION, FACILITY & HOURS OF OPERATION

Bay Atlantic University is located 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.

Bay Atlantic University is located on the first four floors of 1510 H Street NW, between Vermont and 15th Streets. The first floor has a reception area and administrative offices for admissions, student services, and the DSO. The second floor features student study areas, including the Library, the Cyber Security lab, and four classrooms. The third floor features additional classrooms, a teacher’s lounge, administrative offices, and vending machines. Three classrooms on this floor open up to become a 100-seat auditorium that is used for special events and presentations. The fourth floor has academic administrative offices, classrooms, and a music room. All classrooms are equipped with computers, SMART board technology and seats for up to 25 students.

All BAU classrooms have modern furnishings, with tables and single-seater desks, computers, and white boards with smart projectors.

BAU regular hours of operation are as follows:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:30am– 9:30pm	8:30am– 9:30pm	8:30am– 9:30pm	8:30am– 9:30pm	8:30am– 9:30pm	8:30am- 5:00pm	Closed

STATEMENT OF LEGAL CONTROL & GOVERNANCE

Governance & Ownership:

Bay Atlantic University is a private institution of higher education. The control of university operations rests with its governing Board of Directors. BAU LLC was initially founded as a for-profit venture to secure necessary financing for the university's startup operations and is currently transitioning to a non-profit entity.

The main function of the Board of Directors, 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. In addition, Bay Atlantic University's Board provides guidance, monitoring, and assistance to the president/CEO of the university in public affairs and in building key alliances to assist in and support the growth of the university.

Although the Board of Directors 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 President/CEO delegates specific responsibilities to members of the executive team: the CFO and CAO. Each member of the administrative staff is fully accountable for the operation of the respective department of the university.

Leadership Role in Governance:

The founding establishment, BAU, LLC, has a board of directors that is chaired by Enver Yücel. The fundamental goal of the founder was to establish a governance structure that supported collegiality among different members of the University community. The board appoints the President/CEO of the university who is responsible for the overall management and accountable to the board. An advisory board exists which advises both the Chairman and the President/CEO, mostly for higher education policy and trend issues. The board gathers formally once a year to share their ideas about the current programs, opening of new programs, establishing national and international networks and partnerships with other higher education institutions, and activities to be offered to the community to share the academic know-how with the general public.

The President/CEO appoints a Chief Financial Officer and a Chief Academic Officer. The President/CEO is responsible for the overall leadership, management and organization of the university's administrative affairs. The CFO oversees the financial affairs, the facilities including technological infrastructure, human resources, and marketing. The CAO is responsible for the overall leadership, management and organization of the university's academic affairs. The CAO also oversees academic advancement, academic quality, career counseling, and library services. Both of these officers report directly to the President/CEO.

BAU develops its programs based upon both market demand to prepare students for current and emerging job opportunities, and upon student demand based on their area of interest and professional choice. A major part of BAU governance is to ensure the University's mission is realized in every action it takes to serve its students.

Faculty Role in Governance:

The faculty and administration have an ongoing role in shaping the educational program. The Program Oversight Committee (POC), which is composed of administrators, faculty members, a student, and an employer of a BAU graduate, meets every semester to discuss the academic program and make recommendations for its improvement. External advisors, the Director of Institutional Development & Assessment, and faculty chairs are also on a Program Advisory Committee (PAC), which surveys the local, national, and global business environments and makes recommendations for how BAU's MBA program can keep abreast of the latest trends and developments.

The POC is scheduled to meet every semester and discuss the following main areas of academic governance:

- a. the development of the educational program(s) of the institution;
- b. the selection of course materials, instructional equipment and other educational resources;

- c. systematic evaluation and revision of the curriculum;
- d. assessment of student learning outcomes; and
- e. the planning for institutional effectiveness.

The CAO is responsible for his or her programs to ensure that there is a system in place for continuous evaluation. The CAO works with a Program Oversight Committee. This committee is expected to consider the following questions:

- a. Does the program serve the needs of its student population?
- b. Is the content of the program still relevant?
- c. Does this program emphasize the set of skills that employers demand?
- d. Does this program provide opportunities for its students to learn about the practical, hands-on experiences in the work environment through OPT and CPT?

Staff Role in Governance:

The University is proud of its dedicated staff personnel who play an integral part in furthering the mission of the university. At BAU International, the staff actively participates in University governance, which fosters a spirit of unity and cooperation. The University staff are invited to participate in important University planning sessions. Their role was valuable during the MSCHE pre-application planning phase. Furthermore, having staff participate in the University governance facilitates increased general communication among staff, administration, faculty, and students.

Student Government Association Role in Governance:

BAU International values students' role in the university's governance. The SGA plays an important role at BAU, acting as an intermediary between the student body and the University administration. The SGA promotes the university's work toward accomplishing academic, economic and social goals for our student body; facilitates communication between various departments of the university organization; raises concerns with or proposes changes to current University policies, procedures, and resources; and approves and budgets student clubs and organizations. One SGA member is expected to sit on the University's Disciplinary Committees. The SGA meets twice monthly and is composed of the President, Vice President, Treasurer, Secretary, Liaison Officer, and Activities Chair.

Board of Trustees

Enver Yucel, BS	Chairman of the Board of Trustees
Honorable Esther Coopersmith	Board Member
Paul Brunson, MBA	Board Member
William Hansen, BS	Board Member
Ekmel Anda, BS	Board Member
Linda Robertson, PhD	Board Member

Administration

Sinem Vatanartiran, PhD	President/CEO
Melek Edib, MBA, CPA	Chief Financial Officer, HR Director, PDSO
James Moses, MA, MBA	Chief Academic Officer
Francisco Rivera-Batiz, PhD	Academic Dean
Billur Cohen, PhD	Chair of Business Program
Alkan Soysal, PhD	Chair of Information Management Science Programs
Rosalind Rothwell, MA	Director of Institutional Development & Assessment
Barisa Mohamed Abdifatah, MLIS	Registrar
Mahabat Sultanbekova, BA	Designated School Official
Ruth Anna Skowronski, MBA	Finance and Scholarship Officer
Brian Murphy, MA	Marketing Coordinator
Alexander Wilson, MR	Director of Student Services
Yasaman Rezvani, MA	Health & Wellness Counselor (Intern)
Abigale Schramm-Davis, MA	Writing Center Coordinator
Izel Ugur, BA	Accounts Receivable Officer

FACULTY BIOGRAPHIES

Dr. Deborah Aiken currently serves as the Director of Regulatory Analysis in the Office of the Secretary at the U.S. Department of Transportation. Her prior positions include Supervisory Economist at the U.S. Consumer Product Safety Commission, Senior Economist at Navigant Consulting/LECG, and Economist with the U.S. Department of Labor and Occupational Safety and Health Administration (OSHA) at the U.S. Environmental Protection Agency. Dr. Aiken earned her Ph.D. in Economics from the University of Tennessee and a B.A. in Economics and Mathematics from the University of Northern Iowa.

Glenn Alpert is an adjunct professor of Business at Bay Atlantic University. He holds an MBA from the Johns Hopkins University Carey Business School and a BS in Kinesiology and Exercise Science from Salisbury University. He is the co-founder of OmniRisk, which provides business and policy leaders with decision support and strategic analysis to capture value and defend against risk and future uncertainty. He delivers "Unconventional Business Intelligence as a Service" (UnBiaaS™) to help clients solve difficult problems related to international business issues and political risk.

Mariam Atash is an adjunct professor of international law at BAU. She is a graduate of the Georgetown University Law Center (J.D., cum laude 1999), where she served on the editorial board of Law and Policy in International Business. She graduated from the Honor's Program at George Mason University (B.A., International Studies, summa cum laude, 1995), where served as President of the International Student Association and as a White House intern during the Clinton Administration. Atash is an attorney with experience in the legal, business, government relations, media and nonprofit sectors. Mariam is Managing Partner of Prime Counsel, PLLC in the United States and is licensed to practice law in the Commonwealth of Virginia, District of Columbia and State of California. Mariam's experience includes projects in the U.S., Asia and the Middle East. Atash has served on US Department of State committees related to rule of law and women's rights and serves on the United States Institute of Peace's Gender and Law Working Group. She has also been an Adjunct Professor of Law at The University of La Verne School of Law, where she taught Law in Post-Conflict Societies and Law of Nonprofit Organizations. Additionally, Atash has experience as a journalist and as a commentator. For three years, she was the host of "PUL," a television show produced by America Abroad Media that broadcast in Central Asia. She was also the moderator of the "Global Challenges Series" with the Center for Strategic & International Studies, which was webcast through the Knight Center for International Media and focused on the United Nations' Millennium Development Goals.

Monica Boothe holds an MFA in Creative Writing from George Mason University. She earned her BA in English Secondary Education from the Mississippi University for Women. Her areas of focus include: American Romanticism, Folklore, Composition, and the writing of fiction. In addition to teaching, Monica writes novels and works as a freelance writer and editor.

Fazle Chowdhury is a Management Consultant and founder of FazC – a Public Speaking firm specializing in Conflict Economics. Mr. Chowdhury's experiences include monitoring terrorism finance, developing effective financially strategic battle plans to strengthen Client organization's incidents and Consulting with the US Department of Defense. His previous engagements include United Nations Development Program (UNDP) – Azerbaijan, Booz Allen Hamilton, IBM, and Price Waterhouse Coopers. Chowdhury received his Master of Science in Organization Management from Northeastern University and has also completed the Executive Program & Stewardship in Management from Harvard University's Kennedy School of Education.

Dr. Billur Guner Cohen is the Chair of the Business Department at Bay Atlantic University and a faculty member in the Economics program. She is an expert in the fields of international economics, behavioral economics, neuroeconomics, macroeconomics and monetary economics. She holds a Ph.D. in International Economics and an M.A. in International Economics from Marmara University. She was a postdoctoral fellow at the Institute of Applied Economics, Global Health, and The Study of Business Enterprise at Johns Hopkins University from 2015 to 2016, and a Vice-Chair of the Economics department at Istanbul Kultur University. She has had extensive experience teaching a

variety of economics courses over the years, including Introduction to Economics, Microeconomics, Macroeconomics, International Economics, Monetary Theory and Policy, International Trade and Globalization, New Approaches in Economic Theory, Behavioral Economics and Neuroeconomics.

Jon Eppolito is an Adjunct Professor of Finance at Bay Atlantic University. A Certified Financial Analyst, he holds an MBA in Finance and Sustainability Management from the Rochester Institute of Technology and a BA in Environmental Studies from St Lawrence University. In addition to teaching at BAU, Eppolito is a Senior Investment Associate at Cambridge Associates LLC.

Dr. Saida Erradi Dr. Erradi received an MA in British Studies from Université Toulouse Le Mirail and a Ph.D in American Studies from George Washington University (GWU). She has taught French language and Francophone literature at GWU, Georgetown University and the School of Advanced International Studies, Johns Hopkins University. Dr. Erradi is trained in second language acquisition methodology and instructional design. While a Fulbright scholar at GWU, she conducted research in cross-cultural communication. Dr. Erradi's research and teaching interests focus on French language and culture, European art, new teaching technologies, francophone countries and international affairs.

Dr. Ali Gungor is a Senior Economist with the U.S. Coast Guard, where he ensures the quality of the economic research and analysis related to the management of national and international marine safety, marine security and environmental stewardship programs. Dr. Gungor has also taught microeconomics and macroeconomics at both the undergraduate and graduate levels at The George Washington University. Prior to joining academia, Dr. Gungor had a long professional career as an international consultant on land, development, and construction projects, and he managed several power and utility projects in the United States, Latin America, and Eurasia, working closely with national regulatory agencies. Dr. Gungor earned both a Ph.D. and a Master's degree in Economics from The George Washington University, and he holds a Bachelor's degree in Economics from The Bosphorus University in Istanbul.

Monica Kang, adjunct professor of business and CEO and Founder of InnovatorsBox, is rethinking creativity and redefining innovation in the workplace. A passionate educator, Monica offers creative consulting, workshops, coaching, speaking, and curriculum development services for leaders and organizations. Monica teaches creativity in a tangible, practical, and relatable way for professionals to understand, embrace, and practice it. She has worked with clients at Fortune 500 companies, higher education, government, and nonprofits. Her work has been recognized and awarded across numerous platforms, including The White House, Ashoka Changemakers, SCORE Awards, NMSDC, Fulbright, Project 500 by DC State Govt., Timmy Awards, Women Empowerment Expo, Creator by WeWork, TIG Award, and WBENC Choice Award. A DC resident herself, Monica supports DC tech growth as an organizer and facilitator at Startup Weekend, and as the President of DMV Startup. Prior to InnovatorsBox, Monica was a nuclear nonproliferation policy expert in international affairs. Monica holds an MA in Strategic Studies and International Economics from the School of Advanced International Studies at Johns Hopkins and a BA in International Economics and Asian Studies from Boston University.

James Moses has held senior academic leadership role for 15 years. He has been instrumental in helping Institutions achieve accreditation for both regional and national accreditors. He has successfully assisted in designing and deploying new programs. He has taught business at the graduate and undergraduate levels for twenty years. His teaching philosophy emphasizes creativity and collaboration and grounding business education in real-world examples. As an instructor, his courses have covered a wide range of business subjects, including Hospitality Marketing, Cost and Price Analysis, and Conflict Resolution. He holds a Master of Business from Chaminade University of Honolulu and a Master of Public Administration from Madras Christian College.

Dr. Gideon Nwatu holds a PhD in Information Systems Management and Biometrics from Walden University. He received an MBA in Management and Accounting from UDC, and a BS in Business Administration from West Virginia University. Dr. Nwatu teaches Management Information Systems in BAU's MBA program.

Kristi Ragan brings a robust professional and academic background in international affairs to BAU. After graduating from Georgetown University, Ms. Ragan joined the Peace Corps and served in the South Pacific and later in Tanzania.

Thereafter, with the United Nations in Somalia she was engaged in assisting development through public-private partnerships. She joined DAI, a global development consultancy, in 2003 and quickly built relationships with Wal-Mart, Gap, Chevron, and other multinational corporations. She leveraged these relationships after being named to lead the core services team for the U.S. Agency for International Development's (USAID) Office of Global Development Alliances. As Chief of Party at the Center for Development Innovation at DAI, Ms. Ragan now leads an initiative for USAID that works to encourage innovative solutions to global problems such as illiteracy. Building on three decades of work in Africa, Asia, and the Pacific, Ms. Ragan remains committed to finding new ways to raise quality of life for the world's poor. Ms. Ragan holds an M.S. from Georgetown University and an M.A. from St. John's College. She is Co-Chair of the Society for International Development's Work Group on Corporate Responsibility.

Dr. Francisco Rivera-Batiz is a professor of Economics at Bay Atlantic University. In addition to his teaching at BAU, he is also a professor of economics and education at the Columbia University Teachers College. Rivera-Batiz is a member of the editorial boards of the Journal of Economic Policy Reform, the Open Demography Journal, and the International Trade Journal. He has been a member of a range of advisory boards and international professional committees. Rivera-Batiz received a BA from Cornell University in 1975 and a PhD in economics from the Massachusetts Institute of Technology in 1979. He has previously held teaching or research positions at Indiana University in Bloomington, the University of Chicago, the University of Pennsylvania, the University of Massachusetts at Amherst, and Rutgers University in New Brunswick. Over the years, Rivera-Batiz has provided technical or educational services to the World Bank, the Organization for Economic Cooperation and Development, the Soros Foundation, and the Harvard Institute for International Development as well as to a number of governmental and non-governmental institutions in the United States and abroad, including Argentina, China, Colombia, the Dominican Republic, El Salvador, Egypt, Mongolia, Paraguay, Puerto Rico and Turkey. In 2006 he was awarded the Presidential Medal of Friendship from the country of Mongolia in honor of his contributions to Mongolian education and society.

Centk Sidar is the President and CEO of Sidar Global Advisors, a Washington, D.C.-based global macro research and strategic advisory firm that has been assisting top financial institutions and multinational corporations investing in emerging markets since 2009. Sidar holds an M.A. in International Economics and International Relations from Johns Hopkins University's School of Advanced International Studies (SAIS) in Washington, a postgraduate degree in European Studies from SAIS's Bologna Center in Italy, and a B.A. in Business Administration and International Relations from the Istanbul Bilgi University. His academic awards include the Bank of Austria Scholarship, the Jean Monnet Scholarship, and the Johns Hopkins Scholarship. He is a member of Atlantik-Brücke e. V., the European Young Leaders Program, the Jean Monnet Program, the Project Interchange Alumni, and the American Academy of Achievement. He is fluent in English and German.

Paolo von Schirach is the founder and Editor of the Schirach Report, an online commentary and analysis of politics, economics, and international security. He is a frequent lecturer and TV and radio commentator on U.S. foreign and domestic politics and global issues. Mr. von Schirach holds degrees from the London School of Economics; Georgetown University, where he was a Fulbright Scholar and a Fellow in the Government Department; the University of Pisa, Italy; and the Scuola Universitaria Superiore Sant'Anna of Pisa. He worked as a Research Associate at the Center for Strategic and International Studies (CSIS). Previously he was Director of Communications and Senior Research Fellow at the Atlantic Council, and Deputy Director of the Global Security Project at Georgetown University. He was Adjunct Professor in the Graduate Program of the School of Foreign Service at Georgetown University and has been a frequent lecturer at the Foreign Service Institute. Mr. von Schirach has extensive experience in international economic development. For over 25 years, he led teams, mostly in Southeast Asia and sub-Saharan Africa, on development projects on behalf of the United Nations, The World Bank, The African Development Bank, USAID, and The European Union Commission, among others. Mr. von Schirach is President of the Global Policy Institute (GPI), a think tank associated with BAU.

Farzad Shirzad received his MBA in Finance and International Business from American University. He teaches at BAU as an MBA faculty member. Farzad brings over 20 years of experience in value strategy consulting, enterprise sales, IT management, and as an adjunct professor of business. He has experience and understanding of a broad spectrum of technologies, business functions, architectures, and industries. His primary focus is in driving sales by helping clients understand, quantify, and communicate the value of information technology investments by delivering credible and

defensible business cases that quantify and balance the economic cost and business value of information and technology; as well as outlining the road maps to deliver the value.

Dr. Alkan Soysal received the B.S. degree in electrical and electronics engineering from Middle East Technical University, Ankara, Turkey, in 2002, the M.S. and the Ph.D. degrees in electrical and computer engineering from the University of Maryland, College Park, MD, USA, in 2006 and 2008, respectively. In 2008, he joined Bahçeşehir University, where he is currently an Associate Professor in the Department of Electrical and Electronics Engineering. His research interests are in next generation wireless communications, energy efficient optimization techniques and the Internet of Things. He is the director of the Center for Mobile Computing and Communications that focuses on industrial research on wireless communications. He also manages the BAU-Intel Future Technologies Lab that focuses on Internet of Things applications.

Katherine Steir is an instructor of History at Bay Atlantic University. Steir is currently a PhD candidate in History at Georgetown University, where she is studying food pathways in the early modern Caribbean. Steir holds an MA in History from Georgetown and a BA in History from Macalester College. She has additionally worked at the Smithsonian National Museum of American History and at various museums in New York and Massachusetts.

Dr. Gönül Tol is an adjunct professor of International Relations at Bay Atlantic University. She is also the Director of Turkish Studies at the Middle East Institute. Dr. Tol holds a PhD from Florida International University, an MA from Florida International University, and a BA from Middle East Technical University in Ankara. She is a specialist in Turkish politics and Turkish-American relations.

Dr. Fatima Zouhair is an economist with the U.S. Coast Guard in the Office of Standards Evaluation and Development where she conducts economic research to advance the science of maritime economics by performing benefit-cost analyses, assessing the impacts of regulations, and applying risk modeling techniques to national and international maritime and related industries. Dr. Zouhair currently serves as a reviewer for Transportation Research Board. Prior to that, she taught freshman-level economics at Chattahoochee Community College and at Valdosta State University. Dr. Zouhair earned a Ph.D. in Applied Economics and a M.S. degree in Economics from Auburn University. Dr. Zouhair areas of interest include impact analyses, the productivity and efficiency of labor supply and agricultural markets, optimization, risk modeling,

The Academic Calendar is subject to change without prior notice.

ACADEMIC CALENDAR (SPRING 2019- SPRING 2020)

SPRING 2019: 15 weeks (January 14 – May 4, 2019)	
Spring Term Advising Period	December 3 – December 23, 2018
Registration for Spring 2019	January 1-January 14
New Student Orientation	Jan 10
First Day of Class	Jan 14
Last day of Add/Drop period	Jan 28
Martin Luther King, Jr. Day (BAU CLOSED)	Jan 21
President’s Day (BAU CLOSED)	Feb 18
Mid-Semester Progress Report due by faculty	Mar 4
Withdrawal Deadline	March 16
Spring break (BAU No Classes)	April 15 – April 20
Final Week of Classes (Exam Week)	April 29 – May 4
Grades due by faculty	May 6
Spring Commencement Ceremony	May 17, 2019
Incomplete grade change due to Registrar	June 3, 2019
SUMMER 2019: 8 weeks (May 20 – July 13, 2019) Classes Meet Twice a Week	
Summer Term Advising Period	April 1 – April 30, 2019
Registration for Summer	May 1 – May 20
New Student Orientation	May 16
First Day of Class	May 20
Last day of Add/Drop period	June 8
Memorial Day (BAU CLOSED)	May 27
Mid-Semester Progress Report due by faculty	July 15
Withdrawal Deadline	June 21
Independence Day (BAU CLOSED)	July 4
Final Week of Classes (Exam Week)	July 7 – July 13
Grades due by faculty	July 15
Incomplete grade change due to Registrar	August 13

FALL 2019: 15 weeks (August 26- December 14, 2019)	
Fall Term Advising Period	August 1 – August 25, 2019
Registration for Fall 2018	August 12 – August 25
New Student Orientation	August 21
First Day of Class	August 26
Labor Day (BAU CLOSED)	Sept 2
Last day of Add/Drop period	Sept 6
Mid-Semester Progress Report due by faculty	Oct 14
Withdrawal Deadline	October 26

Thanksgiving break (BAU CLOSED)	Nov 27 – Nov 30
Final Week of Classes (Exam Week)	Dec 09 – Dec 14
Grades due by faculty	Dec 17
Incomplete grade change due to Registrar	Jan 06, 2020
SPRING 2020: 15 weeks (January 13 – May 2, 2020)	
Spring Term Advising Period	December 1 – January 13
Registration for Spring 2020	January 2 – January 23
New Student Orientation	Jan 10
First Day of Class	Jan 13
Last day of Add/Drop period	Jan 27
Martin Luther King, Jr. Day (BAU CLOSED)	Jan 20
President's Day (BAU CLOSED)	Feb 18
Withdrawal Deadline	March 18
Spring break (No Classes)	March 9 – March 14
Final Week of Classes (Exam Week)	April 27 – May 2
Grades due by faculty	May 5
Spring Commencement Ceremony	May 21, 2020
Incomplete grade change due to Registrar	June 4, 2019

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 Day (the third Monday in January)
- President's Day (February 18th)
- 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)
- Winter Break (as specified on Academic Calendar)
- Spring Break (as specified on Academic Calendar)

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.

PROGRAMS OF STUDY

Bay Atlantic University is offering the following degree programs in the 2018-2019 academic year:

Name of the Program	Credential Level	Degree Requirement
Bachelor of Arts (BA) Programs: Accounting Business Administration & Management Economics Finance International Affairs Political Science Data Science Information Technology	Bachelor's	120 Credits
Master of Business Administration (MBA) Concentrations: Entrepreneurship Global Affairs International Trade	Master's	36 Credits
Master of Science (MS) Programs: Big Data Analytics Cyber Security	Master's	36 Credits

Mode of Instructional Delivery

All courses at BAU are offered through face-to-face, in-classroom instruction, requiring physical attendance. Faculty design courses with the following key elements in mind: knowledge building, critical thinking, research and design, and communication. BAU stresses the importance of using creativity in the classroom, by combining group work, socratic discussion, lecture, case studies, and project-based learning.

Although faculty members are allowed to use Itslearning/Schoology LMS to augment classes, BAU does not offer online courses.

Academic Program Review

All academic departments at BAU University are reviewed once every three years through the Program Review process. The process is guided by the Chief Academic Officer (CAO) and overseen by the Program Review Council (PRC), a rotating committee of senior faculty and administrators who have been nominated from across the university. PRC and internal reviewers are invited at the recommendations of Chairs and CAO. The internal review team consists of two faculty and/or staff who work closely with two or more external reviewers (nominated by the unit) from exemplary peer institutions. Together, they review all relevant materials from the unit, including a data profile, key issues list, and self-study. They then meet with the faculty/staff and key constituents of the unit, as well as the Chairs/CAO, and President. The external reviewers are responsible for issuing a final report with specific recommendations. These recommendations form the basis of an implementation agreement with specific action items for the unit. Implementation items are discussed by the Chairs, CAO, President, and PRC.

STUDENT SERVICES

New Student Orientation

Bay Atlantic University's 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 our 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, course loads, and standards of academic progress. This New Student Orientation program provides students with the opportunity to learn about daily life at Bay Atlantic University 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 their acclimation to the D.C. metro area.

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

Library Services

Physical Library: BAU's Library is located on the second floor of the building. The Library provides a space for students to study, work, and seek tutoring and Writing Center support services. The Librarian's office is located adjacent to the Library on the second floor. In addition to providing students with physical reference and periodical materials, the Library also has a collection of a few hundred books that students may check out to borrow. Additionally, many textbooks from BAU courses are available at the Library.

Online Library: Bay Atlantic University collaborates with Bahcesehir University in Istanbul to provide students full and free access to the Barbaros Online Library. The library contains over ninety-eight 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 BAU Library supports student achievement.

Cyber Security Lab

The BAU Cyber Security Lab is equipped with 10 computers and exists for the use of students enrolled in the Information Technology, Data Science, Big Data Analytics, and Cyber Security programs. These computers can be used by students during the school's operating hours.

Writing Center & Peer Tutoring Services

Writing Center

The Writing Center at BAU aims to provide undergraduate and graduate students with the support to help them improve their writing skills. The goal of the Center is primarily to teach students to effectively communicate their ideas in written form. In addition to providing support on rhetoric and style, the Center also provides remedial grammatical instruction for native and non-native English speakers. The Writing Center Director works with University instructors to align Center objectives and techniques to those of Writing Across the Curriculum standards.

The Writing Center has weekly operating hours that are provided to students each semester via email, and on calendars posted in the University Library. Operating hours include weekly walk-in office hours at the Library and student-scheduled tutoring availability.

Writing Center tutors use a three-step process to help students succeed in their academic endeavors. During the first

meeting, the tutor will listen to the student's ideas and help him or her begin to structure those ideas. During the second meeting, the tutor will provide feedback relating to organization, style, and rhetoric. The final third meeting will focus on any grammatical problems in the student's writing. All three meetings are scheduled in advance, so that the student is prepared to submit drafts on time. This system is carefully structured to provide the student with optimal support while also ensuring that the tutor does not write assignments for the student.

Peer Tutoring

Peer Tutoring is designed to help students achieve greater success at BAU through building strong peer relationships. Each tutor is paired with one or more student partners. Student partners may need help in a specific course or help with specific skills. Peer tutors are expected to teach and tutor, motivate and encourage their student partners.

The Peer Tutoring Program is beneficial for both tutors and student partners. Student partners gain important academic skills, find campus resources and learn to navigate higher education. Tutors, on the other hand, strengthen their academic skills, gain strong leadership and teaching skills, enhance their communication skills, and most importantly, make a difference on their campus.

The program is administered by Academic Services and is open to all students. If you would like assistance getting signed up for tutoring, please contact Student Services.

Academic Workshops

The Director of Student Services and the Writing Center Director organize academic workshops on a bi-weekly basis. Routine workshops include subjects such as note-taking skills, study techniques, class participation and oral speaking, proper citation and plagiarism, and research methodologies. An additional set of specialized workshops will be offered each semester. These workshops will be scheduled at the start of the semester and the calendar will be made available on the University website, via email announcement, and in the University Library.

Career Services

Bay Atlantic University's Career Services department provides guidance to students regarding their 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. Career counseling
4. Job-related workshops

BAU's Career Services department also arranges visits to potential employers and brings potential employers to the BAU campus to meet students.

Please contact our Career Services department at careerservices@bau.edu for more information.

Student Organizations

Student Organizations make up a vibrant part of BAU's intercultural campus life. Our students have the opportunity to organize and participate in student-run organizations and clubs that reflect the diversity of their interests. Current organizations and clubs include the Student Government Association (SGA) and other clubs. Through these organizations and clubs, students can advance their personal and professional goals and socialize with others in the university community. Institutional funds for organizations and clubs are distributed through the SGA.

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 will: (1) compile specified information on campus crime statistics and campus security policies; (2) make timely reports to the campus community discussing crimes considered to be a threat to other students and employees; (3) publish and distribute an annual report of campus security policies and crime statistics to all current students and employees; (4) provide copies of the annual report to any applicant for enrollment or employment upon request; and, (5) upon request, submit a copy of the annual report to OSSE.

The University's Emergency Operations Plan is available in the Office of Institutional Development & Assessment.

ADMISSIONS PROCEDURES

Application for Admission

For the 2018-2019 academic year, all Bay Atlantic University applicants must provide the necessary documentation described below. An application will not be considered complete, and thus will not be reviewed, until all application materials have been received. 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.

Bay Atlantic University offers rolling admission. The admissions team will notify students of their acceptance to the University by official letter. Accepted candidates will sign an enrollment agreement at the time of registration.

The University reserves the right to rescind acceptance for any reason.

Application deadlines

- Fall Semester: August 15 or next business day
- Spring Semester: December 15 or next business day
- Summer: April 15 or next business day

Provisional Acceptance

Provisional acceptance may be offered to students who are nearly finished, but not entirely finished, with their qualifying degree at the time of application. Current undergraduates in their senior year of study who apply to BAU's MBA program may be issued a letter of provisional acceptance prior to their undergraduate graduation. However, the student must submit transcripts to BAU's admissions team that indicate degree conferral in order to be issued full acceptance. An applicant may not begin attending BAU as an enrolled student before receiving full acceptance.

Likewise, high school students in their senior year of study may be offered provisional acceptance to BAU's BA programs. Students must submit transcripts indicating degree conferral in order to be issued full acceptance to Bay Atlantic University.

Admissions Requirements (AA)

For admission to the BA program at Bay Atlantic University, all applicants are required to submit a completed application package, as outlined below.

- * Online Application
- * Copies of high school transcripts (must be in English)
- * Proof of English language proficiency*
- * Photocopy of government-issued ID
- * SAT/ACT score
- * Letters of recommendations (2 letters from former teachers, employers, coaches, etc.)
- * Essay (a 1 or 2 page letter of intent describing who you are, your purpose and goals, your accomplishments, and why you want to get a higher education degree OR an essay on one of the topics below:
- * What is the most meaningful contribution to others you have made in your life? How do you understand the value of it on others?
- * What is the biggest challenge you have had in your life and how have you dealt with it?
- * What character in history do you associate yourself most with and why?)
- * Application fee (\$45)

Admissions Requirements (BA)

For admission to the BA program at Bay Atlantic University, all applicants are required to submit a completed application package, as outlined below.

- * Online Application
- * Copies of high school transcripts (must be in English)
- * Proof of English language proficiency*
- * Photocopy of government-issued ID
- * SAT/ACT score
- * Letters of recommendations (2 letters from former teachers, employers, coaches, etc.)
- * Essay (a 1 or 2 page letter of intent describing who you are, your purpose and goals, your accomplishments, and why you want to get a higher education degree OR an essay on one of the topics below:
- * What is the most meaningful contribution to others you have made in your life? How do you understand the value of it on others?
- * What is the biggest challenge you have had in your life and how have you dealt with it?
- * What character in history do you associate yourself most with and why?)
- * Application fee (\$45)

Admissions Requirements (MBA, MS)

For admission to the MBA program or MS programs at Bay Atlantic University, all applicants are required to submit a completed application package, as outlined below.

1. Online application form/paper application form
2. Transcripts (official or officially notarized copy)
3. Official evaluation of transcripts (if transcripts are notarized and/or are from a foreign institution)
4. Proof of English language proficiency

International Student Requirements

International applicants requiring an F-1 visa must provide additional materials to the BAU admissions team. These materials include the following: a Passport copy, a bank statement showing sufficient funds, and a sponsorship letter if the bank statement is not in the applicant's name. Once an applicant receives academic admission to the University, the Designated School Official will review all international applicant materials before issuing an I-20.

Explanation of Admissions Materials

Note: Any application materials not in English must be accompanied by a certified English translation of the originals.

Online and paper application forms: The online application for admission can be found on BAU's website (www.bau.edu). The applicant will fill out a paper application form at the university in person.

Official transcripts or officially notarized transcripts:

- The issuing educational institution must issue and mail the transcript directly to Bay Atlantic University. If the transcripts are from a foreign institution, the student must also provide either official or officially notarized evaluation of the transcripts (see below).
- If the original foreign transcripts are not available, the student must provide officially notarized transcripts to the school, accompanied by an official evaluation (see below).
- 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 MBA and MS applicants, if the degree was issued by a foreign institution 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. The evaluation must

be a course-by-course evaluation of the transcript if the student wishes to transfer credits.

Proof of English language proficiency: Proof of English proficiency is required of all students whose first language is not English. English language proficiency can be established by providing an official score report for one of BAU's approved standardized English proficiency tests. The table below shows the tests and minimum scores accepted.

Name of Standardized Test	Minimum Score Required for (AA/BA) Undergraduate Programs	Minimum Score Required for Graduate Programs and PhD Programs
IELTS	6.5	7.0
TOEFL (PBT, CBT, IBT)	575, 232, 90	600, 250, 100
TOEIC	750	800
Oxford Online Placement Test	80	85

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

Alternately, if a student earned his or her qualifying diploma or degree in a program whose language of instruction was

English, their 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 institution at which the language of instruction was English.

Bay Atlantic University has a pathway agreement with Mentora College. Mentora College is accredited by CEA (<http://cea-accredit.org/>). Applicants to Bay Atlantic University may prove their English proficiency according to the standards outlined by the BAU-Mentora pathway agreement:

- BAU will accept graduates of MC's ESL 200, 204, and 205 course levels as having satisfied the English language proficiency requirements for admissions to post-secondary degree programs at BAU. As such, a graduate of MC's ESL 200, 204, and 205 course levels will not be required to produce an English language test score such as TOEFL, IELTS or PTE.
- BAU will also accept graduates of MC's AE 500 or AE 600. Graduates of this class must have a score of at least 85 or a recommendation letter MC's Academic Director.

Transfer Students: Transfer of Credit

This guide addresses the subject of credit transfer; however, the information may also apply to getting a degree accepted by another institution for the purpose of admission to a higher degree level.

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

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, an individual faculty member, an admissions officer or other college official. Factors that affect the willingness to accept academic credit in transfer may include:

Appropriateness of course content: The course should align with the college's degree program. Some courses may not be relevant to the degree that is sought, regardless of the rigor or content of the course. Also, the content of the course should compare favorably with the materials and topics covered in the college's degree curriculum. Students seeking to transfer academic credit should be prepared to discuss how their completed coursework covers the topics required in the college 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. Remedial and developmental courses probably are not generally transferable. Satisfactory grades for the courses completed are also required in most cases.

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

CPT/Externship/OPT Program Procedures

CPT Program: Curricular Practical Training (CPT) is temporary authorization for practical training directly related to your major field of study. Your major field of study is listed on your I-20.

“Practical training” can include employment, internship experience (paid or unpaid), cooperative (co-op)

education experience, practicum participation, etc. 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.

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 (Premajor 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).

Credit Requirement: You may request authorization for CPT to participate in training that is integral to your established curriculum. Training may be required or optional for your degree. Required training must be clearly identified and described in the course catalog or similar publication. If the training is not required by your major degree program, ISS requires you to register for and earn academic credit in your department for your training experience. This could be an internship, cooperative education program, practicum, or similar course through your academic department. Your academic department might not require you to earn credit for an optional training/work experience, but DSO requires academic credit be earned in order to authorize CPT. The credit must be earned in the same quarter for which CPT is authorized, though exceptions may be granted for students pursuing CPT during their vacation quarter. You must earn at least one CPT-related credit for each quarter of authorization granted. Graduate students may not use thesis or dissertation credit to fulfill the CPT credit requirement. If you apply for CPT authorization in your final quarter, you must register for at least one additional course besides your CPT-credit. CPT-credit cannot be the only credit on your final quarter schedule unless it is fulfilling a degree requirement. Multiple CPT positions in one quarter: if you apply for CPT authorization for two different overlapping positions, you must register for a separate CPT-credit for each position. If the two positions do not overlap, no additional credit is required—the sequential positions can be linked to one CPT credit. CPT application is available at DSO and Academic offices.

OPT vs. CPT: CPT is employment that is an integral part of your major curriculum and allows you to participate in an internship, practicum or cooperative education program. CPT must be required or, if not required, you must receive course credit. CPT is employer specific and must be done before you graduate. OPT is optional for any student who meets the eligibility requirements and you do not need to earn credit. OPT is not employer specific and may be done before or after you graduate. Please refer to our handout regarding the differences.

Optional Practical Training (OPT) for F-1 Students: 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 their academic studies (pre-completion) and/or after completing their academic studies (post-completion). However, all periods of pre-completion OPT will be deducted from the available period of post-completion OPT.

Types of OPT: All OPT must be directly related to your major area of study. If you are an F-1 student, you 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 institution 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.

ECON 599 Externship Course Descriptions:

Pre-requisites: Must maintain 2.00 CGPA and complete all 300 and 400 level courses.

The Economics Internship (classes designated as Econ 500 level course) is designed as a learning experience in which the student works in a business, educational, or professional setting, performing tasks related to economics. The internship allows the student to apply the concepts and theories learned in prior course work to an actual work setting. The internship is performed under the supervision of an employee of the sponsoring agency/organization and a department faculty member monitors its academic component.

Procedures

The procedures for undertaking an CPT/internship are as follows:

The student meets with the faculty member who will supervise the progress of the internship. The student and faculty member submit a Faculty and Student Internship Contract. The contract must contain a proposal that defines the focus of the internship, specifies the academic requirements, and outlines criteria that will be used to assign the student's grade. Generally, the student's academic requirement will include a final paper summarizing the internship and how it relates to economics (a sample follows at the end of this document). The contract must be approved by the Department Chair and is then sent on to the Academic Dean's office.

The student arranges an internship with an employer and completes a Student Internship Application. The application defines the student's responsibilities, outlines the nature of the training, and specifies the role of the supervising agency/organization. The supervisor may write an evaluation letter indicating the same type of information.

TUITION AND FEES (2018-2019)

Tuition Policy

According to the University's Tuition Policy, students are guaranteed a constant tuition rate throughout their anticipated period of study (defined as two years for MBA students and 4 years for BA students). This tuition rate is determined by the rate in effect at the time of the student's enrollment.

Tuition cost per credit:

Student Type	Tuition Amount
Domestic MBA Student	\$750 per credit
International MBA Student	\$1,000 per credit
Domestic MS Student	\$750 per credit
Domestic BA Student	\$390 per credit
PhD Programs	\$1250 per credit
Certificate Programs	\$390 per credit

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

Fees

BAU's fee schedule for the 2018-19 academic year is as follows:

Description	Fee
Mandatory annual fees	
Student activities and services fee	\$75
Technology fee	\$65

Mandatory one-time fees	
Student ID Card	\$18
Graduation fee	\$100

As-applicable Fees	
Late registration fee	\$75
Replacement Student ID Card	\$18
Transcript processing fee	\$10 per transcript
Returned check fee	\$30
Late payment fee	\$25
Cancellation fee*	\$100
International postage of documents	\$100

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

Payment Information

Students may choose from tuition payment plan options. Students may not register for classes for an upcoming semester until they have made their first installment. 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 US. Checks may be mailed to Bay Atlantic University or hand delivered to the Finance Office.

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

Installment Payment Plans

University offers three installment payment plans to students that are calculated based on the number of credits attempted during a given semester: (1) the student may pay the full semester tuition price up front; (2) the student may pay the cost of tuition in four equal monthly installments during the given semester of study; or (3) the student may pay the cost of tuition in six monthly installments over the course of two semesters. Students who choose the third payment plan should be aware that paying in six installments may result in paying two overlapping payment plans. Students who pay tuition up front will be offered a discount of 5%. Students must agree to a payment plan with the Finance Office upon their enrollment at the University and at the start of each subsequent semester. Students who are cleared for graduation are eligible for only 4 monthly installments. Students may view their payment plans and any owed fees in OIS, the Student Information System, or they may contact the Finance Office for details.

Payment plans do not apply to fees. All fees must be paid before students begin classes at BAU or as they become applicable. Any changes to payment plans must be approved by the University.

Financial Penalties

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 will not be able to register for the semester courses if they have not met their financial obligations. In addition, you will not be cleared for graduation, receive official transcripts or your diploma.
2. Withhold the release of the student's academic records or any information on the records.
3. Withhold the issuance of the student's transcripts.
4. If the student's account remains delinquent, Bay Atlantic University reserves the right to terminate enrollment.
5. All payments are subject to the following fees:
 - o **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.
 - o **Return Check Fee:** A \$30 fee will be charged for each unpaid check returned by the bank. Bay Atlantic University will recalculate the late fee daily until the balance is cleared.

Special Cases: 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.

Time of written notice of withdrawal	Tuition refund amount*
Up until three business days prior to 1 st day of the semester	100% of tuition paid
From within three 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 (a) using books, textbooks, and articles that are available through BAU's online library, (b) not necessarily using the newest edition of textbooks, and (c) providing students with links to readings through Schoology or Itslearning, BAU's Learning Management Systems (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.

Scholarship Information

BAU does not offer any institutional scholarships. However, through an external scholarship fund ("Huseyin Yucel Private Scholarship"), BAU is able to offer both graduate and undergraduate students competitive scholarships that cover between 25% and 98% of tuition costs. In order to receive a scholarship, applicants must submit a Scholarship Application. The Scholarship Committee evaluates the application and decides the scholarship amount awarded. Students who receive 100% scholarship are required to pay \$1500.00 Administrative Service fee.

Members of the Board of Trustees reserve the right to offer a select number of 98% tuition scholarships based on academic and professional achievement to graduate and undergraduate students ("Board of Trustees Scholarship"). In addition, we offer scholarship based on the SAT/ACT at the undergraduate level and GMAT/GRE at the graduate level. BAU offers special scholarship programs with foreign governments and non-profit organizations, using the Global Scholarship Exam. Students are awarded 25%, 50%, 75% and 100% scholarships depending on their exam scores.

Students who receive a full scholarship (100%) are responsible for paying the Administrative Fee of 1500 USD and the other annual/one time fees.

Requirements in maintaining your scholarship:

- a) Continuously enroll in courses to meet your graduation requirements (unless taking an approved Leave of Absence), and
- b) Maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 for bachelor's and 3.0 for master's level for any semester, and
- c) Avoid any disciplinary action taken against you for any reason.
- d) If you are an employee of Bay Atlantic University, Mentora College, or Bahcesehir University, your scholarship is also contingent upon your continued employment
- e) If your scholarship is awarded to you for any reason other than the standardized exam scores for admission as listed in the Academic Catalogue and you withdraw from the enrolled program in order to transfer to another higher education institution, you are required to pay the tuition amount back to BAU for all course credits you have completed since the scholarship was awarded to you.

All scholarships are strictly tuition scholarships and do not offer any financial assistance for living expenses.

ACADEMIC & INSTITUTIONAL REGULATIONS

Registration

Course Registration

Course registration occurs prior to the beginning of each semester and continues each semester of the student's program. By registering at Bay Atlantic University, students agree to all rules and regulations of the University. Students with no prior college or university credit or who have not received credit for a college-level English or mathematics course will be required to take the placement tests.

Full-time Study*: Graduate students registered for nine (9) or more credit hours per semester and undergraduate students registered for fifteen (15) or more credit hours are considered full-time students.

*F-1 students must maintain full-time enrollment throughout their studies.

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. Part-time 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, for both graduate and undergraduate students. Except in extremely rare and compelling circumstances, graduate students may not enroll in overload courses beyond 12 credits and undergraduate students may not enroll in overload courses beyond 21 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.

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 their programs. Exceptions may be made only for an officially authorized leave of absence. The summer semester is optional for all students.

Add/Drop a Course

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 fill out a **Course Add/Drop Form** (available online and from the Registrar's Office), obtain their Academic Advisor's signature, and submit the completed form to the Registrar's Office.

Academic Advising & Faculty Accessibility

Academic advising includes, but is not limited to, assisting students in choosing a concentration, 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. Academic advising procedures are to be followed by all Bay Atlantic University students. All students are required to meet regularly with their academic advisors for discussion of their educational goals, career objectives, and academic progress. With their advisor's help, students will complete their degree requirements.

Each advising meeting should cover:

1. A review of the requirements for the student's intended program of study.
2. A recommendation as to course selection for the upcoming semester/academic year.
3. A discussion of the student's personal interests, goals, and opportunities available to the student.

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

students must meet with the advisor to declare a major.

All faculty are required to hold office hours outside of class time. Faculty members make their office hours known on each class syllabus. In addition to providing in-person advising, faculty members also are available for conversations over Skype and on the phone to provide assistance on class material, student assignments, or career-related advice.

Program and Course Prerequisite Policy

The primary purpose of the program and course prerequisite policy is to enhance students' 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. A student can apply to waive a prerequisite by passing a proficiency exam provided by the Academic Department.

Semester and Credit System

BAU International has two main semesters, Fall and Spring. It also offers an optional Summer semester. All semesters are fifteen weeks in length.

Credit Hours: At BAU, for students to complete any program, they must complete a specified number of credit hours as required by their respective programs 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 institutionally established equivalency that reasonably approximates not less than:

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

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

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

001 – 099 Non-credit Courses	301 – 399 Junior Courses
101 – 199 Freshman Courses	401 – 499 Senior Courses
201 – 299 Sophomore Courses	501 – 699 Master's Courses

Academic departments are responsible for assigning course codes.

GRADES

Grading System and Grade Point Average

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.

Grades are due approximately one week after final examinations close for the semester, in accordance with the Academic Calendar. Faculty members are obligated to upload their grades onto OIS, BAU's student information system, but may also notify students personally or through BAU's LMS at an earlier date. Faculty may only share grades with the student in question and with relevant administrative figures.

Explanation of Grades

The quality of performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows. For graduate programs, the grades of A, A-, B+, B, and B- are passing grades. B- is the lowest passing grade in BAU's MBA program. Grades of C+, C, C-, F and U are failing grades. Students should be advised that grades lower than a B- are not normally accepted for transfer.

For undergraduate programs, the grades of A, A-, B+, B, B-, C+, C, C-, D+, and D are passing grades. D is the lowest passing grade for BAU's BA program. Grades of F and U are failing grades. Students should be advised that grades lower than a C- are not normally accepted for transfer.

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

Grade Distribution Table – SAP						
Letter Grade		Qualitative Description	GPA Value	Attempted credit	Earned credit	Academic standing
A	93-100	Graduate – Superior	4.0	Yes	Graduate – Yes	Satisfactory
		Undergraduate – Superior			Undergraduate – Yes	
A-	90-92	Graduate – Excellent	3.7	Yes	Graduate – Yes	Satisfactory
		Undergraduate – Excellent			Undergraduate – Yes	
B+	87-89	Graduate - Very good	3.3	Yes	Graduate – Yes	Satisfactory
		Undergraduate -Very good			Undergraduate - Yes	
B	83-86	Graduate – Fair	3.0	Yes	Graduate – Yes	Satisfactory
		Undergraduate – Good			Undergraduate - Yes	
B-	80-82	Graduate - Marginal	2.7	Yes	Graduate – Yes	Graduate - lowest passing
		Undergraduate – Fair			Undergraduate - Yes	Undergraduate - satisfactory
C+	77-79	Graduate – Failure	2.3	Yes	Graduate – Yes	Graduate - unsatisfactory
		Undergraduate – Acceptable			Undergraduate – Yes	Undergraduate - satisfactory
C	73-76	Graduate – Failure	2.0	Yes	Graduate – Yes	Graduate - unsatisfactory
		Undergraduate – Acceptable			Undergraduate – Yes	Undergraduate - satisfactory
C-	70-72	Graduate – Failure	1.7	Yes	Graduate – No	Graduate - unsatisfactory
		Undergraduate - Marginal			Undergraduate – Yes	Undergraduate - satisfactory
D+	67-69	Undergraduate – Poor	1.3	Yes		Graduate - unsatisfactory
					Undergraduate – Yes	Undergraduate - satisfactory
D	63-66	Undergraduate – Poor	1.0	Yes		Graduate - unsatisfactory
					Undergraduate – Yes	Undergraduate – lowest passing
F	0-59	Graduate – Failure	0.0	Yes	Graduate – No	Unsatisfactory
		Undergraduate – Failure			Undergraduate – No	
S*		Satisfactory (non-credit)	--	--	Graduate – Yes	
					Undergraduate- Yes	
U*		Unsatisfactory (non-credit)	--	--	Graduate – No	
					Undergraduate – No	
I		Incomplete (see below)	--	Yes	Graduate – No	
					Undergraduate – No	

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

- AU:** Audited Course **R:** Repeat Course **TC:** Transfer-in Credits
- AW:** Academic Withdrawal **IP:** In-Progress **W:** Withdrawal
- ADW:** Administrative 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. Students may not change status in a class from audit after the eighth week

of a semester. Eligible students may change from audit to formal enrollment until the 2nd week. 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. For enrolled students, audited classes are tuition-free. Unrolled students must pay the regular tuition rate. 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.

Academic Withdrawal "AW"

Students wanting to withdraw from the university after the resignation period must consult with their academic advisors for appropriate procedures, justification, and documentation to request an academic withdrawal (grade of "AW"). Academic withdrawals are approved only in circumstances where impact to academic performance due to a personal or immediate-family medical event, disability, death, or active military service is documented sufficiently. Requests for academic withdrawal made for selected courses in a given semester will not be approved. Requests for academic withdrawal can only be approved if submitted within one semester of the event. If a student has already received a semester of academic withdrawals due to an ongoing medical event, he/she will not receive approval for a subsequent semester. However, if a student has received an academic withdrawal because of one medical event and then a different medical event occurs, such circumstances will be considered.

Administrative Withdrawal "ADW"

Students who (a) fail to register for classes for a semester and (b) do not submit a **Leave of Absence Form** (available online and from the Registrar's Office) will be contacted by the Registrar's Office. If unresponsive until the end of that semester, the students will automatically administratively withdraw from the University. Students who later wish to resume their studies must apply for re-admission.

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 undergraduate or 36 credits 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 you take beyond the required 120/36 credits units may be taken S/U.

Any questions about the grading of any exam or assignment, including requests for re-grading, must be sent to the instructor in writing within one week of the time that the exam or assignment is returned to you.

To change your grading option for a course, please write to academic chair. Requests must be made one week before the specific course's last day of instruction.

Withdrawal "W"

A student who wishes to drop a course after the add/drop period has ended may do so only by selecting the "withdrawal" option on a Course Withdrawal Form. To withdraw from a class after the add/drop period, students must obtain the approval of their academic advisor. A "W", indicating official withdrawal, will be recorded on the student's transcript. After a "W" is issued, the course may be repeated once. "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. A student who does not withdraw from a course before the last day to do so will receive a letter grade based on his/her performance in the course.

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. Course repetition does not extend the maximum time frame (MTF) for completing a program of study. The student must complete the program within the original MTF allowed for his or her program.

Incomplete “I”

The grade of “I” (Incomplete) 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 “I” grade is not automatic. The student should request to the faculty for an “I.” The student must have completed 90% of work for the course. Students receiving a grade of “I” 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 “I” 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 “I” at the end of the grace period will automatically become an “F” in the system and will then be calculated in the CGPA.

The “I” grade is issued for verifiable, unavoidable reasons. Since the “I” grade extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. The instructor must complete a **Grade Change Form** to change the grade and must submit the form to the Registrar’s Office on or prior to the deadline stipulated by the Academic Calendar.

Transfer Credits Policy “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. These courses will affect MTF.

A transfer student must complete at least 25% of the credit hours required by his or her program of study in residence at Bay Atlantic University. For undergraduate transfer students, up to 75% of credits may be brought from another institution. 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.

For graduate transfer students, at least 50% of the credit hours required by his or her program of study in residence at Bay Atlantic University. For graduate transfer students, up to 50% of credits may be brought from another institution. 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.

To obtain your grades, shortly after the end of the semester, go to the OIS (SIS).

Grade Appeals & Grade Change

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

The following are examples of appropriate reasons for grade appeals:

- Arithmetical errors, typos, or incorrect calculations in the grade book;
- 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 his/her efforts and achievement have not been reflected by the final grade obtained may file

a grade appeal in writing with the faculty member within two weeks of receiving the grade. A grade can be changed by the faculty regardless of whether the change was requested by a student. Faculty should complete a “Grade Change Form” and submit it to the Registrar’s office with supporting documentation.

If the issue remains unresolved after the faculty member’s review of the appeal, then the student may appeal in writing to the Dean of Academic Programs within seven (7) days of the faculty member’s decision.

The Dean of Academic Programs 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 their sides 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.

Satisfactory Academic Progress (SAP) Policy

The following standards and requirements of satisfactory academic progress apply to all enrolled students. The satisfactory academic progress (SAP) standards are measured after the final grades are recorded at the end of Fall, Spring, and Summer sessions, all of which are called “evaluation points.” SAP is measured by the following two criteria.

1. **Quantitative Standard:** a required minimum **Completion Rate (CR)** according to the **Maximum Time Frame for Program Completion (MTF)**
2. **Qualitative Standard:** a required minimum Cumulative Grade Point Average (CGPA)

Students who fail to meet either of the above mentioned criteria will be considered to be not meeting the SAP requirements and will either be subject to Academic Probation or Academic Dismissal.

Maximum Time Frame for Program Completion (MTF): 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 their programs of study within 1.5 times the program length as measured in semester credit hours attempted. 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). All transfer credit hours accepted from other institutions will be counted in the Maximum Time Frame.

Program of Study	NPL in credits	MTF Allowed in credits
Master’s Degree Programs	36	54
Bachelor’s Degree Programs	120	180

1. Quantitative Standards: Required Minimum Completion Rate

At the end of every semester, Bay Atlantic University will evaluate the successful course completion percentages for all enrolled students. This calculation determines whether a student is maintaining specific performance standards in order to avoid academic probation or dismissal.

Hour Attempted (HA): An Hour Attempted is defined in terms of the semester credit hour.

The minimum grade acceptable in BAU’s completion rate policy is a B- for graduate programs and a D for undergraduate programs.

Evaluation Point	# of Credits Attempted (MBA)	Required Minimum Completion Rate	Result if SAP Policy Is Not Met
At 25% of MTF	12 credits	50%	Academic probation is issued.
At 50% of MTF	27 credits	60%	Student is dismissed from program.
At 75% of MTF	39 credits	65%	Student is dismissed from program.
At 100% of MTF	54 credits	70%	Student is dismissed from program.

Evaluation Point	# of Credits Attempted (BA)	Required Minimum Completion Rate	Result if SAP Policy Is Not Met
At 25% of MTF	45 credits	50%	Academic probation is issued.
At 50% of MTF	90 credits	60%	Student is dismissed from program.
At 75% of MTF	135 credits	65%	Student is dismissed from program.
At 100% of MTF	180 credits	70%	Student is dismissed from program.

2. Qualitative Standard: Required Minimum CGPA

The second requirement of acceptable satisfactory academic progress is to meet the minimum CGPA requirement at each evaluation point of MTF.

Bay Atlantic University uses a 4.0 scale grading system, and GPAs are calculated at the end of each semester. Withdrawals are not included in GPA or CGPA calculations, nor are incompletes (see below). In the case of retakes, only the highest grade is included in the GPA calculation.

Evaluation Points (% of MTF attempted*)	Required Minimum CGPA – Master’s Programs		
	# of Credits Attempted	Probation Point	Dismissal Point
At 25% of MTF	12 credits	Graduate - CGPA < 2.25	No dismissal is permitted. Probation is required.
At 50% of MTF	27 credits	Graduate- 2.25 < CGPA < 2.50	Graduate - CGPA < 2.25
At 75% of MTF	39 credits	Graduate - 2.50 < CGPA < 2.75	Graduate - CGPA < 2.50
At 100% of MTF	54 credits	No probation is allowed. Dismissal is required.	Graduate - CGPA < 3.00

Evaluation Points (% of MTF attempted*)	Required Minimum CGPA – BA Programs		
	# of Credits Attempted	Probation Point	Dismissal Point
At 25% of MTF	45 credits	Undergraduate - CGPA < 1.25	No dismissal is permitted. Probation is required.
At 50% of MTF	90 credits	Undergraduate - 1.25 < CGPA < 1.50	Undergraduate - CGPA < 1.25
At 75% of MTF	39 credits	Undergraduate - 1.50 < CGPA < 1.75	Undergraduate - CGPA < 1.50
At 100% of MTF	54 credits	No probation is allowed. Dismissal is required.	Undergraduate - CGPA < 2.00

Academic Warning

Any student who does any of the following will receive an academic warning at the end of the semester:

1. Fails to maintain a minimum CGPA of 3.0 in a master's degree program or of 2.0 in a bachelor's degree program for any semester; or
2. Receives a failing grade; or
3. Engages in academic dishonesty as defined in the Academic Catalog below.

The Academic Warning will stipulate that the student must improve his/her CGPA and must repeat all classes for which he/she received a failing grade.

Academic Probation

If the student CGPA does not rise above 3.0 or 2.0 as required, they will be put on Academic Probation.

Students who do not maintain satisfactory academic progress will be placed on academic probation for one semester. The student on academic probation will be counseled and given assistance, if needed, in order to improve his/her CGPA. The statement "Placed on Academic Probation" noting the relevant semester/year will be entered into the student's permanent record. The academic probationary period is normally one semester, except under mitigating circumstances. The student is considered to be maintaining satisfactory academic progress while on probation.

Academic Dismissal

Students who do not achieve a 3.0 or 2.0 CGPA within one semester after having received Academic Probation will be dismissed from the University.

The statement "Academic Dismissal" will be entered into the student's permanent record. Academic dismissal is normally permanent, unless, with good cause, the student re-applies and is accepted under special consideration for readmission by the University.

ACADEMIC HONORS

Academic Honor Roll (President's List/Dean's List)

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

	Graduate Students (President's List)	Undergraduate Students (President's List)	Undergraduate Students (Dean's List)
GPA	3.90+	3.90+	3.50+
Minimum credits attempted	9	12	12
Minimum grade	A-	A-	B+
Other requirements	No I, U or F	No I, U or F	No I, U, or F

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

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:

	Graduate	Undergraduate
<i>Summa Cum Laude</i> (with highest distinction)	3.90+	3.85+
<i>Magna Cum Laude</i> (with great distinction)	3.80+	3.70+
<i>Cum Laude</i> (with distinction)	3.70+	3.50+

Graduation Requirements

Students should meet the following minimum requirements to qualify for a Master of Business Administration or Bachelor of Arts degree:

Description	MBA	BA
Minimum Passing Grade Per Course	B-	D
CGPA*	3.00	2.00
Total Required Credits	36	120

** In the event a student's CGPA is less than 3.0 for graduate students or 2.0 for undergraduate students, the student cannot graduate. The student should consult with the program director to repeat one of the courses for which s/he earned a C or D.*

ATTENDANCE & ENROLLMENT

Attendance Policies

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 or the Academic Advisor. Once proper documentation is provided, instructors will mark the student's absence(s) as excused. In cases of the latter, the student must submit a note to his/her instructor explaining the reason for the absence. 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. If students are absent for more than one (1) class meeting time, the instructor may require them to complete an extra make-up assignment.

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) and may also be recorded in the LMS. After a student misses three classes of a given course, he or she will automatically fail the course and, if he or she is on an F-1 visa, will be considered out of status and may be removed from the University. A student who has not appeared on campus or communicated with University administrators within a period of sixty (60) calendar days will also automatically be administratively withdrawn from the program. Students may appeal the University's decision in writing in extreme cases of medical or family emergency and may be re-admitted to the program at a future date.

All students are expected to arrive at class on time. Tardiness is disruptive to both the instructor and to other students. Instructors are responsible for determining the tardiness of policy of their own classes. Any student who is more than one (30) minutes late for class may be marked tardy. Any student who misses 45 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 CAO 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** 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: (a) severe medical condition of the student or a close relative, for whom the student may be a caregiver; (b) financial hardship; or (c) the death of an immediate family member. The maximum permitted duration of an approved leave of absence is normally one academic year; however, students must file a leave of absence each semester. Students may not take leaves of absence for more than a cumulative two years (four regular semesters). 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 day of their first class the semester immediately following their leave of absence. If a student does not return within the first two weeks of classes, the student will be subject to administrative withdrawal from the University.

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

Make-up Classes

We strongly discourage professors from missing classes. It creates havoc with students' schedules, particularly when makeup classes conflict with other classes. If an instructor absolutely must miss a class, he/she must follow the following procedure to ensure we are aware of the makeup class (so that you can receive full compensation for the classes rescheduled):

- Request permission from the Chief Academic Officer to cancel a class;
- Contact the 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 and submit a Make-Up Worksheet to the CAO.
- Classes canceled due to weather also need to be made up using this procedure.

Make-Up of Required Course Work

The administration, faculty and staff recognize that there are circumstances and events which require students to miss classes and any required course work which may be performed or due on the day of the absence. Also, they recognize that required course work is needed to give each student an adequate performance evaluation. Therefore, whenever reasonable (and more specifically described below), students should be allowed to make up required work.

The following definitions will apply with respect to the make-up of missed course work:

- A. Required course work - All work which will be used in the determination of final grades, e.g. examinations, announced quizzes, required papers and essays, required assignments.
- B. Instructor - Person responsible for the course and providing instruction and evaluation.
- C. Permissible reasons for requesting make up of required work - Sickness; death of relatives (immediate family); participation in approved University related activities; acting in the capacity of a representative of the University (band, choir, sports related travel, etc.); and extraordinary circumstances (court appearance, family emergency, etc.). NOTE: Other reasons for requesting make up of required course work are not acceptable.
- D. Documentation - Verification of sickness requires a signed statement of a physician or a duly authorized staff member of the Sebastian Health Center. Verification of death requires a signed statement from the Minister or Funeral Director. Verification of participation in University related activities requires a signed statement from the appropriate University official. Verification of other reasonable circumstances; for example, court appearance, family emergency, etc. requires a signed statement from an appropriate official (e.g., Court Official, parent or guardian, etc.).

The make-up of required course work is as follows:

- A student may petition an instructor to make up required course work whenever the student has a permissible reason for requesting make up of required course work.
- A student will be required to present documentation which certifies absence constituting permissible reason.
- Whenever possible, a student should consult with the instructor prior to an absence which will involve the failure to do required course work. Arrangements for makeup should be discussed and agreed upon at this time.

- A student must petition for makeup of required course work on the first day that he or she returns to class.
- If permission is granted to make up required course work, the instructor and the student should agree on an acceptable date for completion of missed required course work.
- Failure to comply with item 4 may result in the denial to make up required course work.

Reinstatement as a Regular Student

A student who has been dismissed from the University may petition 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 CAO 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, incomplete, or withdrawn courses in order to improve his or her CGPA and course completion percentage and to re-establish satisfactory academic progress. During the academic probationary period, these students may not be eligible to receive financial assistance, and they may be responsible for all costs incurred during this semester.

At the completion of this academic probationary semester, a student who has established satisfactory progress according to the tables above will return to regular student status.

Institutional Withdrawal from the University

A student may withdraw from the University between semesters or, when circumstances beyond the student's control make it impossible for him or her to complete coursework for the semester, in the middle of a semester. A student wishing to withdraw from the University must complete the **Institutional Withdrawal Form** (available online and from the Registrar's Office), obtain the Chief Academic Officer's signature, and submit the completed form to the Registrar's Office. The student will receive a withdrawal grade (W) for all "in-progress" courses if he or she withdraws from the University after the conclusion of the Add/Drop period. The institutional refund policy is applied to determine if the institution is required to provide a refund to the student, or if the student still owes money to the University.

STUDENT RESPONSIBILITIES

Student Rights

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: we as a campus accept students regardless of their 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 their start date at Bay Atlantic University until their graduation date. The University has put forth the following Code of Conduct to guide students through their years 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:
 - their ideas and opinions, including religious or political beliefs and philosophies;
 - their personal identity and origin, including their race, ethnicity, ability, gender or sexual identity, age, social class, immigration status, or nationality; and
 - their own experiences as human beings, such as their academic and personal experiences, although they may be different from the experiences of others.

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

Academic Disciplinary Process

The Academic Disciplinary Committee is responsible for handling all cases of academic misconduct. Academic misconduct includes:

- Failure to meet the SAP standards: If a student does not meet the required SAP standards (as described on pages 30-32), he or she may face disciplinary action.
- Cheating or plagiarizing on an assignment: Cheating may consist of stealing a copy of an exam or assignment prior to its distribution by the faculty member, stealing another student's or a faculty member's answers, using study materials or soliciting answers from another person during an exam without permission, or arranging for someone to take an exam in the student's stead. Plagiarism is defined as copying any portion of another person's work without proper attribution, such as quotation marks, in-text citations, and/or footnotes. A student who submits the same work for two separate assignments, without the permission of the instructor, may be found to have committed self-plagiarism. Students who are found to have committed any form of cheating or plagiarism may face disciplinary action.
- Buying or selling another person's work: Any student who buys another person's work and submits it under

his/her own name or who sells work to other students has committed academic misconduct and may face disciplinary action.

- **Falsification of records:** Any student who is found to have falsified University records or to have asked another person to falsify records on his/her behalf has committed academic misconduct and may face disciplinary action.

Complaint

If academic faculty, staff, or administrator suspects that a student has violated the academic standards of the University, they will first meet with the student one-on-one to discuss the complaint. The faculty, staff, or administrator will then submit a written report to the Chair or the CAO. If the student has any witnesses, the witnesses may also submit a written report.

Committee Proceedings

The Chair or CAO will review the written reports and will then call for an Academic Disciplinary Committee meeting. The Committee will be comprised of the Chief Academic Officer, the Chair, the Director of Institutional Development and Assessment, the Director of Student Services, and, if applicable, the Designated School Official. The Committee first meet to discuss the issue, and then will hold separate meetings with the filer of the complaint, the student, and any additional witnesses as necessary. The Committee will then make a decision in a final meeting. The student may appeal the decision in writing within two weeks.

Punishment

Based on the severity of the violation, the Committee may choose to implement any of the following punishments: academic warning, academic suspension, academic probation, or academic dismissal.

Academic Dismissal Re-Admission Process

An academically dismissed student may apply for re-admission if he or she has been absent from BAU University for two semesters (which may include one summer) has completed the equivalent of two semesters of full-time academic work at another college or university (with a minimum of 12 credit hours each term); and has earned a grade point average of at least 2.00 each semester or for one of the following infraction cheating or plagiarizing on an assignment, falsification of records, and buying or selling another person's work. The Disciplinary Committee will review the courses taken and determine whether a student has demonstrated the ability to do satisfactory work if readmitted to BAU University. If a student is allowed to return to the University, the student's GPA will not be altered, and coursework transferred into the university will have no effect on the Lewis GPA. In addition, the student must meet with the Chair or Chief Academic Officer advising staff to develop an **Academic Recovery Plan Form Available**.

An academically dismissed student who does not attend any school for three calendar years may then apply through the Admission Office. If allowed to return to the University, a student may request the Academic Readmission Policy. The Academic Readmission Policy allows students academically. Such students are re-admitted and all previous grades of "D" or "F," the courses in which they were earned, and the credit earned in "D" courses, will not be used in determining progress toward graduation.

Civil Rights Policy

Bay Atlantic University is committed to upholding the civil rights of its students. BAU does not permit discrimination against students by race, color, ethnicity, national origin, sex or sexual orientation, or gender identity, age, religious or political affiliation, physical or mental disability, veteran status, marital status, pregnancy or other medical condition.

Title VI

Bay Atlantic University protects the rights of students regardless of national identity, race, or color, as stated in

Title VI of the United States Civil Rights Act of 1964. If a member of the BAU community believes that he/she has been discriminated against under Title VI, he/she should submit a written statement to the Chief Academic Officer.

Title IX

Bay Atlantic University upholds students' 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..." If a member of the BAU community believes that he/she has been discriminated against under Title IX, he/she should submit a written statement to the Chief Academic Officer.

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 university "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. If a member of the BAU community believes that he/she has been discriminated against under ADA, he/she should submit a written statement to the Chief Academic Officer.

Students who wish to file for ADA may do so by bringing documentation of their disability/disabilities to the Director of Student Services. This documentation must be provided by a licensed medical or psychological professional, and should outline any accommodations the student may need while at BAU. Student Services will work with the academic team to ensure that reasonable accommodations are provided to the student.

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. If a member of the BAU community believes that he/she has been discriminated against under the Age Discrimination Act, he/she should submit a written statement to the Chief Academic Officer.

Retaliation

If any member of the Bay Atlantic University community is found to have committed a retaliatory or discriminatory act against a student or other member of the campus community, such as preventing participation in activities or failing a student, appropriate disciplinary action will be taken. 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). If a member of the BAU community believes that he/she has been retaliated against, he/she should submit a written statement to the Chief Academic Officer.

Sexual Harassment Policy

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.

Cases of sexual harassment will be handled by the Non-Academic Disciplinary Committee. Students who have committed sexual harassment or who have assisted in sexual harassment may face disciplinary action. Students and

employees who violate this policy may be additionally subjected to arrest and prosecution.

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 student, 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. For additional assistance with copyright and fair use issues, please consult the BAU Librarian.

Violations of these policies will be handled by the Non-Academic Disciplinary Committee and may result in legal action.

Non-Academic Disciplinary Process

The Non-Academic Disciplinary Committee is responsible for handling all cases of non-academic misconduct. Non-academic misconduct includes: destruction of school property; any verbal or physical abuse of faculty, staff, or students, including harassment or intolerance; substance abuse; selling or distributing controlled substances on campus; unauthorized entry into any University building; unauthorized use of University computers; and violation of any state or federal laws.

Complaint

If a member of the University community witnesses or suspects that a student has violated the Code of Conduct through non-academic action, they 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 Non-Academic Disciplinary Committee meeting.

Committee Proceedings

The Non-Academic Disciplinary Committee will be comprised of the Director of Student Services, the Chief Academic Officer, the Director of Institutional Development and Assessment, 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 Committee will then present a report on the hearing to the Chief Academic Officer. The CAO will produce a final report and will make a final decision regarding the punishment of the student. The student may appeal the decision in writing within two weeks.

Punishment

Based on the severity of the violation, the CAO may choose to implement any of the following punishments: warning, suspension, probation, or dismissal.

Non-Academic Disciplinary Re-Admission Process

A student who has been expelled or suspended may petition for readmission. The petition must be in writing and directed to the chancellor of the institution which initiated the charges for which the student was suspended or expelled. 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 President/Chief Academic Officer shall after consultation with the Disciplinary Committee adopt procedures for determining whether such petitions will be granted or denied.

Informal Adjudication

The President/Chief Academic Officer shall, after consultation with the elected committee which serves as the faculty's executive arm and with the elected officers of the principal student organization, establish institution regulations for an informal system of adjudication for cases in which the maximum penalty sought by the investigating officer does not include suspension or expulsion except that if adjudication in this manner would result in disqualifying the student for scholarship, the procedures in shall apply. The informal system shall include the following and such other provisions as are not inconsistent with this chapter:

- Representation of the student by a person of his or her choice, including legal counsel, at his/her own expense.
- Written notice to the student of the offense with which he/she is charged, the facts or conduct on which that charge is based, and the penalties which may possibly be imposed,
- Advance written notice of and an opportunity for a hearing at which evidence against the student shall be reviewed and at which the student shall have an opportunity to present evidence and argument, including a written statement, to refute the charge, and
- A written decision which shall include findings of fact and conclusions. The procedures shall also provide for an appeal of the disciplinary decision within the institution.

Formal Adjudication

If the maximum sanction sought by the investigating officer includes suspension or expulsion, the procedures in s. UWS 17.09 shall apply and the investigating officer shall cause a statement of charges to be prepared and served upon the student involved. The statement of charges shall contain:

- A concise summary giving dates, time, place, and events of the facts or conduct on which the charge is based,
- A citation to and quotation from the rule(s) alleged to have been violated,
- An explanation of the consequences of failure to answer the statement of charges, and
- Statements as to whether the university will or will not be represented by counsel and that the student may be represented by a person of his/her choice, including legal counsel, at his/her own expense

Last Resort Complaint

If a student remains unsatisfied after a formal complaint process, she or he can address these concerns in writing, as last resort, to the following Higher Education Licensure Commission of the District of Columbia:

HELC
Higher Education Licensure Commission Office of the State Superintendent of Education 810 First Street, N.E., 2 nd Floor Washington, DC 20002

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

STUDENT RECORDS & 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 enables students certain rights with respect to their education records. Specifically, it enables students the right to:

1. Inspect and review their education records;
2. Request the amendment of inaccurate or misleading records;
3. Consent to disclosure of personally identifiable information contained in their 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.

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.

In compliance with FERPA, Bay Atlantic University has adopted policies and procedures that permit students the opportunity to view their educational records upon request. Student may do so by contacting the Registrar's Office via email, phone, or in person. Educational records mean those records, files, documents, and other materials that contain information directly related to a student. The institution 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 their 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's 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.

Record and Descriptions	File Numbers	Retention Period	Disposition Method
Academic Records		[500*]-001-999	
Course/ Curricular Records: Academic Catalog Thesis and Dissertation Student Transcripts Issued Faculty Transcripts Received		Permanent. All hard-copy documents are to be converted into soft-copy after 10 years.	Not Disposed. In Academic Storage
Accreditation Records Academic Licensures and Certificates		Permanent. All hard-copy documents are to be converted into soft-copy after 10 years.	Not Disposed. In Academic Storage
Accreditation Supporting Documents		5 Years After Last Action	Non-Confidential Destruction
Academic Counseling		3 Year after the end of academic year	Confidential Destruction
Academic Honors and Scholarships		3 Year after the end of academic year	Non-Confidential Destruction
Class Rolls and Grade Sheets		3 Year after the end of academic year	Confidential Destruction
Student Sponsorship Information		3 Years after graduation	Non-Confidential Destruction
Faculty Activity Records		3 Years after graduation	Non-Confidential Destruction
Application/Admission Records: Passport Information Visa Information Previous Transcripts & Diploma Financial Information Foreign Credential Evaluations Admission Tests Scores		7 Years after graduation/leaving	Confidential Destruction

* Note: File Number series [400] has been reserved for University Advancement.

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

BAU’s Chief Financial Officer is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. The CFO designates a person in the Accounting Office who is responsible for maintaining a filing system.

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 Accounting Office and CFO will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that it is in compliance with new or revised regulations.

Obtaining Academic and Financial Records

Academic Records

Bay Atlantic University issues transcripts at the written request of the student only. Students may request their transcripts by completing a Transcript Request Form, paying the \$3 transcript request fee, and submitting their 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. Students who wish to allow a third party to access their academic records may do so only by completing a FERPA Waive Form.

If a student owes outstanding fees of any kind to the University, all academic records will be withheld until the account is resolved.

Financial Records

Students may request their financial records by contacting the Finance Office. Financial records are available to the student only, unless he or she completes 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 institution’s promotional materials whenever feasible. A URL may be substituted in cases where size or format makes including the information infeasible.

Although BAU does not yet participate in any Title IV programs, in order to meet expectation of transparency and integrity in all information shared by the member institution, is releasing the following information from the 2016- 2017 Campus Accountability Report:

Information	Source	Value
Institutional Retention Rate	2016-2017 CAR	96%
Institutional Placement Rate	2016-2017 CAR	74%
Graduation Rate	2016-2017 CAR	82%
Student-Faculty Ratio	Spring 2018 Registration	1:15

These are the data reported by the institution.

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 his/her 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. The majority of 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:

$$\frac{\text{(Placed by job title + Placed by skills + Placed by benefit of training)}}{\text{((Completers + Graduates) - (Exemptions*)}}$$

** 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.*

ACADEMIC PROGRAMS

Bachelor of Arts Degree Programs

Bay Atlantic University offers four Bachelor of Arts degree programs. They are as follows:

1. Bachelor of Arts in Accounting
2. Bachelor of Arts in Business Administration & Management
3. Bachelor of Arts in Economics
4. Bachelor of Arts in International Affairs

General Education

General Education Mission

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. These requirements are part of all undergraduate programs.

General Education Learning Goals

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

- Communicate effectively in writing and speaking,
- Critically analyze various forms of media and information, including data, visual media, and written media
- Understand the role of ethics and civic participation in life,
- Use computer and internet technology to complete work,
- Use scientific reasoning
- Conduct quantitative analysis

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* their core requirements. These can be categorized in three broad areas: Humanities, Social Sciences, and Mathematics & the Sciences. A student's core requirements may not apply toward his or her general education requirements. In total, these general education requirements fulfill 39 credits.

Humanities [six courses]

- **Writing:** Students are required to take all three of the following introductory writing courses: ENGL 121, ENGL 122, and ENGL 123.
- **First Year Seminar:** All students must take U 101.
- **Modern Language:** Students must complete two courses in Spanish, French, or Turkish.

Mathematics & the Sciences [three courses]

- **Quantitative Reasoning:** The ability to conduct quantitative reasoning is essential for fields such as Data Science, Business, and Economics. Students must successfully complete two quantitative reasoning courses: MATH 103 and MATH 104.
- **Natural Science:** Students must complete ENV5 105.

Social Sciences [four courses]

- **History:** Students must complete one course in history: HIST 166 or HIST 170.
- **Behavioral Science:** Students must complete both ANTH 101 and SOCI 101.
- **Computer Science:** Students must complete CMPS 110.

General Education Program: Course Listing

General Education Courses Humanities Cluster			
To complete the Humanities requirement, students must complete three writing courses (ENGL 121, ENGL 122, or ENGL 123), two language courses (FREN 101, FREN 121, SPAN 101, SPAN 121, TURK 101, or TURK 121). Alternate courses may be offered if there is sufficient enrollment.			
Course Code	Course Name	Prerequisites	Credit
ENGL 121	English Composition I		3
ENGL 122	English Composition II		3
ENGL 123	Academic Writing		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
General Education Courses Mathematics and the Sciences Cluster			
To complete the Mathematics and the Sciences requirement, students must complete the following courses: ENV5 105, MATH 103, and MATH 104.			
Course Code	Course Name	Prerequisites	Credit
ENV5 105	Introduction to Environmental Science		3
MATH 103	College Mathematics		3
MATH 104	College Algebra	MATH 103	3
General Education Courses Social Sciences Cluster			
To complete the Social Sciences requirement, students must complete one history course (HIST 166 or HIST 170), ANTH 101, SOCI 101, and CMPS 110.			
Course Code	Course Name	Prerequisites	Credit
PSYC 101	Introduction to Psychology		3
HIST 171	History of Civilization		3
SOCI 101	Introduction to Sociology		3
CMPS 110	Introduction to Computer Science		3

Bachelor of Arts in Accounting Program: Curriculum

Mission

Bay Atlantic University's primary mission is to provide education in accounting in preparation for professional careers in public accounting, industry, and other organizations. The program is devoted to providing basic accounting and business knowledge and skills, along with general education, needed for career development. The graduate program provides comprehensive education in accounting to further develop the knowledge and skills to enter professional accountancy and related business careers. Students will qualify for jobs including Account Auditor, Accountant, Auditor, Auditor-in-charge, Certified Public Accountant, Cost Accountant, Field Auditor, Financial Accountant, Financial Auditor, Fund Accountant, Internal Auditor, Payroll Auditor, Tax Accountant, Accounts Receivable Assistant, and Bookkeeper.

Program Learning Goals

- Describe, explain, and integrate fundamental concepts underlying accounting, finance, management, marketing, and economics
- Use information to support business processes and practices, such as problem analysis and decision making
- Apply quantitative skills to help analyze and solve business problems and to take advantage of business opportunities
- Apply oral and written communication skills
- Describe and explain the ethical and social responsibilities of accountants in ensuring the integrity of financial information
- Develop an understanding of internal control issues and the effects of the regulatory environment on financial reporting
- Apply knowledge of generally accepted accounting principles (GAAP) and managerial accounting theories to business organizations, state and local governments, and nonprofit organizations
- Apply knowledge of federal tax laws and procedures to individuals and businesses

Graduation Requirements

The BA degree in Accounting is earned by completing the program course requirements of 120 credit hours. Of these credit hours, 60 credits are core courses, 39 general education credits, and 21 core elective credits. Students must meet their core requirements as well as their general education requirements. In addition, students must meet the following criteria:

1. Students enrolled in the undergraduate program must maintain a Cumulative Grade Point Average (CGPA) of at least 2.0 out of 4.0 to qualify for the BA degree, to remain in good standing, and to graduate.
2. The Maximum Time Frame (MTF) for completion of the BA program is 180 credits.
3. An undergraduate student may transfer up to 60 credit hours earned at accredited institutions.
4. No degree credit is received by an undergraduate for any failing grade (a grade less than D, or 1.00 out of 4.00 grade points).

Bachelor of Arts in Accounting Program: Course Listing

A. Core Requirements: 60 Credits

Core Requirements: Accounting			
Course Code	Course Name	Prerequisites	Credit
ACCT 112	Intro to Financial Accounting		3
ACCT 114	Managerial Accounting	ACCT 112	3
ACCT 222	Financial Accounting I	ACCT 112	3
ACCT 225	Payroll Accounting	ACCT 112	3
ACCT 322	Financial Accounting II	ACCT 222	3
ACCT 323	Financial Accounting III	ACCT 322	3
ACCT 331	Accounting Information Systems	ACCT 114	3
ACCT 333	Intermediate Accounting I	ACCT 114	3
ACCT 334	Intermediate Accounting II	ACCT 333	3
ACCT 335	Intermediate Accounting III	ACCT 334	3
ACCT 337	Cost Accounting	ACCT 335	3
ACCT 338	Assurance and Audit Services	ACCT 335	3
ACCT 350	Financial Reporting & Analysis	ACCT 323	3
ACCT 417	Federal Tax Accounting	ACCT 335	3
ACCT 435	Accounting Decision Making Control	ACCT 114	3
ACCT 437	Auditing	ACCT 114, ACCT 322	3
ACCT 452	International Accounting	ACCT 322	3
BUSN 101	Introduction to Business		3
BUSN/INTL 240	Law & Ethics		3
FINC 221	Introduction to Financial Management	ACCT 112	3

B. Core Electives: 21 Credits (students must choose seven courses).

Core Electives: Accounting			
Course Code	Course Name	Prerequisites	Credit
ACCT 432	Accounting for Not-for-Profits and Governments	ACCT 322	3
ACCT 401	Corporate Accounting	ACCT 335	3
ACCT 453	Forensic Accounting	ACCT 335	3
BUSN 301	Total Quality Management	BUSN 101	3
BUSN 375	Entrepreneurship	MKTG 201	3
FINC 331	Financial Analysis	FINC 221	3
MGMT 201	Leadership	BUSN 101	3
MGMT 337	Strategic Management	MGMT 201	3

Bachelor of Arts in Business Administration & Management Program: Curriculum

Mission

The mission of the Bay Atlantic University is to provide excellence in undergraduate Business Administration and Management program in various areas of the business subjects. 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; this includes exposure to how technology, ethical decision-making and other business elements are transforming workplaces locally and globally. Among many others, graduates of BAU's undergraduate business program will be qualified for the following positions: Advertising Director, Advertising Manager, Classified Advertising Manager, Promotion Manager, Promotions Director, Budget Analyst, Budget Coordinator, Budget Examiner, Budget Officer, Cost Analyst, Business Analyst, Business Management Analyst, Business Process Consultant, Clerical Methods Analyst, Commercial Specialist, Industrial Analyst, Management Analyst, and Management Consultant.

Program Learning Goals

- Comprehend and apply concepts of the functional areas related to local and global business
- Comprehend, discuss, and apply regulatory and ethical practices
- Enhance proficiency in the use of basic information systems and quantitative techniques
- Enhance research, communication, and presentation skills using professional literature
- Demonstrate the integration of knowledge and professional skills in specific areas of concentration

Graduation Requirements

The BA degree in Business Administration & Management is earned by completing the program course requirements of 120 credit hours. Of these credit hours, 60 credits are major or core courses, 39 general education credits, and 21 core elective credits. Students must meet their core requirements as well as their general education requirements. In addition, students must meet the following criteria:

1. Students enrolled in the undergraduate program must maintain a Cumulative Grade Point Average (CGPA) of at least 2.0 out of 4.0 to qualify for the BA degree, to remain in good standing, and to graduate.
2. The Maximum Time Frame (MTF) for completion of the BA program is 180 credits.
3. An undergraduate student may transfer up to 60 credit hours earned at accredited institutions.
4. No degree credit is received by an undergraduate for any failing grade (a grade less than D, or 1.00 out of 4.00 grade points).

Bachelor of Arts in Business Administration & Management Program:

Course Listing

A. Core Requirements: 60 Credits

Core Requirements: Business Administration & Management			
Course Code	Course Name	Prerequisites	Credit
ACCT 112	Introduction to Financial Accounting		3
ACCT 114	Managerial Accounting	ACCT 112	3
BUSN 101	Introduction to Business		3
BUSN/INTL 240	Law & Ethics	U101	3
BUSN 301	Total Quality Management	BUSN 101	3
BUSN 375	Entrepreneurship	MKTG 201	3
ECON 101	Introduction to Microeconomics		3
ECON 111	Introduction to Macroeconomics		3
ECON 251	International Economics	ECON 111	3
ECON 353	Globalization & the World Economy	ECON 251	3
FINC 221	Introduction to Financial Management	ACCT 112	3
INTL 220	International Human Resources Management	U101	3
MGMT 200	Introduction to Project Management	BUSN 101	3
MGMT 201	Leadership	BUSN 101	3
MGMT 301	Organizational Behavior	MGMT 201	3
MGMT 303	Management Communications	MGMT 201	3
MGMT 322	Problem Solving and Decision Making for Managers	MGMT 201	3
MGMT 337	Strategic Management	MGMT 201	3
MKTG 201	Introduction to Marketing	BUSN 101	3
MATH 110	Introduction to Statistics	MATH 104	3

B. Core Electives: 21 Credits (students must choose seven courses).

Core Electives: Business Administration & Management			
Course Code	Course Name	Prerequisites	Credit
FINC 455	International Finance	FINC 221	3
MGMT 325	Operations Management	MGMT 322	3
MGMT 335	Project Management Knowledge Areas I	MGMT 200	3
MGMT 336	Project Management Knowledge Areas II	MGMT 335	3
MGMT 433	Negotiation	MGMT 201	3
MGMT 453	Cross-Cultural Management	BUSN/INTL 240	3
MKTG 321	Marketing Management	MKTG 201	3
MKTG 435	Brand Management	MKTG 321	3
MKTG 436	Principles of Advertising	MKTG 321	3
MATH 335	Business Analytics	ACCT 112	3

Bachelor of Arts in Economics Program: Curriculum

Mission

Bay Atlantic University is committed to providing a strong undergraduate program in Economics that teaches students the skills and knowledge they need to succeed in economics careers. The BAU BA program in Economics is designed not only to prepare students for careers in economics related fields, but also to produce well-rounded global citizens. BAU's general education requirements emphasize an understanding of global cultures and diversity. Students hone their critical writing and thinking abilities; quantitative and scientific reasoning skills; public speaking abilities; foreign language skills; and information and computer literacy. The program as a whole requires 120 credits, with 39 general education credits, 60 core credits, and 21 core elective credits. Through these requirements, students prepare for careers in the field of economics. Students will qualify for jobs including Economist, Program Analyst, Research Analyst, Manager, Treasury Analyst, Financial Planner, Media Analyst, Claims Officer, Project Manager, Purchasing Agent, Risk Analyst, Banker, Economic Developer, Broker, and Budget Analyst.

Program Learning Goals

Once students complete the BA Program in Economics, students will be able to:

- Understand the major concepts and theories of economics
- Analyze material using empirical methods
- Make quantitative data analysis and have knowledge of relevant software
- Think critically about economic issues
- Be able to express themselves in writing and through oral communication

Graduation Requirements

The BA degree in Economics is earned by completing the program course requirements of 120 credit hours. Of these credit hours, 60 credits are core courses, 39 general education credits, and 21 core elective credits. Students must meet their core requirements as well as their general education requirements. In addition, students must meet the following criteria:

1. Students enrolled in the undergraduate program must maintain a Cumulative Grade Point Average (CGPA) of at least 2.0 out of 4.0 to qualify for the BA degree, to remain in good standing, and to graduate.
2. The Maximum Time Frame (MTF) for completion of the BA program is 180 credits.
3. An undergraduate student may transfer up to 60 credit hours earned at accredited institutions.
4. No degree credit is received by an undergraduate for any failing grade (a grade less than D, or 1.00 out of 4.00 grade points).

Bachelor of Arts in Economics Program: Course Listing

A. Core Requirements: 60 Credits

Core Requirements: Economics			
Course Code	Course Name	Prerequisites	Credit
ACCT 112	Financial Accounting		3
ACCT 114	Managerial Accounting	ACCT 112	3
BUSN/INTL 240	Law & Ethics	U 101	3
ECON 101	Introduction to Microeconomics		3
ECON 111	Introduction to Macroeconomics		3
ECON 221	Intermediate Microeconomics	ECON 101	3
ECON 222	Intermediate Macroeconomics	ECON 111	3
ECON 251	International Economics	ECON 222	3
ECON 353	Globalization & the World Economy	ECON 251	3
ECON 437	Econometrics I	ECON 222, MATH 110	3
ECON 440	Economics of International Development	ECON 353	3
ECON 479	Health Care Economics	ECON 353	3
ECON 481	Education and Economic Development	ECON 371	3
FINC 221	Introduction to Financial Management	ACCT 112	3
FINC 331	Financial Analysis	FINC 221	3
INTL 220	International Human Resources Management	U101	3
MATH 110	Introduction to Statistics	MATH 104	3
MATH 131	Calculus I	MATH 104	3
MATH 233	Fundamental Methods of Mathematical Economics	MATH 131	3
MATH 335	Business Analytics	ACCT 112	3

B. Core Electives: 21 Credits (students must choose seven courses)

Core Electives: Economics			
Course Code	Course Name	Prerequisites	Credit
MGMT 453	Cross-Cultural Management	BUSN/INTL 240	3
ECON 336	Game Theory	ECON 222, MATH 110	3
ECON 432	Money & Markets	FINC 331	3
ECON 435	Public Finance & the Economy	FINC 331	3
ECON 438	Econometrics II	ECON 437	3
ECON 473	Keynes vs. Friedman	ECON 371	3
FINC 455	International Finance	ACCT 112	3
ECON 371	The Development of Economic Thought	ECON 222	3

Bachelor of Arts in International Affairs Program: Curriculum

Mission

Bay Atlantic University aims to provide undergraduate students with an advanced understanding of international affairs and the skills necessary to succeed in relevant fields. The BAU BA program in International Affairs is designed not only to prepare students for careers in fields related to international affairs and government, but also to produce well-rounded global citizens. BAU's general education requirements emphasize an understanding of global cultures and diversity. Students hone their critical writing and thinking abilities; quantitative and scientific reasoning skills; public speaking abilities; foreign language skills; and information and computer literacy. The program as a whole requires 120 credits, with 39 general education credits, 60 core credits, and 21 core elective credits. Through these requirements, students prepare for careers in the field of international affairs. Students will qualify for jobs including Foreign Service Officer, Intergovernmental Affairs Officer, Project Manager, Consultant, Gender and Equality Expert, Program Assistant, Liaison Officer, and Global Coordinator.

Program Learning Goals

Upon completing the program in International Affairs, students will be able to:

- Understand and explain the dynamics of contemporary international affairs
- Understand the various methods of diplomacy
- Have an understanding of the role of economics, politics, gender, and environment in international affairs
- Have an understanding of the history of diplomatic relations among nations
- Be able to critically analyze documents and media relevant to international affairs
- Be able to construct and express arguments in written and oral form
- Use relevant technology to conduct research on international affairs
- Make quantitative and empirical analyses

Graduation Requirements

The BA degree in International Affairs is earned by completing the program course requirements of 120 credit hours. Of these credit hours, 60 credits are core courses, 39 general education credits, and 21 core elective credits. Students must meet their core requirements as well as their general education requirements. In addition, students must meet the following criteria:

1. Students enrolled in the undergraduate program must maintain a Cumulative Grade Point Average (CGPA) of at least 2.0 out of 4.0 to qualify for the BA degree, to remain in good standing, and to graduate.
2. The Maximum Time Frame (MTF) for completion of the BA program is 180 credits.
3. An undergraduate student may transfer up to 60 credit hours earned at accredited institutions.
4. No degree credit is received by an undergraduate for any failing grade (a grade less than D, or 1.00 out of 4.00 grade points).

Bachelor of Arts in International Affairs Program: Course Listing

A. Core Requirements: 60 Credits

Core Requirements: International Affairs			
Course Code	Course Name	Prerequisites	Credit
BUSN/INTL 240	Law & Ethics	U 101	3
ECON 111	Introduction to Macroeconomics		3
ECON 222	Intermediate Macroeconomics	ECON 111	3
ECON 251	International Economics	ECON 111	3
ECON 353	Globalization & the World Economy	ECON 251	3
ECON 440	Economics of International Development	ECON 353	3
INTL 161	United States Diplomatic History	POLS 121	3
INTL 172	United States Foreign Policy	POLS 121	3
INTL 220	International Human Resources Management	U 101	3
INTL 239	International Organizations	ECON 111	3
INTL 255	International Crisis Diplomacy	BUSN/INTL 240	3
INTL 270	Global Public Health	BUSN/INTL 240	3
INTL 271	Gender, Development and Globalization	SOCI 101	3
INTL 340	Transnational Corporations	INTL 239	3
INTL 348	Introduction to International Human Rights	BUSN/INTL 240	3
INTL 459	International Security	ECON 353, BUSN/INTL 240	3
MATH 110	Introduction to Statistics	MATH 104	3
POLS 101	Introduction to Political Science		3
POLS 121	United States Government		3
POLS 251	Comparative Politics of Industrialized Societies	POLS 101	3

B. Core Electives: 21 Credits (students must choose seven courses)

Core Electives: International Affairs			
Course Code	Course Name	Prerequisites	Credit
ENVS 231	Environmentally Sustainable Development	ENVS 105	3
INTL 350	U.S. and Europe	INTL 172, BUSN/INTL 240	3
INTL 351	U.S. and the Middle East	INTL 172, BUSN/INTL 240	3
INTL 352	U.S. and ASEAN	INTL 172, BUSN/INTL 240	3
INTL 353	U.S. and BRIC	INTL 172, BUSN/INTL 240	3
INTL 354	International Development and Emerging Markets	INTL 239	3
INTL 355	Latin American Politics (Mexico, Brazil, Cuba)	INTL 172, BUSN/INTL 240	3
INTL 356	Africa in World Politics	INTL 172, BUSN/INTL 240	3

		240	
MGMT 453	Cross-Cultural Management	BUSN/INTL 240	3
INTL 460	Global Immigration & Asylum Policy	INTL 348	3
POLS 252	Comparative Politics of Transitional Societies	POLS 101, SOVI 101	3
POLS 459	Global Perspectives on Democracy	POLS 273, INTL 354	3

Course Descriptions

General Education

Humanities [six courses]

- **Writing:** Students are required to take all three of the following introductory writing courses: ENGL 121, ENGL 122, and ENGL 123.
- **First Year Seminar:** All students must take U 101.
- **Modern Language:** Students must complete two courses in Spanish, French, or Turkish.

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.

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 or permission of instructor

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.

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 or permission of instructor

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 I (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 or permission of instructor

A continuation of the reading, writing, listening, and speaking abilities introduced in FREN 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.

Mathematics & the Sciences [three courses]

- **Quantitative Reasoning:** The ability to conduct quantitative reasoning is essential for fields such as Data Science, Business, and Economics. Students must successfully complete two quantitative reasoning courses: MATH 103 and MATH 104.
- **Natural Science:** Students must complete ENVS 105.

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.

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)

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).

Social Sciences [four courses]

- **History:** Students must complete one course in history: HIST 166 or HIST 170.
- **Behavioral Science:** Students must complete both ANTH 101 and SOCI 101.
- **Computer Science:** Students must complete CMPS 110.

ANTH 101: Introduction to Cultural Anthropology (3 credits)

What is culture, and how have humans formed cultural groups? This class will introduce students to key theories and

research methodologies of cultural anthropology. We will explore themes such as belief systems, kinship, artistic expression, political economy, gender and sexuality, and technology. Students will learn about a variety of Western and non-Western societies, often in comparative contexts.

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.

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 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.

HIST 171: History of Civilization

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.

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.

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.

Accounting Program

U 101: First Year Seminar (3 credits)

To help new students make a successful transition to 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 to clarify purpose, meaning and direction.

ACCT 112: 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)

Prerequisite: ACCT 112

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.

ACCT 222: Financial Accounting I (3 credits)

Prerequisite: ACCT 112

This course follows ACCT 112, which analyzes the balance sheet, income sheet, and statement of cash flows. In this course and ACCT 322 students learn about the preparation of those documents to reflect the operational, financial, and investment decisions of the firm.

ACCT 225: Payroll Accounting (3 credits)

Prerequisite: ACCT 112

This course presents concepts and principles of payroll accounting and payroll law. Payroll accounting topics include computing payroll and related taxes such as federal and state income taxes, social security, self-employment, as well as record keeping and completing government forms such as Form 941. Payroll law topics include the Fair Labor Standards Act, FUTA, SUTA, FICA, and SECA.

ACCT 322: Financial Accounting II (3 credits)

Prerequisite: ACCT 222

This course, like ACCT 222, discusses the preparation of the balance sheet, income sheet, and statement of cash flows to reflect the operational, financial, and investment decisions of the firm.

ACCT 323: Financial Accounting III (3 credits)

Prerequisite: ACCT 322

The course gives students the necessary background to: (1) understand the concepts and measurements that underlie financial statements, (2) develop the skills needed to analyze financial statements effectively, and (3) gain an understanding of the choices enterprises make in reporting the results of their business activities. The first part of the course emphasizes the measurement concepts and the mechanics of moving from business transactions to the principal financial statements: balance sheet, income statement, and statement of cash flows. The second part introduces tools for analyzing financial statements, with an emphasis on integrating industry economic and business strategic factors into the analysis and interpretations. The third part focuses on generally accepted accounting practices (GAAP) for particular topics, such as the timing of revenue recognition, inventory valuation, and measuring the amount and cost of debt financing, with an emphasis on how management's choices among alternative GAAP affect the quality of earnings and reported financial position.

ACCT 331: Accounting Information Systems (3 credits)

Prerequisite: ACCT 114

The course goal is to give future accounting and finance professionals the background 1) to oversee accounting system functions, 2) to implement and review systems of internal controls and 3) to understand how to ensure that organizations have valid, accurate, and timely financial information to support decision-making. Classes will include hands-on application with several software packages, and students are expected to become competent in applying their new skills and knowledge to real world applications.

ACCT 333: Intermediate Accounting I (3 credits)

Prerequisite: ACCT 114

This course presents financial accounting theory within the framework of generally accepted accounting principles (GAAP). It concentrates on the conceptual framework underlying financial accounting and the preparation of basic financial statements and disclosures: balance sheet, income statement, comprehensive Income, and the statement of cash

flows. It includes income measurement and profitability analysis as well as the time value of money concepts. The course incorporates the pronouncements of the Financial Accounting Standards Board (FASB), the International Accounting Standards Board (IASB) and the American Institute of Certified Public Accountants (AICPA).

ACCT 334: Intermediate Accounting II (3 credits)

Prerequisite: ACCT 333

This course is a continuation of ACCT 333. Topics include the financial accounting and reporting of cash, receivables, inventory, property, plant and equipment, intangible assets, investments, current liabilities and contingencies. The course incorporates the pronouncements of the Financial Accounting Standards Board (FASB), the International Accounting Standards Board (IASB) and the American Institute of Certified Public Accountants (AICPA).

ACCT 335: Intermediate Accounting III (3 credits)

Prerequisite: ACCT 334

This course is a continuation of ACCT 334. Topics include the financial accounting and reporting for bonds and long-term notes payable, revenue recognition, income taxes, leases, pensions and other postretirement benefits, and shareholders' equity. It also includes the accounting for share-based compensation and earnings per share and addresses the reporting requirements for accounting changes and errors. The course incorporates the pronouncements of the Financial Accounting Standards Board (FASB), the International Accounting Standards Board (IASB) and the American Institute of Certified Public Accountants (AICPA).

ACCT 337: Cost Accounting (3 credits)

Prerequisite: ACCT 335

This course presents accounting procedures relating to the job costing system, cost-volume-profit analysis, activity-based costing, the master budget, flexible budgets, responsibility accounting, variance analysis, inventory costing, and capacity analysis. Traditional job and process-costing procedures are studied, along with the analysis of cost behavior, standard costing, budgeting, and costs that are relevant for making decisions.

ACCT 338: Assurance and Audit Services (3 credits)

Prerequisite: ACCT 335

This course examines assurance and auditing services conducted in accordance with the American Institute of Certified Public Accountants (AICPA) pronouncements and U.S. generally accepted auditing standards (GAAS). It covers the theory of auditing, including the educational and ethical qualifications for auditors, the role of the auditor in the U.S. economy, and the legal liability of auditors. Emphasis is on the planning and design of an audit program, gathering and summarizing evidence, evaluating internal controls and reporting under GAAS.

ACCT 350: Financial Reporting & Analysis (3 credits)

Prerequisite: ACCT 323

This course focuses on the analysis of managers' financial reporting and disclosure strategies, and the effects of such strategies on firms' equity values and contracts. Students also examine various institutional settings and economic contexts in which managers make financial reporting and disclosure choices, paying close attention to the quality and credibility of the information disclosed. The course helps students to develop hands-on financial statement analysis skills in a variety of business decision contexts.

ACCT 401: Corporate Accounting (3 credits)

Prerequisite: ACCT 335

This course deals with accounting for business operations conducted through a corporate group. It adopts the perspective of the practitioner. The main focus of the unit is the accounting techniques used to prepare consolidated financial statements for a corporate group. Other topics considered in the unit include the preparation of cash flow statements, accounting for income tax, accounting for business combinations, asset impairment, the translation of foreign operations, and accounting for associated entities.

ACCT 417: Federal Tax Accounting (3 credits)

Prerequisite: ACCT 335

This course examines the federal income tax system for individuals, partnerships, and corporations focusing on the treatment of income streams, capital gains, deductions and property transactions.

ACCT 432: Accounting for Not-for-Profits and Governments (3 credits)

Prerequisites: ACCT 322

Not-for-profit organizations have unique accounting challenges. This course focuses on accounting and financial reporting principles associated with not-for-profits. In addition, the course surveys state, local, municipal, and federal government accounting requirements.

ACCT 435: Accounting Decision Making Control (3 credits)

Prerequisites: ACCT 114

This advanced Managerial Accounting course focuses on the role of accounting in the decision making processes associated with corporate planning and the implementation of those plans. The impact of accounting decisions on areas such as corporate expansion, employee motivation, and new business development are examined.

ACCT 437: Auditing (3 credits)

Prerequisites: ACCT 114, ACCT 322

This course examines the theoretical and practical aspects of auditing. The focus is on identifying the risks associated with business operations and developing internal control solutions that address those risks. The course also deals with strategies to ensure the reliability of information relevant to the operation of the business.

ACCT 452: International Accounting (3 credits)

Prerequisites: ACCT 322

Transnational corporations face accounting challenges unlike domestic firms. Issues such as transfer pricing, where to recognize profits, and varying taxation regimes require special attention and accounting treatments. This course focuses on the collection of data on an international scale and the appropriate accounting principles to deal with the information.

ACCT 453: Forensic Accounting (3 credits)

Prerequisite: ACCT 335

This course provides a framework for an understanding of forensic accounting and fraud investigations. Topics include the accounting and legal concepts along with the procedures that are necessary to accomplish fraud detection, fraud investigation, and fraud prevention duties. Students learn how to analyze allegations of fraud and how to utilize accounting and investigative skills during a fraud investigation. Expert witness testimony is discussed, together with a review of the methods for communicating findings.

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/INTL 240: Law & Ethics (3 credits)

Prerequisite: U 101

To help new students make a successful transition to 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 to clarify purpose, meaning and direction.

BUSN 375: Entrepreneurship (3 credits)

Prerequisite: MKTG 201

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.

BUSN 301: Total Quality Management (3 credits)

Prerequisite: BUSN 101

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.

FINC 221: Introduction to Financial Management (3 credits)

Prerequisite: ACCT 112

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 331: Financial Analysis (3 credits)

Prerequisites: 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.

MGMT 201: Leadership (3 credits)

Prerequisite: BUSN 101

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 337: Strategic Management (3 credits)

Prerequisites: MGMT 201

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.

MKTG 201: Introduction to Marketing (3 credits)

Prerequisite: BUSN 101

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.

Business Administration & Management Program

U 101: First Year Seminar (3 credits)

To help new students make a successful transition to 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 to clarify purpose, meaning and direction.

ACCT 112: 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)

Prerequisite: ACCT 112

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/INTL 240: Law & Ethics (3 credits)

Prerequisite: U101

This course presents an overview of legal and ethical issues facing managers. It provides students with a foundation of law and ethics and reviews a wide variety of legal and ethical situations and dilemmas. The goals are to provide students with practical knowledge of laws and ethics and their application in the real world of Business, International Affairs and Information Management. By the end of the course, students will have been exposed to many management ideas, theories and applications of law and ethics. Students will have a working knowledge of pertinent law and ethical procedures and how to apply them in Business, International Affairs and Information Management.

BUSN 301: Total Quality Management (3 credits)

Prerequisite: BUSN 101

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)

Prerequisite: MKTG 201

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.

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 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 353: Globalization & the World Economy (3 credits)

Prerequisite: ECON 251

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.

FINC 221: Introduction to Financial Management (3 credits)

Prerequisite: ACCT 112

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 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.

INTL 220: International Human Resources Management (3 credits)

Prerequisite: U101

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.

MGMT 200: Introduction to Project Management (3 credits)

Prerequisite: BUSN 101

Introduction of 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)

Prerequisite: BUSN 101

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)

Prerequisite: MGMT 201

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)

Prerequisite: MGMT 201

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 convey business messages.

MGMT 322: Problem Solving and Decision Making for Managers (3 credits)

Prerequisites: MGMT 201

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: MGMT 322

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)

Prerequisite: MGMT 200

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)

Prerequisites: MGMT 201

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)

Prerequisites: MGMT 201

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)

Prerequisites: MGMT 225

Cross Cultural Leadership 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)

Prerequisite: BUSN 101

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)

Prerequisites: 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)

Prerequisites: MKTG 321

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

Prerequisite: MKTG 321

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.

MATH 110: Introduction to Statistics (3 credits)

Prerequisite: 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 335: Business Analytics (3 credits)

Prerequisites: ACCT 112

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.

Economics Program**U 101: First Year Seminar (3 credits)**

To help new students make a successful transition to 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 to clarify purpose, meaning and direction.

ACCT 112: 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)

Prerequisite: ACCT 112

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/INTL 240: Law & Ethics (3 credits)

Prerequisite: U101

This course presents an overview of legal and ethical issues facing managers. It provides students with a foundation of law and ethics and reviews a wide variety of legal and ethical situations and dilemmas. The goals are to provide students with practical knowledge of laws and ethics and their application in the real world of Business, International Affairs and Information Management. By the end of the course, students will have been exposed to many management ideas, theories and applications of law and ethics. Students will have a working knowledge of pertinent law and ethical procedures and how to apply them in Business, International Affairs and Information Management.

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)

Prerequisites: 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)

Prerequisites: 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 222

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 336: Game Theory (3 credits)

Prerequisites: ECON 222, MATH 110

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 251

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)

Prerequisites: ECON 222

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: FINC 331

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)

Prerequisites: FINC 331

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)

Prerequisites: ECON 222, 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)

Prerequisites: 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 353

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 473: Keynes vs. Friedman (3 credits)

Prerequisites: ECON 371

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 353

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 481: Education and Economic Development (3 credits)

Prerequisite: ECON 371

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 a important policy issue.

FINC 221: Introduction to Financial Management (3 credits)

Prerequisite: ACCT 112

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 331: Financial Analysis (3 credits)

Prerequisites: 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 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.

INTL 220: International Human Resources Management (3 credits)

Prerequisite: U101

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.

MGMT 453: Cross-Cultural Management (3 credits)

Prerequisites: BUSN/INTL 240

Cross Cultural Leadership 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.

MATH 110: Introduction to Statistics (3 credits)

Prerequisite: 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 131: Calculus I (3 credits)

Prerequisites: 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 233: Fundamental Methods of Mathematical Economics (3 credits)

Prerequisite: MATH 131

This course provides a comprehensive introduction to the mathematical tools most often used by economists in their research. Wherever possible, familiar micro and macro models will be used to place these tools in economic contexts.

MATH 335: Business Analytics (3 credits)

Prerequisites: ACCT 112

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.

International Affairs Program**U 101: First Year Seminar (3 credits)**

To help new students make a successful transition to 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 to clarify purpose, meaning and direction.

BUSN/INTL 240: Law & Ethics (3 credits)

Prerequisite: U101

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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 353: Globalization & the World Economy (3 credits)

Prerequisite: ECON 251

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 440: Economics of International Development (3 credits)

Prerequisite: ECON 353

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.

ENVS 231: Environmentally Sustainable Development (3 credits)

Prerequisite: ENVS 105

Can humans continue to develop the planet without causing irreparable environmental harm? In this course on sustainable development, students will learn about engineers', activists', and policymakers' efforts to do just that. We will examine case studies from transitional and developed economies to assess successful and failed methods within the field. Students will also assess the sustainability of projects in the DMV area.

INTL 161: United States Diplomatic History (3 credits)

Prerequisite: POLS 121

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 172: United States Foreign Policy (3 credits)

Prerequisite: POLS 121

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 220: International Human Resources Management (3 credits)

Prerequisite: U101

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 239: International Organizations (3 credits)

Prerequisite: ECON 111

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 255: International Crisis Diplomacy (3 credits)

Prerequisite: BUSN/INTL 240

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 270: Global Public Health (3 credits)

Prerequisite: BUSN/INTL 240

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 271: Gender, Development & Globalization (3 credits)

Prerequisite: SOCI 101

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 340: Transnational Corporations (3 credits)

Prerequisite: INTL 239

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)

Prerequisite: BUSN/INTL 240

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 172, BUSN/INTL 240

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 172, BUSN/INTL 240

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 172, BUSN/INTL 240

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 172, BUSN/INTL 240

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)

Prerequisite: INTL 239

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 172, BUSN/INTL 240

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 356: Africa in World Politics (3 credits)

Prerequisite: INTL 172, BUSN/INTL 240

This course will provide an overview of the role of key African nations on today's global stage. The course will focus on the following nations: Nigeria, DR Congo, South Africa, Kenya, South Sudan, and Algeria. Students will first learn about the major challenges African nations have faced during the post-colonial era, such as continued reliance on the European and American consumer markets, nationalism, democratization efforts, and struggles for racial and ethnic harmony. Next, students will learn about the contemporary dynamics of these African nations on the global stage, including natural resources management and export; foreign investment by nations such as China, the US, and India; climate change; ethnic/religious conflict and refugee movements; foreign aid and charity; human rights; and public health and gender.

INTL 459: International Security (3 credits)

Prerequisite: ECON 353, BUSN/INTL 240

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 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.

MATH 110: Introduction to Statistics (3 credits)

Prerequisite: 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

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 121: United States Government (3 credits)

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 251: Comparative Politics of Industrialized Societies (3 credits)

Prerequisite: POLS 101

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 252: Comparative Politics of Transitional Societies (3 credits)

Prerequisite: POLS 101, SOCI 101

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 459: Global Perspectives on Democracy (3 credits)

Prerequisite: INL 354

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.

Master of Business Administration (MBA) Program

Bay Atlantic University offers a Master of Business Administration (MBA) degree with three concentrations:

1. **Entrepreneurship**
2. **Global Affairs**
3. **International Trade**

The MBA program provides a high level of professional education in these areas, and the curriculum covers a broad range of subjects, qualifying students for diverse job opportunities.

The **Entrepreneurship** program provides students with the necessary knowledge and experience to excel as entrepreneurs in today's highly competitive global business environment. Students acquire critical skills associated with understanding and managing innovation, branding, and intrapreneurship; in addition, students learn how to develop and commercialize their own entrepreneurial projects.

The **Global Affairs** curriculum empowers students to think critically about the various interconnected components of the global economy. From the information technology revolution to the restructuring of supply chains, from monopolistic practices to sustainable development, students gain in-depth knowledge concerning the basic dynamics that have transformed the worldwide economy.

The **International Trade** curriculum offers students specialized courses in international law, trade law, and national competition law statutes. Students learn how legal systems affect the broader economic and trade environment with respect to critical decisions about investments, outsourcing, and the development of new trade patterns.

MBA Program Mission

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 International Law and Economics. The Master of Business Administration program will provide high quality courses that are rigorous, transferable at the graduate level, and provided at a reasonable cost.

- Demonstrate professionalism, self-awareness, leadership, and effective communication skills.
- Understand ethical issues and dilemmas that businesses often face.
- Apply knowledge and skills to solve business problems.
- Demonstrate a global perspective and an awareness of how cultural differences impact businesses.
- Possess the skills required to integrate concepts from various disciplines to identify and develop business strategies.
- Possess the skills required to work and lead effectively in a team-based environment.

Graduation Requirements for the MBA

The MBA degree is earned by completing the program course requirements of 36 credit hours (12 courses of 3 credit hours). To qualify for the MBA degree, students must meet all core, concentration, and elective credit

requirements, as described below.

1. 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.
2. The Maximum Time Frame (MTF) permitted for the completion of any graduate program is 54 semester credits.
3. Only graduate-level courses may be applied toward the degree. A master's student may transfer up to 18 credit hours of graduate credit earned at accredited institutions.
4. Beyond the prerequisites, the student must have completed 36 semester credit hours.
5. No degree credit is earned by a graduate student for any grade received in a graduate-level course that is below 2.0 (C) out of 4.0. However, any grades lower than 2.0 (C) out of 4.0 will be calculated in the Grade Point Average.
6. Credit earned with undergraduate courses taken as required prerequisite courses by the graduate student will not be counted toward the total credit requirement for degree completion.
7. F1 students must be enrolled in 9 semester credit hours per semester to maintain full time status.

Internships

BAU's MBA program offers an internship program that provides opportunities for students to gain practical experience. There are no guarantees that all interested students will be able to participate in internships, as they are based solely on the student's academic credentials, the internship interview, and internship availability.

Structure of the MBA

The BAU MBA program has two coursework components: core requirements and concentration electives. In order to graduate with an MBA degree, students must successfully complete a minimum of 36 credit hours, of which 21 credit hours are core courses and 15 credit hours are concentration electives.

A. Core Courses: 21 Credits

Core Requirements			
Course Code	Course Name	Prerequisites	Credit
ACCT 507	Managerial Accounting		3
CAPS 501	Research Methods		3
ECON 505	Economics		3
FINC 509	Financial Management		3
MGMT 502	Leadership & Organizational Behavior		3
MGMT 532	Strategic Management	MGMT 502	3
MKTG 512	Marketing Management	MGMT 502	3

B. Concentration Electives: 15 Credits (students must complete four courses and CAPS 621)

1. Entrepreneurship Concentration			
Course Code	Course Name	Prerequisites	Credit
BUSN 601	Entrepreneurship	MKTG 512	3
BUSN 616	New Product Management	MKTG 512	3
MGMT 610	Advertising Management	MKTG 512	3
MGMT 612	Non-Profit Management	MKTG 512	3
MGMT 614	Managing Innovation	MKTG 512	3
MKTG 641	Brand Management	MKTG 512	3
MKTG 615	Marketing Analytics	MKTG 512	3
MKTG 618	Digital Marketing, Social Media & E-Commerce	MKTG 512	3
MKTG 622	Pricing	MKTG 512	3
CAPS 621	Capstone Project (required)	All Core	3

2. Global Affairs Concentration			
Course Code	Course Name	Prerequisites	Credit
BUSN 647	Emerging Markets	MKTG 512	3
BUSN 654	Globalization and Business Strategy	MGMT 532	3
BUSN 655	Conflict Analysis, Mediation & Negotiation	MGMT 502	3
ECON 655	Economics of International Development	ECON 505	3
FINC 647	International Financial Institutions	FINC 509	3
POLS 651	Policy Formulation & Implementation	MGMT 532	3
POLS 652	Gender, Development & Globalization	ECON 505	3
CAPS 621	Capstone Project (required)	All Core	3

3. International Trade Concentration			
Course Code	Course Name	Prerequisites	Credit
BUSN 644	International Patents	MGMT 532	3
BUSN 646	Competition Policy Across Nations	ECON 505	3
ECON 657	International Economics	ECON 505	3
ECON 665	U.S. Economic & Trade Policy	ECON 505	3
FINC 649	Global Financial Markets	FINC 509	3
FINC 660	Global Financial Ethics	FINC 509	3
POLS 642	International Trade (NAFTA/Eurozone/ASEAN/MERCOSUR)	ECON 505	3
CAPS 621	Capstone Project (required)	All Core	3

MBA 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 students' ability to perform accounting analysis and to approach business problems from a management point of view.

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.

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.

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.

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)

Prerequisites: MGMT 502

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 curves, equilibrium points, and marginal, average, and total costs and revenues as a conceptual framework for understanding strategy in modern, for-profit firms.

MKTG 512: Marketing Management (3 credits)

Prerequisite: MGMT 502

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.

Entrepreneurship Concentration Courses**BUSN 601: Entrepreneurship (3 credits)**

Prerequisite: MKTG 512

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 students' 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: MKTG 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.

CAPS 621: Capstone Project (3 credits) (required)

Prerequisite: All Core

Each student in the MBA program is required to complete a capstone project related to his/her 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.

MGMT 610: Advertising Management (3 credits)

Prerequisite: MKTG 512

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 612: Non-Profit Management (3 credits)

Prerequisite: MKTG 512

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)

Prerequisite: MKTG 512

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.

MKTG 614: Brand Management (3 credits)

Prerequisite: MKTG 512

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.

MKTG 615: Marketing Analytics (3 credits)

Prerequisite: MKTG 512

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 students' 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)

Prerequisite: MKTG 512

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.

Global Affairs Concentration Courses

GA/BUSN 647: Emerging Markets (3 credits)

Prerequisite: MKTG 512

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.

GA/BUSN 654: Globalization and Business Strategy (3 credits)

Prerequisite: MGMT 532

This course creates the political, economic and technological context for global business. This course examines the effects of globalization, how governments and institutions 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)

Prerequisite: MGMT 502

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.

CAPS 621: Capstone Project (3 credits) (required)

Prerequisite: All Core

Each student in the MBA program is required to complete a capstone project related to his/her 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.

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.

FINC 647: International Financial Institutions (3 credits)

Prerequisite: FINC 509

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 students' 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.

POLS 651: Policy Formulation & Implementation (3 credits)

Prerequisite: MGMT 532

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)

Prerequisite: ECON 505

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.

International Trade Concentration Courses

BUSN 644: International Patents (3 credits)

Prerequisite: MGMT 532

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 646: Competition Policy Across Nations (3 credits)

Prerequisite: ECON 505

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.

CAPS 621: Capstone Project (3 credits) (required)

Prerequisite: All Core

Each student in the MBA program is required to complete a capstone project related to his/her 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.

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)

ECON 505

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.

FINC 649: Global Financial Markets (3 credits)

Prerequisite: FINC 509

This course is focused on the competitive dynamics and performance of the global banking industry and financial markets. The course emphasizes case studies, group work and interactive class discussions. With an emphasis on industry and financial market developments the course addresses organizational strategy, capital market products and market developments—covering the US, Europe, and the emerging markets. It also looks at the risks and opportunities of doing business in today's financial markets and the challenges presented by both regulators and market participants. Throughout the course, relevant current events are examined and used to illustrate and reinforce discussion points.

FINC 660: Global Financial Ethics (3 credits)

Prerequisite: FINC 509

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.

POLS 642: International Trade (NAFTA/Eurozone/ASEAN/MERCOSUR) (3 credits)

Prerequisite: ECON 505

While this is not a law class, students will learn of the origins, evolution, complexities and trends in international trade law and organizations. This necessarily requires understanding of trade theory, international institutions, and trends in globalization. Students will utilize case studies to examine both nations and institutions

Master of Business Administration Legacy Courses

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 institutional 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 institutional 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 Security Investment 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 Security Investment 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 Security Investment Challenges.

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 institutions 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 659: Risk Assessment in Conflict Regions (3 credits)

Prerequisite: POLS 645

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.

FINC 649: Global Securities in International Finance (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 capital allocation and tax management within a multinational firm, foreign exchange (spot and future), swaps, synthetic securities, and parity relationships. Regarding parity, we will examine the impact of government intervention on interest rate and purchasing power parities, explore parity relationships along the yield curve, and consider quality spreads arising from differences in default risk. The role of the global financial markets in accomplishing an optimal allocation of economic resources around the world is a central issue.

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 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.”

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.

POL 659: International Courts Tribunal, Commercial Arbitrations, and the WTO (3 credits)

(Prerequisite: POLS 647)

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.

Change of Program or Concentration

A student who is pursuing an academic program and who decides to change his or her program of study must apply for the new program as a regular applicant. If the student is admitted, the student 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. He or she 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.

Upon completion of the above, a student changing academic programs may meet with the Academic Advisor to request a transfer of credits from an outside institution.

If a student wishes to remain in the same program of study but change a concentration or major, the student must:

1. Submit a **Change of Major/Concentration Form** (available online or from the Registrar's Office);
2. Meet with the Academic Advisor for advising.

CHANGES TO THE ACADEMIC CATALOG

This Academic Catalog is current as of the time of printing. From time to time, it may be necessary or desirable for Bay Atlantic University to make changes to the Academic Catalog due to the requirements and standards of the University's accrediting body, state licensing agencies, the US Department of Education, market conditions, or employer needs, among other reasons. Bay Atlantic University reserves the rights to make changes to any provision of the Academic Catalog, including the amount of tuition and fees, academic programs and courses, university policies and procedures, faculty and administrative staff, the Academic Calendar and other dates, and other provisions. Bay Atlantic University also reserves the right to make changes in equipment, instructional materials, modify curriculum, and when size and curriculum permit, to combine classes. The CAO should be contacted for information concerning any such changes. Changes will be added as an addendum to the Catalog and will be published on Bay Atlantic University's website.



ADMINISTRATIVE NOTICE

The purpose of this Academic Catalog is to present academic programs, services, policies, procedures, and regulations, all of which may be altered from time to time. The provisions of the Bay Atlantic University Catalog do not constitute an irrevocable contract between the University and its students. Nevertheless, this catalog serves as an official document of Bay Atlantic University, and is usually reviewed semi-annually. In addition, appropriate changes are recorded as addendums and posted on the University website until the next print cycle. Students are encouraged routinely to check the site for new or supplemental information. Students may also contact the Registrar's Office to obtain a current print version.

The course offerings and requirements of the University are continually under examination and subject to revision. This catalog presents the offerings and requirements in effect at the time of publication. It is the sole responsibility of the student to be aware of the information in this catalog and to keep informed of additions and/or corrections when they are deemed necessary by the University.

The course descriptions provided in this catalog may occasionally differ from actual content. This is due to advancements in the discipline, interests of individual professors, or decisions to change the scope of the course. Thus, the course descriptions in this catalog do not constitute a contractual obligation. Students should consult academic advisors and refer to the class schedule and appropriate syllabi for the offerings in any given academic session.

Bay Atlantic University encourages its faculty, staff, and student body to read, understand, and familiarize themselves with the policies and procedures contained in this catalog. If you have found any errors, mistakes, or any clear discrepancies with state and federal laws, please feel free to report it to us, as we certainly welcome any suggestions regarding how to improve institutional policies and procedures to conform to recognized educational standards. Please direct your comments and recommendations directly to the Chief Academic Officer at +1 (202) 644-7 bau@bau.edu

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