



*"Concordia per Eruditionem"*

**Academic Catalog**

**2019-2020**

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## PRESIDENT'S WELCOME

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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.

As a young university, we have increased our program offerings and our student number, we have been accredited, and have established strong partnerships in D.C., nationwide, and globally. We have changed our name to emphasize our American roots and identity. We have offered 5.5 m USD worth of scholarships to students from D.C. and from around the world since our establishment. Through our scholarship funds, we are able to make higher education more affordable and accessible. And we will continue to do so.

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 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, alumni, 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

### 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.*

*Information in this Catalog is generally accurate as of June 2019. The University reserves the right to change courses, programs, fees, and the academic calendar, or to make other changes deemed necessary or desirable, giving advance notice of change when possible.*

*The website [www.bau.edu](http://www.bau.edu) contains institutional information as well as updated and expanded information on all BAU programs.*

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## ABOUT THE UNIVERSITY

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### HISTORY

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Bay Atlantic University is a member institution of BAU Global, a network of higher education institutions and academic centers, established and chaired by Mr. Enver Yucel (<https://bauglobal.com>) and headquartered in London, UK. The network has separate universities, licensed and accredited in the respective countries they are established in, Washington, D.C., Berlin, Batumi, Nicosia, London, and Istanbul and academic centers in Toronto, Silicon Valley, Hong Kong, Cologne, and Rome. Each university and center are established as separate legal entities with the same global vision of enabling student and faculty mobility amongst them.

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 corporation in 2015.

Our university was established with the name BAU International University, which stands for Bahcesehir International University, reflecting its connection with Bahcesehir University in Turkey, which is the founding university of the BAU Global network. Bahcesehir University is one of the most prominent universities in Turkey whose long and strong background in higher education formed the way for other BAU Global universities to be established in Washington, D.C., Berlin, Batumi, London, and Nicosia. Our aim to use BAU as the abbreviation when established was to use the strength of being a part of a global network and offering internationalization opportunities for our university and students through study abroad programs and other events.

However, during our first phase of growth as an American university established in the heart of the capital of the US, we have noticed that the

explanation of BAU in its original language as “Bahcesehir” creates confusion to both domestic and international students since our University, BAU International University in Washington, D.C. is a free standing American higher education institution licensed to operate in the District of Columbia.

Being firmly established in Washington, D.C., with its alumni mostly employed in the US and new program offerings at the Bachelor’s and Master’s levels, we now want to emphasize our American roots and identity. For this reason, we decided to change the meaning of the letters which make up our “BAU” acronym established as a brand name. On January 15, 2019, our name change to the DC Higher Education Licensure Commission was approved as Bay Atlantic University.

BAU holds its graduation ceremonies in May at the end of each academic year.

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## IDENTITY

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### MISSION

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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

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- 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 to complex and real-world problems
- 3) Develop solutions to problems through qualitative and quantitative analysis
- 4) Express clear, concise, and logical arguments in written and oral format
- 5) Understand and analyze global, social, economic, and environmental issues and reflect them in our teachings

### GOALS

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### 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 that ensure relevant curricula through input from the governing board, industry advisory boards, academic partners, employers, and graduates
- 2) 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
- 3) Periodically reviewing student learning outcomes to facilitate constant academic improvement
- 4) Conducting annual reviews of our programs to meet the needs of the changing business world
- 5) Hiring qualified and capable administrators with exceptional knowledge and skills
- 6) Providing an enabling physical environment to support students' professional and social development
- 7) 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) contributing to the cultural and intellectual environment of the greater D.C. area by
-

organizing public lectures, panel discussions, workshops, etc. and encouraging our students to take active part in community activities

- 6) Encouraging the expression of alternative viewpoints and perspectives on important issues
- 7) Providing placement assistance for diverse graduates in professional fields demanded by local employers

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### CORE VALUES

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

At BAU, we have four core values: **Respect, Academic Achievement, Diversity, and Integrity**, values which befit a globally-oriented 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.

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### INSTRUCTIONAL PHILOSOPHY

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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, institutional learning, and measuring outcomes for further development. The ability of our students to meet business and industry requirements, and the satisfaction level of graduates and employers are critical measures for success of our instructional philosophy.

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### COAT OF ARMS

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

- The open book symbolizes our strong commitment to continuously improving quality education.
- The globe symbolizes the planet earth and therefore our global reach, diversity, and inclusiveness.
- The blue hatching pattern represents Washington's Potomac River, this way stating that we are deeply embedded in the nation's capital.

- The rising sun illuminating the entire image symbolizes hope and new radiant knowledge coming from BAU into the world.
- The cherry branches convey our endeavor for harmony and peace among nations.
- Finally, the BAU motto, “Peace through Education,” gives clear scope and meaning to the entire symbol.

Here is the complete meaning of our Coat of Arms and Motto: ***BAU, from its deep roots in the nation’s capital, is engaged in bringing radiant knowledge to the global community in a spirit of peace and respect for all; with the deep conviction that the serious pursuit of education will bring down barriers enhancing good will among nations.***

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#### MASCOT

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




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#### CIVIL RIGHTS COMPLIANCE

BAU is an academic community built on respect for all persons. The University has a strict policy of dignity, equality, and non-discrimination regarding the treatment of all individuals: faculty, staff, and students. In compliance with federal, state, and local government requirements and the Title VI of the United States Civil Rights Act of 1964, as amended, Bay Atlantic University will not discriminate against any individual on the basis of age, sex, race,

color, religion, association, national or ethnic origin, marital status, sexual orientation, medical condition, physical disability, or veteran status in its employment, student admissions (including scholarship award and loan programs), or in any aspect of any program or activity offered or sponsored by the University.

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#### 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...”

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#### 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.

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#### 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.

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#### Retaliation

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

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#### 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.
- 5)

#### 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.

### STATE APPROVAL, ACCREDITATION, AND SEVP CERTIFICATION

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

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



#### Office Hours

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

**Accreditation:** BAU is accredited by ACICS – Accrediting Council for Independent Colleges and Schools.



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

### LOCATION, FACILITY, & HOURS OF OPERATION

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

The first floor has a reception area and administrative offices for marketing, admissions, student services, the financial office, and the Designated School Officer. The second-floor features student study areas, including the Library, the Cyber Security Lab, a Computer Lab, a Podcast Studio, and classrooms. The third-floor features additional classrooms, Student Union, teacher's lounge, School Counselor, 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 and administrative offices and classrooms. All classrooms are equipped with computers and SMART boards and seat 20 to 40 students.

BAU regular hours of operation are as follows:

Monday to Friday	08:30 am to 9:30 pm
Saturday	08:30 am to 5:00 pm
Sunday	Closed

### CAMPUS SECURITY

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

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

## STATEMENT OF LEGAL CONTROL & GOVERNANCE

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### GOVERNANCE & OWNERSHIP

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Bay Atlantic University is a non-profit institution of higher education. The founding company, BAU LLC, was initially founded as a for-profit venture to secure necessary financing for the university's initial operations and has transitioned to a non-profit entity.

The control of university operations rests with its Governing Board. The main function of the Board, chaired by Mr. Enver Yucel, 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. 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.

Although the Board is responsible for assuring that all university departments comply with the policies, procedures, and regulations of all state,

federal and accreditation agencies, it does not participate in the details of daily operations and institutional management, which are delegated to the university president. The board appoints the President/CEO of the university who is responsible for the overall management and accountable to the Board.

The President/CEO delegates specific responsibilities to members of the executive team: Chief Financial Officer (CFO), Vice President for Research, and Dean of Academics. Each member of the administrative staff is fully accountable for the operation of the respective department of the university. The VP for Research prepares the University to become a research institution as well as a teaching institution by guiding the faculty members to identify key research areas for the university and collaborating with them to publish their research. The CFO oversees the financial affairs, the facilities including technological infrastructure and human resources. The Dean of Academics is responsible for the overall leadership, management and organization of the university's academic affairs. The Dean also oversees academic advancement, academic quality, career counseling, and library services. All of these officers report directly to the President/CEO.

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**BOARD OF TRUSTEES**


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**Enver Yucel, Chairman**

Enver Yucel is the President of BAU Global Education Network. He has dedicated his life to education. Since 1967, he has established the largest educational network in Europe that includes K-12 schools, language schools, and higher education institutions. His philanthropic efforts were awarded by the former Secretary General of the UN, Mr. Ban Ki Moon with Global Contributions to Education Award.



**Sinem Vatanartiran, PhD**

Sinem Vatanartiran holds a doctoral degree in Educational Leadership and Administration and has demonstrated a long commitment to education, particularly science education. She has been a prolific publisher in the field of education, including a weekly column in a national newspaper. She is the Vice President of the BAU Global and President of Bay Atlantic University, Washington, D.C.



**Elias Sekgobelo Magashule**

Magashule was a strong activist against apartheid in South Africa. Whilst a student, he was arrested, charged with high treason and held in solitary confinement. After spending some time in exile, Magashule became involved in politics with the mentorship of Chris Hani and Winnie Madikizela-Mandela, and held leadership positions at the ANC party and government. He is a strong supporter of education.



**William Hansen**

William Hansen earned an economics degree from George Mason University in Virginia. He is the president of USA Funds, an institution focused on financing higher education for students. From 2001 to 2003, he served as Deputy Secretary for the Department of Education and assisted with the creation of the No Child Left Behind Act.



**Linda Robertson, PhD**

Dr. Linda F. Robertson is the Director of the Gerald H. Read Center for International and Intercultural Education at Kent State University. In this capacity, Robertson hosted hundreds of visiting teachers and professors from around the world. Her projects have been financed by USAID, UNESCO, Turkish National Government, SIDA, and others. She is a founding member of the Tigris Euphrates Initiative for Cooperation.



**Paul Brunson**

Paul Carrick Brunson is an entrepreneur. He earned his MBA from Georgetown University's McDonough School of Business. His well-known coaching business, the Paul C Brunson Agency, has earned him features on the Oprah Winfrey Network, Essence, ABC news, and other media outlets. He has received numerous awards and in 2013 was nominated for the NAACP Image Award.



**Ekmel Anda**

Ekmel Anda is an entrepreneur who, after obtaining a Bachelor of Science in Economics from the University of Istanbul, started various business enterprises in the United States. Mr Anda is a prominent member of the Turkish American community and is President of the Turkish American Federation, New York.

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### FACULTY ROLE IN GOVERNANCE

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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, external advisors, employers/business representatives, an alumna, and a student meets annually to discuss the academic program and make recommendations for its improvement. The Committee surveys the local, national, and global business environments and makes recommendations for how BAU's programs can keep abreast of the latest trends and developments.

The POC is scheduled to meet annually and discuss the following main areas of academic governance and program review:

- 1) the development of the educational program(s) of the institution;
- 2) the selection of course materials, instructional equipment and other educational resources;
- 3) systematic evaluation and revision of the curriculum;
- 4) assessment of student learning outcomes; and
- 5) the planning for institutional effectiveness.

This process is guided by the Dean of Academics (DoA) and DoA may invite other internal and external reviewers as needed. Together, they review all relevant materials from the academic units, including a data profile, key issues list, and self-study. They 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 academic programs. The DoA then meets with the VPs and President to present the recommendations.

At the end of this review process, the committee is expected to consider the following questions:

- 1) Does the program serve the needs of its student population?

- 2) Is the content of the program still relevant?
- 3) Does this program emphasize the set of skills that employers demand?
- 4) Does this program provide opportunities for its students to learn about the practical, hands-on experiences in the work environment?

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### ADMINISTRATIVE STAFF ROLE IN GOVERNANCE

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The University is proud of its dedicated staff who play an integral part in furthering the mission of the university. At BAU, the administrative staff actively participates in university governance, which fosters a spirit of unity and cooperation. The staff gather during the weekly meetings to go over important and regular issues on the agenda and are also invited to participate in important University planning sessions.

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### STUDENT GOVERNMENT ASSOCIATION ROLE IN GOVERNANCE

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BAU 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 monthly and is composed of a President, Vice President, Treasurer, Secretary, Liaison Officer, and Activities Chair.

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### ADMINISTRATION

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**Sinem Vatanartiran, PhD, *President/CEO***

**Melek Edib, MBA and CTP, *Vice President for Financial Affairs, PDSO***

**Francisco Rivera-Batiz, PhD, *Vice President for Research, Senior Advisor to the President***

**Billur Cohen, PhD, *Dean of Academics, Chair of Economics and Finance***

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**Paolo Von Schirach**, MA, MSc, *Chair of Political Science and International Relations*

**Pipop Nuangpookka**, Ph.D. Candidate, *Chair of Information Sciences*

**Taylor W. Nickels**, MS, *Head Librarian*

**Deniz Karatas**, MA, *Director of Outreach Programs*

**Izel Ugur**, MBA, *Registrar*

**Daniel Giraldo**, *Bursar*

**Mayte Tarazon**, BA, *Director of Admissions*

**Uyanga Batsukh**, MA, *Admissions Officer*

**Shawnita McComb**, MA, *School Counselor*

**William S. Chapman**, BA, *Student Activities Coordinator*

**Tyler Cargill**, MSc, *Director of Diversity and Inclusion*

**Diana Newton**, BA, *Writing Center Tutor*

**Amgaa Tserenchimed**, MBA, *Director of Business Development for Asia*

**Brian Murphy**, MA, MBA, *Director of Marketing*

**Christopher Brinker**, BA, *Marketing and Strategy Analyst*

**Gizem Dogan**, MBA, *Marketing Specialist*

**Linh Truong**, BA, *Marketing Specialist*

**Timur Z. Edib, Esq.** B.S., MPA, J.D., *Corporate Attorney*

**Safiye Gevşek**, MBA, *Accountant*

**Angela Myers**, BA, *HR Director*

**Selcuk Karaoglan**, *IT Specialist*

**Ibrahim Mahamane**, BA, *Executive Assistant for the President*

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.

**Dr. Billur Guner Cohen** is the Dean of Academics 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.

**Dr. Freddy Rojas Cama** holds a Ph.D. degree in Economics at Rutgers University (USA), he is originally from Peru. He is currently an Assistant Professor in Economics at BAU international University. He has previously worked at International Monetary Fund (IMF), Inter-American Development Bank (IADB), and World Bank (WB) doing research on economic performance, financial surveillance and structural market reforms for lower and middle-income countries. He also has a vast experience in private consultancy by implementing advanced econometric methodologies and financial data management. Freddy also worked in the public sector for Chilean (Central Bank) and Peruvian (Ministry of Economics and Finance, Central Bank) government. On the academic side, Freddy has a recognized experience teaching econometric and macroeconomic courses in the United States, Chile, and Peru. His publications

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#### FACULTY 2019-2020 BIOGRAPHIES

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**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

include international macroeconomics analysis and finance.

**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.

**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.

**Dr. Ibrahim Alsaeed** is as an Adjunct Professor of History, Political Science, and Humanities at BAU. He completed his undergraduate degree at the College of Law and Politics, University of Baghdad. He was known as an Iraqi cultural journalist who served as Editor-in-Chief of a monthly magazine and a weekly newspaper published by the former Iraqi ministry of culture before he emigrated to the U.S. in December 1973. He completed his graduate studies in political

science and history at the University of Houston where he received his Ph.D. His areas of specialization are European and American diplomacy toward the Middle East, American politics, and political theory. His research focuses on US diplomacy toward the Middle East. He translated into Arabic research on Middle East modernization and feminism.

**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.

**Christopher Bennett** is the founder of T-I-L, a social enterprise that is "...making it easier and less costly for creative entrepreneurs to protect and monetize their intellectual property". His government work was recognized for public service innovation by NASCIO, Wharton-Wipro Global Innovation Competition, etc. He studied at Georgetown University Law (JD), University of Pennsylvania Wharton School (MBA) - as a Johnson & Johnson Leadership Fellow, Morehead State University / Johnson C. Smith University (BA); and continuing professional education - Certified Public Manager and Six-Sigma

Green Belt (George Washington University), Executive Data Science (Johns Hopkins), Energy Innovation and Emerging Technologies (Stanford University). During his 20+ years of private / public sector experience, he has created \$532MM value, developing and managing data driven business and technology solutions. He was also the previous Vice President - Marketing & Products for venture backed startup, launching 20+ products.

**Alexis Bonnell** is the Chief Innovation Officer of USAID. Over her career, Bonnell has developed and delivered over a billion dollars of humanitarian and development programming in over 25 conflict, post-conflict and emergency countries, in almost every sector from education to stabilization, for more than 30 international bilateral donors, 10 U.N. agencies, the military and the private sector. She has held positions with every side of development including: implementers, donors, policy makers and beneficiaries. With more than 20 years of experience in management and communications, Bonnell has worked with: Wall Street and “dot.coms,” and on projects such as the Middle East Peace Plan, Afghan and Iraqi elections, tsunami response, Pakistan and Haiti earthquakes, construction projects, and major logistics operations. Bonnell was a founding senior member of the U.S. Global Development Lab at USAID. Most recently, Bonnell served as the Division Chief for Applied Innovation and the Office Director for Engagement and Communications in the Lab. She has supported over 9 Grand Challenges and Prizes, Development Innovation Ventures, many prize, hackathon, and other internal and external innovation approaches. Bonnell was the creator and founder of the Global Innovation Exchange and Global Innovation Week. Prior to her career in development, Bonnell worked as director of marketing for the Internet Trade Association, where she helped Wall Street and the corporate world understand the impact that the Internet, innovation and technology would have on business, customers and society. She is co-author of the book “Get your Dream Job.”

**Jack Burke** is a Financial Advisor and Portfolio Manager at Strategic Retirement Partners. His expertise includes; Leadership, investments, training, portfolio management, asset allocation, diversification, participant education, private equity capital raises, economics, alternative investment strategies. Burke has a B.S degree in Finance from University of South Carolina and a Master’s Degree on Financial Planning from Bryant University Graduate

School of Business.

**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. Arnold Dupuy** is a Booz Allen Hamilton employee working as an analyst at the U.S. Department of Defense in the Office of the Deputy Assistant Secretary of Defense for Energy (ODASD(E)). In his capacity at the Pentagon, Dr. Dupuy provides qualitative and quantitative analyses of operational energy risks to mission assurance. Other areas of interest include geo-political aspects of energy security within the Trans-Atlantic Alliance, particularly the broader Black Sea region. Retired from the United States Army after 25 years of both active and reserve component service, Dr. Dupuy’s last major assignment was in Afghanistan, where he earned the Bronze Star and the Global War on Terrorism Expeditionary Medals. In 2016, Dr. Dupuy completed a Ph.D. in Planning, Governance and Globalization at the Virginia Polytechnic Institute and State University (Virginia Tech). His dissertation title is: “Changing Patterns of Regionalism and Security in the Wider Black Sea Area: The Transformative Impact of Energy.” He is an assistant adjunct professor of political science at Virginia Tech and George Mason University.

**Peter Eddeau** currently holds a Cybersecurity Engineer position as DHA contractor. He has an MS in Information Assurance from University of Maryland University College. He can speak French, English and little bit of German.

**Ateba Gaines** holds an MA in International Management and has worked for Nike Inc. (SE Asia Account). Ms. Gaines founded a social enterprise to fight human trafficking called Shoe Revolt. The social enterprise raised funds by auctioning celebrity shoes. Many celebrity supporters donated personal artifacts, and memorabilia to include Sarah Jessica

Parker, Lea Michele, Kristen Stewart, Jesse Eisenberg, Taylor Swift, Jada Smith, along with Shark Tank's Barbara Corcoran. Ms. Gaines was a finalist in the Women Deliver Social Enterprise sponsored by Clinton Global Initiatives, Featured Innovator and Featured Change Maker by ABCs 14C Campaign, and featured on MTV, MTV Exit, and MTV Act. Currently, Ms. Gaines is the founder of Unreasonable Kids ([www.unreasonablekids.org](http://www.unreasonablekids.org))

**David Gottlieb** a graduate of the Georgetown University Law Center, joined the KU Law faculty in 1979. He served as director of the Paul E. Wilson Defender Project, 1979-1999, and as director of clinical programs, 1995-1999. He taught International Human Rights, Professional Responsibility, Criminal Procedure, and Refugee and Asylum Law. Gottlieb has written extensively on guideline sentencing and the death penalty. He is also nationally recognized for his leadership in clinical legal education and has served as a consultant on clinical legal education in the United States and abroad, most recently in the Ukraine, Bulgaria and Turkey. He was named a 2009 Legal Leader by the Kansas City Daily Record for his role as a legal scholar. The award honors faculty or staff at area law schools who demonstrate leadership through their work with the justice system, research or scholarship, or teaching and inspiring others. Gottlieb retired in 2014.

**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.

**Hortensia Gutierrez Gomez** Hortensia Gutierrez joined BAU in Fall 2019 and has taught Elementary Spanish 1 and 2. She received her B.A. in Education in

2010 from University of Concepción, Chile, an M.A. in Applied Linguistics in 2014 from University of Oregon, and an M.S. in Hispanic Linguistics in 2019 from Georgetown University. Hortensia is currently working in her Ph.D. in Hispanic Linguistics focused on sociolinguistics at Georgetown University in D.C. Her main interests include sociophonetics and sociopragmatics around Chilean Spanish, and teaching the Spanish language and associated cultures to college students in the US.

**Kenk Karatas** is an adjunct professor of Communication and Politics at BAU International University. He is a journalist and a senior analyst on Turkish affairs with a background in Turkish and international media. He holds an MA on International Relations and a BA on Advertising with an emphasis on Journalism and Media from Bahcesehir University in Istanbul.

**Ermias Kassaye** has taught undergraduate physics and mathematics courses at Arbaminch University, Ethiopia; Howard Community College, USA; Montgomery College, USA; Fortis College, USA. He did a postgraduate research in a radio astronomy, which is data intensive research focusing on the properties of radio galaxies, at the university of Cape town, South Africa, under the Square Kilometer Array (SKA) research group. His research interests are big data, Machine Learning and Artificial intelligence besides teaching mathematics and physics courses at different colleges in the USA. He is an adjunct professor of mathematics at BAU.

**Cuong Nguyen** holds a BS in Mathematics and an MS in Operations Research. He is a retired scientist from the United States Air Force. He has managed multiple complex technology projects with some of the biggest companies in the world, including Lockheed, Boeing, Northrup Grumman, helped developed the A-10C attack jet, many Cyber systems, and helped revolutionized the Command and Control systems being used today. He has engaged in a broad number of Research and Development projects encompassing aircraft and space systems, cyber systems, command & control systems, communications and other high-tech and special projects. He is currently the Chief Executive Officer of Ellacy Global, a US-based company specializing in Education, Trade, Consulting and Investments in US and Vietnam. He led his team to win the prestigious Theodore von Karmen Award for outstanding excellence in the field of science and engineering in Aerospace. He has been recognized for

numerous scientific initiatives and was a finalist in the White House Fellow.

**Pipop Nuangpookka** has been working as an Analyst/Programmer, Infrastructure Technologies, and Infrastructure Security for fifteen years. He has also been teaching in the fields of Computer Science and Information Technology at several universities in the area of Washington, DC, for twelve years. The various courses include Introduction to Computer Science, Computer Programming Languages (i.e., Java, Python, C, C++, ML, and Prolog), Structure of Programming Languages, Software Engineering, Data Structures & Algorithms, Database Management System (i.e., Oracle, and SQL/PLSQL), and Web Application Development. I graduated with a Bachelor's Degree in Business Administration from Payap University, Thailand, in 1999, and a Master's Degree in Computer Science from Marymount University, Arlington, Virginia, in 2004. He is currently pursuing a Doctoral Degree in Cybersecurity at Marymount University. His research interests are Non-Destructive Method of Detecting Hardware Attack, Personally Identifiable Information (PII) Security Controls, Web Server Protection, and Bilingual Translator Programming.

**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.

**Dr. Gbadebo Odularu** is an Economist who has been visiting scholars to: the Centre for the Study of African Economies (CSAE), University of Oxford, United Kingdom (UK); Centre for Regional Economic Studies (CRES), Korea Institute for International Economic Policy (KIEP), South Korea; Economic Research and Statistical Division (ERSD), World Trade Organization, Geneva, Switzerland; United Nations Institute for Economic Development Planning (UNIDEP), Dakar, Senegal; and the Smith School of Enterprise and the Environment (SSEE), University of Oxford, UK. Based on his over two decades of teaching and research experience at universities, non-profits, and private foundations in the United States, Europe, Asia and Africa, Gbadebo teaches Master of Business Administration (MBA) students at Bay Atlantic University (BAU). He has collaborated with many leading international partners to foster sustainable development in remote and resource-poor

communities around the world. His current research interests revolve around digitization, inclusive financing, value chain analysis, business accelerator, agri-food economics, trade facilitation, nutrition security interventions, maternal, newborn, & child (MNC) well-being, aging, population studies, competition policy, climate smart agriculture (CSA), and innovation policies with particular focus on economically disadvantaged communities.

**Nasuh Onal** is a C-suite executive, business leader with strong entrepreneurial skills. Nasuh is a dedicated and decisive manager with passion, strong team leader and good thinker, knowing and guiding his business to profitable growth at any given moment. Prior to moving to the US, Nasuh lived in Turkey, Spain and Singapore as he assumed regional and global responsibilities and gained international experience. Nasuh began his career as a marketer at P&G. Recognized as a high-potential executive he was offered the position to start and lead Hero Group's infant-nutrition business in Turkey. He built a business of \$100 million revenue from scratch, formed and successfully ran a 50-50 JV with Turkish food giant Ulker (now Pladis Global), built two factories, built the second most profitable infant-nutrition company at Hero Group. After highly successful 10 years, Nasuh was promoted to lead global marketing responsibility of \$700 million Infant Nutrition business of Hero-Group, where he was based in Spain. His responsibility covered US, Europe, MENA and Russian markets. Following the twelve years at Hero-Group, Nasuh was offered the CEO role of Clear Channel Outdoor in Turkey, which came with a whole new set of challenges; government and private tenders, management restructuring, overhaul of all products and a complete new way of selling and pricing. Nasuh ran the business with great success achieving highest ever profit levels in company history, second best EBITDA margin among 30 countries at Clear Channel globally, as well as ranking among top 500 most profitable of all companies in Turkey. Nasuh's education background includes engineering and MBA from top Turkish Universities and General Management Program at Harvard Business School.

**Dr. Hurriyet Aydin Ok** teaches Cyber Security at BAU and E-Commerce Security at GWU. He is also a research fellow at GWU Cyber Security & Privacy Research Institute (CSPRI). Prior to GWU, he contributed in the areas of developing technology strategy, enterprise directory and authentication strategy, infrastructure security and risk reviews, as a

direct report to the CTO and a member of the IT leadership team for over 24 years at the World Bank. Dr. Ok is the Founder of VRT-U, LLC, a startup technology venture focusing on Augmented Reality, Virtual Reality, and 360° Video for creating immersive learning content. He was a software engineer at Alcatel-Rovsing in Copenhagen, Denmark, developing software for American Airlines Data Network between 1985 and 87. Dr. Ok holds a D.Sc. Degree (1994) in Computer Science from George Washington University, USA, and M.S. and B.S. Degrees in Computer Science from Hacettepe University, Ankara, Turkey.

**Dr. Vivek Prasad** has extensive training and work experience in developing countries. He has worked in international development issues for more than five years in India and for more than two years he has provided support to The World Bank. He has published on a variety of issues related to project management and the developmental policy of developing countries. He received his PhD from the Department of Environmental Science and Public Policy at George Mason University. He is teaching Environmental Policy and Governance, Climate Change, Adaptation, Mitigation, Natural Resource Management, Environmental Sustainability, and Global Warming at George Mason University.

**Cenk 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-Brucke 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.

**Eugene Spiro** is an Adjunct Faculty member at BAU. He has over 20 years of international business and development experience, including designing and delivering adult education programs. He has worked in the private sector, for leading not for profit

foundations and for international donors and institutions. He lived and worked in Budapest for over 5 years as Director of the EastWest Institute's Budapest Office, leading a grant-funded program to develop the skills of senior bank managers and support small- and medium-sized enterprise development across Central and Eastern Europe, and later developing private wealth clients in the region for Coutts Bank, based in Zurich. Before and after this he worked for the Center for International Private Enterprise (CIPE), a National Endowment for Democracy affiliate at the U.S. Chamber of Commerce. For CIPE, he led development of grants to business and civil society groups supporting market reforms and the business enabling environment in Central and Eastern Europe. He later led the Middle East and Africa departments at CIPE, managing similar programs. From 2007-2013, he worked for the International Finance Corporation on corporate governance and, later, partnerships. In all of these positions, Mr. Spiro designed and either led or participated in adult education programs, including training-of-trainer programs, to improve capacities in areas including communication, advocacy, and governance. More recently, Mr. Spiro has been doing consulting work for USAID on an evaluation of the USAID-administered Enterprise Funds and Legacy Foundations in Central and Eastern Europe and the former Soviet Union; for UNDP and the World Bank on strategic partnerships with international financial institutions; and again for CIPE, on corporate governance reform in the Middle East. He brings extensive program development and management experience combined with strong analytical and methodological skills in developing new programs and measuring performance. Mr. Spiro has substantial experience in identifying and developing institutional partnerships and monitoring and evaluating the success of development and reform programs. He brings strong oral and written communications skills and has spoken publicly before many groups in diverse settings. Mr. Spiro holds an MA in International Economics from the American University and is fluent in French and Hungarian and is conversational in German.

**Steven Tharp** has over twenty (20+) years of IT Cyber Security Operations, and Cyber Security Management experience, which applies to solving complex problems, involving all aspects of Cyber Security. This includes PM support of a 20+ personnel security contract, performing Assessment and Authorization, Cyber Security Compliance Audits, writing Cyber

Security policies, providing Cyber Security solutions, systems and security analysis, vulnerability assessments, risk assessments, and Operational Cyber Security tasks. Experienced in technical support for software development, conducting Cyber Security controls reviews, developing technical test guides for various IT platforms, developing/executing Cyber Security Test and Evaluation plans and procedures; and knowledge of the interrelationships of requirements from FISMA, NIST, FIPS, NIACAP, DIACAP, Public Laws, and OMB Circulars. He is the Cyber Security Operations Section Chief at TSA and an adjunct faculty at BAU.

**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.

**Ecehan Genc Yildiz** graduated from Bahcesehir University, Department of Political Science and International Relations as valedictorian in 2004. As a Chevening scholar, she studied her MSc. degree at London School of Economics in Political Sociology. In 2006, Ecehan worked as an intern at Freedom House in New York. She was a visiting assistant in research at Yale University, MacMillan Center in 2013. She is currently a Ph.D. candidate at Bogazici University, in the program of Political Science and International Relations and writing her Ph.D. thesis on the interrelations between politics, religion, and gender in Turkey. Ecehan worked as a research and teaching assistant at Bahcesehir University, Department of Political Science and International Relations for nine years. Her research interests include comparative politics, political sociology, Turkish politics, democratization, religion and politics, and gender studies.

### LIBRARY

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The BAU Library consists of a small physical library and a large online collection. Keeping in mind that the Washington, D.C. metro area is an information-rich and library-rich environment, BAU maintains its physical collection to assist students in “discovering” material that faculty members themselves use in their areas of expertise. This concept allows students to build on their understandings from classroom instruction and required readings and creates a richer and more relaxing environment for discovery and learning.

Located on the 2<sup>nd</sup> floor of the campus, the BAU Library provides a comfortable space where students can find and discover supplemental material related to their courses. Periodicals include the Economist, Foreign Policy, Bloomberg’s Business Week, Consumer Report, Discover, Entrepreneur, Fortune, Foreign Affairs, Language, Money, National Geographic, New Yorker, Popular Science, Reader’s Digest, Saturday Evening Post, Time, Washingtonia, Wired, MIT’s Technology Review, INC, and Fast Company, plus some newspapers.

BAU’s primary library research resources are provided electronically through access to Bahcesehir University’s **Barbaros Library**. The electronic library contains over 113 major databases, licensed from Proquest, EBSCO, ACM, and IEEE. It provides access to over 35,820 full text journals, reports and newspapers. Additionally, the library currently owns 46,374 electronic books, licenses publishers’ e-Book databases and subscribes to an additional 350,000 e-books. This design provides Library resources far greater than those of many institutions much larger than Bay Atlantic University.

Library Automation Program	Yordam Library Automation
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Classification System	Library of Congress (LC)
Total Number of Books	46,374 e-books owned and 350,000 e-books subscribed to)
Databases subscribed to	113
E-journals	35,820
ILL Service	The library provides ILL service and international requests are fulfilled by electronic purchases.
New Book Orders	Books requested by our users (Faculty, students, and employees) and approved by the Dean of Academics are bought during the summer period and added to our collection.
Remote Access	The library provides remote access to our library members.

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

For more information, please contact Taylor W. Nickels.

### LIBRARY HOURS

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Monday-Friday : 9.00 AM - 5.00 PM

### ONLINE LIBRARY LOG-IN

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

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## STUDENT SERVICES

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### NEW STUDENT ORIENTATION

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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 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.

### ACADEMIC SERVICES

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#### WRITING TUTORIALS

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BAU aims to provide undergraduate and graduate students with the support to help them improve their academic writing skills. In order to provide this service, BAU works with Mentora College, an English Language School accredited by CEA. Teachers at Mentora are qualified in this field to provide support on rhetoric and style, remedial grammatical instruction, and general writing techniques.

Students apply to the School Counselor for these academic services. The Counselor arranges appointments with the teachers. In addition to this, School Counselor posts the available walk-

in office hours of the language teachers to provide this service.

#### ACADEMIC WORKSHOPS

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

#### PEER TUTORING

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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 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 overseen by the School Counselor and is open to all students. If you would like assistance getting signed up for tutoring or interested in being a tutor, please contact the School Counselor.

#### CAREER SERVICES

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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
5. Networking events

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](mailto:careerservices@bau.edu) for more information.

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### HEALTH SERVICES

BAU wants students to stay healthy and happy throughout their time with us and beyond. To this end, we offer students both health and wellness and counseling services. It is important for everyone to be proactive about maintaining a healthy lifestyle, for the sake of achieving both short- and long-term successes.

The mission of BAU's health and wellness program is to encourage students, faculty and staff to adopt and maintain healthy lifestyle behaviors and to improve their health, well-being and quality of life.

Healthy lifestyle guidance and classes are organized by the Health & Wellness Services Department.

Students can participate in exercise, nutrition, time management, stress relief, and success planning workshops, focus groups, and classes. Monthly "Chai and Chat" sessions offer a social venue for students to connect over important matters.

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### COUNSELING

BAU's counseling department provides students with support for any personal challenges they may face during their studies -whether they derive from stresses from coursework, the challenges of adapting to a new environment, or other circumstances.

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

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### HEALTH INSURANCE

Bay Atlantic University requires evidence of health insurance for all F1 students. BAU strongly recommends that F1 students find a health insurance provider before or soon after beginning their studies with us. Our University has partnerships with health insurance providers and our staff would be happy to assist you in signing up for an insurance plan.

To get more information about health insurance please contact Mauricio Facciolla at [mfacci@bau.edu](mailto:mfacci@bau.edu)

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### SOCIAL LIFE AT BAU

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

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### 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), film and book, music, soccer, podcast, and others. 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. Clubs gather at the Student Union on the 3<sup>rd</sup> floor.

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

### DIVERSITY AND INCLUSION

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

We advocate for inclusion, facilitating diverse communities through student education and faculty/staff training.

For more information, please contact the Director of Diversity and Inclusion, Tyler Cargill at [tcargill@bau.edu](mailto:tcargill@bau.edu)

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### STUDENT HOUSING

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

Island Condos provides different type of rooms for its residents. Each building contains 3 different types of rooms with different number of residents: Double Room Bunk Bed and/or Day Bed, Triple Room Day Bed Quadruple Room Bunk Bed.

All the bathrooms are shared with 1, 2 or 3 other tenants depending on the room type.

To reserve a room or for additional inquiries please visit:

[www.islandcondosusa.com](http://www.islandcondosusa.com)

**Address:**

614 Girard Street NE,  
Washington, DC 20017

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## ACADEMIC REGULATIONS

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### OPERATIONAL INFORMATION SYSTEM: OIS

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

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

OIS can hold and manage the following information:

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

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

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### STUDENT EMAIL ACCOUNT

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

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

- Access to **Wi-Fi** on campus (select 2020 on the Wi-Fi list on your device)
- Access to **OIS**

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

### LEARNING MANAGEMENT SYSTEM: ITSLEARNING

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

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

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

In project assignments, students can create groups where files may be uploaded, or ideas discussed. There is also access to an ePortfolio, which allows each member to create a presentation of their work. This homepage contains a blog and possibilities to upload pictures and videos.

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

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### ATTENDANCE

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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

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absences. In cases of illness, the student must submit a doctor's or clinic note explaining the reason for the absence to the Registrar.

Once proper documentation is provided, instructors will mark the student's absence(s) as excused. Explanations for excused absences must be received no later than one week after the last missed class. However, exceptions can be made by the instructor for prolonged emergencies when a student does not have means or opportunity to inform the University of his or her situation.

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

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

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

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### TARDINESS

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All students are expected to arrive at class on time. Tardiness is disruptive to both the instructor and other students. Instructors are responsible for determining the tardiness policy of their own classes. Any student who is more than 30 minutes late for class will be marked tardy. Any student who misses 45 minutes or more of a class session will be marked absent for that class session. 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 Dean of Academics and the Registrar.

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

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### LEAVE OF ABSENCE

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

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

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

After the leave of absence is completed, students are expected to return to school on the day of their first class of 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.

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### MAKE-UP CLASSES

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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:

- Request permission from the Dean of Academics to cancel a class;
- Contact students to let them know that class will not be held on a given day;
- At the next scheduled class session, discuss makeup options with the students; and, finally
- Inform the Dean of Academics of the schedule

Classes canceled due to weather also need to be made up using this procedure.

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## ACADEMIC REGULATIONS FOR UNDERGRADUATE PROGRAMS

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### APPLICATION FOR ADMISSION

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

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

#### 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

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### PROVISIONAL ACCEPTANCE

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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 master's programs 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.

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

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## UNDERGRADUATE ADMISSIONS REQUIREMENTS

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- Online Application Form ([www.bau.edu](http://www.bau.edu))
- Photocopy of government-issued ID
- Copies of high school transcripts (in English)
- Letters of recommendations (2 letters from former teachers, employers, coaches, etc.)
- Personal 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?)

### English Language Requirements for International Students

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

TOEFL (PBT, CBT, IBT)	: 575, 232, 90
IELTS	: 6.5
TOEIC	: 750
BAU Proficiency	:70 (offered on campus)

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

Alternately, if a student earned 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**, an English language school accredited by CEA (<http://cea-accredit.org/>). BAU will accept graduates of 400C level of Mentora College's Intensive English Program as having satisfied the English language proficiency requirements for admissions to undergraduate degree programs at BAU.

#### Additional Documents Required for International Applicants to Apply for a Visa

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

- A passport copy,
- A bank statement showing sufficient funds,
- A sponsorship letter if the bank statement is not in the applicant's name with the sponsor's passport copy

Once the applicant receives academic admission to BAU, the Designated School Official will review all international applicant materials before issuing an I-20. The applicant may apply for the F-1 visa after BAU couriers him or her the original I-20.

#### Undocumented Individual Policy

Bay Atlantic University is and has always been an institution that deeply values diversity and acceptance. Since its founding, BAU has always welcomed students and faculty from all over the world and supports student backgrounds without exception. Throughout these times of uncertainty and ambiguity, Bay Atlantic University strives to encourage all students to become global citizens and lean on one another in times of need. It is our duty to uphold the tradition of common decency and respect that BAU was built on.

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

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

#### Application as an Undocumented Individual

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

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

Required documents include the **Online Application**, an official high school transcript, two letters of recommendation, and one application essay. Bay Atlantic University does not require an SAT score or ACT score to apply. Undocumented students are not required to submit English Proficiency Exam scores. The admissions process is confidential, immigration status is not considered by our admissions committee nor is any individual information concerning immigration status shared outside of the admissions office.

#### Financial Aid for Undocumented Students

Undocumented individuals are not eligible to receive federal financial aid. All prospective students regardless of immigration status are eligible for the same merit-based aid and residency-based aid offered to all students. Scholarship funds are available for qualified students and offered on the basis of academic merit.

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#### TRANSFER STUDENT ADMISSIONS REQUIREMENTS

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Transfer students follow the same process as regular students. They submit the same documents by filling in the online application form on [www.bau.edu](http://www.bau.edu).

In addition to this, transfer applicants need to submit their original and signed transcript of their institution they are transferring from.

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.

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.

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

The decision on whether or not to accept your academic credit could be made by the chairperson of the department, a faculty transcript review committee, or an individual faculty member. Factors that affect the willingness to accept academic credit in transfer may include:

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

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

For information about the application process, email [admissions@bau.edu](mailto:admissions@bau.edu)

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### LIFE OR WORK EXPERIENCE CREDIT

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A **BAU Life or Work Experience Credit Form** can be used for current/applicant students who demonstrate that they have already acquired, through life experience such as job training, non-college courses, etc., course knowledge required for the degree program in which they are enrolled.

There are three main types of Professional Training & Life Experience.

**Credit for Job Training** - In this case, credit may be awarded directly for job training, based on a precedent that has been established by our university. Credit will also be awarded to individuals with certificates or licenses in the following areas: aviation, law enforcement, insurance, real estate, Emergency Medical Technician.

**Credit Recommended by the American Council on Education (ACE)** - If you have been awarded with a certificate or license that is recognized by ACE, you may be eligible for credit.

**Credit for Life Experience through the Portfolio Process** - In other cases, students will need to petition for credit through the portfolio process. This process is recommended for students who have extensive life experience but are unable to earn automatic credit for job training. Portfolio credit is limited to a maximum of 30 credits.

Attach copies of all documents that you would like to be evaluated for BAU Life or Work Experience Credit to your application form. This should include certifications, licenses, or exam results.

BAU Academic team/Chair and/or Subject Matter Expert (SME) reviews the application. The process can take up to 3 business days.

### REGISTRATION FOR UNDERGRADUATE STUDENTS

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Course registration occurs prior to the beginning

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

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

**Continuous Enrollment:** All students in degree-seeking programs (whether full-time or part-time) are required to maintain enrollment in consecutive semesters of consecutive academic years until the completion of their programs. Exceptions may be made only for an officially authorized leave of absence. The summer semester is optional for all students.

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### SEMESTER AND CREDIT SYSTEM

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

**Credit Hours:** BAU follows credit-based degree programs. At BAU, for students to complete any program, they must complete a specified number of credit hours as required by 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:

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

amount of work over a different amount of time; or

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

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#### PROGRAM AND COURSE PREREQUISITE POLICY

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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.

#### Course Codes and Levels

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

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

TURK	Turkish
UNIV	University General

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

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

Undergraduate students register to courses with 101-499 code courses. In special cases, with the approval of the advisor, undergraduate students can register to 501-699 code courses with credits; however, Master's students are not allowed to register to undergraduate level courses.

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#### COURSE LOAD

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**Full-time Study\*:** 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.

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

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

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#### ACADEMIC ADVISING FOR REGISTRATION

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Academic advising includes, but is not limited to, assisting students in choosing a concentration or

major, planning course selection and registration, tracking academic progress, developing an academic plan, advising on how to improve student GPA, and providing guidance on career planning.

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

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#### ADDING AND DROPPING COURSES

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

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#### WITHDRAWING FROM COURSES

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

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

attempted. "W" grades affect the successful course completion percentage.

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

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#### CHANGES IN PROGRAM OF STUDY

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

The student's normal program length will be recalculated. 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.

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

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

## GRADES

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

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

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

## EXPLANATION OF GRADES

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

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

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

## SYMBOLS ON TRANSCRIPT

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

<b>AU</b>	: Audited Course
<b>ADW</b>	: Administrative Withdrawal
<b>CC</b>	: Credit Completion
<b>CE</b>	: Currently Enrolled
<b>IP</b>	: In-Progress
<b>R</b>	: Repeat Course
<b>S / U</b>	: Satisfactory / Unsatisfactory
<b>TC</b>	: Transfer-in Credits

<b>W</b>	: Withdrawal
<b>*</b>	: Course not applicable to current degree

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The satisfactory academic progress (SAP) is the process used to determine if a student is making acceptable progress toward a degree or certificate. Recipients of both federal (Title IV) funds and institutional funds must maintain Satisfactory Academic Progress (SAP) toward their degrees in order to remain eligible for financial aid assistance and BAU scholarships. SAP is defined both qualitatively and quantitatively. Federal regulations state that the SAP standards for students receiving Title IV aid must be the same as or more strict than the school's standards for a student enrolled in the same educational program who is not receiving Title IV aid. BAU's SAP standard mirrors that of the University's academic standards.

A student's failure to meet any of the three of the SAP standards (for all terms enrolled, not just those terms in which aid was received) may result in loss of federal aid eligibility.

SAP is measured after the final grades are recorded at the end of Fall, Spring, and Summer sessions. Below details each of the SAP standards. **All** standards must be met for continued federal aid and scholarship eligibility.

**Standard 1:** Cumulative Grade Point Average (CGPA) – Qualitative Component.

**Standard 2:** Pace Rate for Attempted Credit Hours – Quantitative Component.

**Standard 3:** Maximum Timeframe (MTF): Degree Completion within 150% of the Average Program Length – Quantitative Component

**First-time transfer students are automatically denied if SAP is not met prior to entry semester,** however, an appeal may be considered with mitigating circumstances and supporting documentation.

### Standard 1: CGPA

At the end of every semester, BAU will evaluate the CGPA of each enrolled student. A student must have a minimum cumulative GPA of 2.0 at the undergraduate level.

BAU uses a 4.0 scale grading system, and GPAs are calculated at the end of each semester. Withdrawals and official Leave of Absences are not included in GPA or CGPA calculations, nor are Incompletes. In the case of retakes, only the highest grade is included in the CGPA calculation.

### Standard 2: Pace Rate for Attempted Credit Hours

A student must complete at least two-thirds (66.67%) of all cumulative attempted credit hours. New freshmen are required to successfully complete at least half (50%) of the credits they attempt during their first two semesters. Starting with their third semester, they are then required to successfully complete two-thirds of their credits.

The minimum grade acceptable in BAU's course completion policy is a D for undergraduate programs.

**Transfer credit hours posted to the official transcript record are counted as attempted and earned credit hours.**

### Standard 3: Maximum Timeframe

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

Program of Study	Normal Program Length in Credits	MTF Allowed in Credits
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Bachelor's	120	180
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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). Federal financial aid eligibility will be terminated when the Financial Aid Office determines it is not mathematically possible for a student to complete his/her degree program within the maximum timeframe.

### Financial Aid Eligibility Statuses

**Financial Aid Warning |** One semester below standard

A student who fails to maintain the cumulative GPA or Pace requirements is placed on Financial Aid Warning as long as it is mathematically possible to recover in one payment period. There is no action required by the student; federal aid eligibility continues for ONE payment period/semester. A student's warning semester is always their next semester of enrollment whether or not the student receives federal aid.

**Financial Aid Ineligible |** 2 or more consecutive semesters below standard

If a student fails to meet all the SAP standards after the warning semester, their federal aid is terminated until they meet the standards.

**Federal Aid Appeal Process | Special Circumstances**

If the student is still not making satisfactory academic progress after the Financial Aid Warning semester, he or she is ineligible for federal financial aid until the required standard is achieved. However, a student has a right to appeal the loss of federal financial aid eligibility if mitigating circumstances (events totally beyond the student's control) existed). All SAP Appeals should be submitted to the Dean of Academics by the deadline indicated on the form. Incomplete appeals or those without supporting documentation will be denied. A committee will review all federal SAP appeals

notify the student in writing of the determination.

#### **Financial Aid Probation | Approved Appeal**

A student who fails to maintain the cumulative GPA and/or meet the Pace rate standard is placed on Financial Aid Probation only if the student has successfully appealed. The student will continue to receive federal financial aid for one payment period/semester. The student must meet SAP at the end of the probationary period or comply with the Academic Plan requirements (a contractual agreement designed to ensure that the student will make SAP by a specified point in time).

If the student is still not making Satisfactory Academic Progress or fails to meet the Academic Plan requirements after the probationary period, he/she will become ineligible for federal financial aid until all three SAP standards are successfully met.

#### **Summer Aid Consideration**

Students who are not eligible for spring aid will not be evaluated for summer aid until deficiencies are removed. Students that fail to meet SAP at the end of the spring semester will not be eligible for financial aid for the summer.

#### **Auditing Courses “AU”**

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

For enrolled students, audited classes are

tuition-free. Unenrolled students must pay half of the regular tuition rate.

#### **Administrative Withdrawal “ADW”**

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

#### **Credit Completion “CC”**

For Master's applicants, if their Bachelor's degree transcript evaluation shows the undergraduate degree is not equivalent to a U.S. undergraduate degree requirement, then they are required to complete the necessary credits at BAU before or while taking graduate level courses. Such courses are noted with a grade of “CC” on the transcript and have no effect on CGPA calculations.

#### **Currently Enrolled “CE”**

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

#### **In-Progress “IP”**

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

grade. At that time, all work for the course must have been completed and submitted to the instructor.

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

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

### Repeat Course “R”

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

- 1) The original grade, credit hours, and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage for the purpose of determining whether the student is making satisfactory academic progress.
- 2) The GPA will be based only upon the higher grade for the repeated course attempted.
- 3) The lower grade will be flagged for exclusion from the CGPA calculation and the higher attempt will be flagged for inclusion in the CGPA calculation.
- 4) Any kind of scholarships does not cover the cost of the Repeat Courses. If a student repeats a course for any reason will be obligated to pay for those course credits in full.

### Satisfactory/Unsatisfactory “S”/“U”

Some courses are offered on a satisfactory/unsatisfactory (S/U) grade basis. Generally speaking, all BAU classes that you take to satisfy the 120 credits for undergraduate or 36 credits for graduate credits for graduation

requirement must be taken for a letter grade.

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

### Transfer-In Credits “TC”

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

For 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.

### Withdrawal “W”

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

### GRADE APPEALS & GRADE CHANGE

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

The following are examples of appropriate reasons for grade changes:

- Arithmetical errors or typos;
- Coursework submitted was excluded in grade calculation;

- Grading appears to be based on impermissible factors such as discrimination, bias, or retaliation.

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

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

The Dean of Academics 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.

The faculty's grade change request is received by the Academic Dean and then submitted to the Registrar for records.

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#### ACADEMIC STANDING

Students' academic standing will be based on the cumulative grade point average (CGPA). Students must earn a minimum 2.0 cumulative GPA at the undergraduate level to be in **Good Academic Standing** at the end of each enrolled semester at BAU, to include fall, spring, and summer. Failure to do so will result in **Academic Warning, Probation, Suspension, and Dismissal** in succession.

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#### ACADEMIC WARNING

Students who do not earn a minimum 2.0 cumulative GPA will be placed on **Academic**

**Warning** for the following enrolled semester at BAU, to include fall, spring, and summer. **Students will be given a grace period of one semester in their first semester of enrollment.**

Students who increase their cumulative GPA to 2.0 at the end of the Academic Warning semester will return to **Good Academic Standing**.

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#### ACADEMIC PROBATION

Students who do not achieve the minimum 2.0 at the end of the Academic Warning semester will be placed on **Probation** for the following enrolled semester at BAU, to include fall, spring, and summer.

Students on Academic Warning or Probation who return to Good Academic Standing but later fall below the minimum 2.0 cumulative GPA in a subsequent semester will return to the same sequence of being placed on Academic Warning and then Probation.

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#### ACADEMIC SUSPENSION

Students who do not achieve the minimum 2.0 cumulative GPA at the end of the Probation semester shall be **suspended** from enrolling in new classes for the following semester to include fall, spring, and summer. These students may only repeat the low-grade courses taken previously with the guidance of the Academic Advisor and/or any other course that could replace the low-grade courses as approved by the Academic Advisor in the Suspension Semester.

Students who increase their cumulative GPA to 2.0 at the end of the Academic Suspension semester will return to **Good Academic Standing**.

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#### ACADEMIC DISMISSAL

Students on Suspension who do not achieve the minimum 2.0 cumulative GPA at the end of the Suspension semester shall be **Dismissed** from BAU.

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.

#### Reinstatement as a Regular Student

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

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

If the University determines that there is a likelihood of future success, the student will be placed on academic probation for a period of one semester. The student may then be permitted to retake previously failed, in progress, or withdrawn courses in order to improve his or her CGPA and course completion percentage. 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 increases the cumulative GPA to 2.0 at the end of the probation semester will return to **Good Academic Standing**.

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#### APPEAL PROCESS

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Examples of Mitigating Circumstances:

- Immediate family member (parent, spouse, sibling, child) that required extended recovery time
- Death of an immediate family member

- Significant trauma in student's life that impaired the student's emotional and/or physical health
- Withdrawal due to military service
- Other unexpected circumstances beyond the control of the student.

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

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

Students who fail to maintain SAP due to a mitigating circumstance (e.g. medical reasons, death in the family, etc.) may submit a written appeal with supportive documentation after they have received official notification of denial. Appeals will be evaluated as soon as possible. Any student submitting an appeal will receive a written response within ten (**10**) working days of the documentation arrival. If an additional appeal is desired, the student may request an appeal hearing to provide additional documentation to support his or her appeal. Any student who has been denied financial aid due to deficient SAP must be prepared to pay registration costs regardless of any pending appeal status. The Financial Aid and Scholarships Office will not recommend any extension of payment deadlines for these students.

Appeal Categories for Low GPA and Low Completion Rate:

- Death of an immediate family member (Immediate family member is a parent, child, brother or sister);

- Illness or Injury which caused an inability to attend or prepare for class for an extended period;
- Extenuating circumstances beyond your control other than one of the above situations.

**Important:** Students who do not meet one of the above categories are not eligible for an appeal.

Appeals based solely on financial and/or emotional needs without sufficient explanation or documentation will not be accepted.

*Work* is not considered a hardship since financial aid is viewed as a supplement to the student's income in order to help reduce the number of hours the average student would have to work in any given week.

It is the responsibility of the student to successfully complete all classes enrolled. Please remember that *dropping a class, failing a class, withdrawing from a class or repeating a class* for which credit was previously earned is a personal decision made by the student.

The following documents and information must be completed and submitted to the Financial Office:

1. Financial Aid Appeal Form
2. Personal statement from the student, either typed or legibly written, providing the following information:
  - What was the cause for not meeting SAP requirements?
  - What has changed that will allow for satisfactory academic progress in the term of appeal?
  - For a maximum credit hour appeal, provide details on changes in major, including dates.
  - To update a previous grade of X, submit the appeal with a brief statement

3. Provide supporting documentation of the cause and of any changes that will solve the issues for the term of appeal. Documents can be death certificates, birth certificates, statements from doctor or counselors, police reports and any other pertinent documents. The documents provided must support the timeframe being reviewed.

If an appeal is successful, an academic plan may be formulated and agreed upon. The plan will be designed for meeting minimum SAP requirements within a specified timeframe. Students who do not meet the requirements of the academic plan will not be eligible for financial aid and all remaining aid will be cancelled. Subsequent appeals of the same nature are not permitted. The only way to regain eligibility for financial aid is to meet the SAP minimum requirements.

Students who have voluntarily withdrawn from the school or who were terminated for reasons other than failure to maintain satisfactory academic progress may apply for re-admission to the School Director. If approved for re-admission the student must sign a new enrollment agreement and will start in the next scheduled start date and will return in the same status as prior to withdrawal or termination.

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### ACADEMIC HONORS

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

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

A letter from the Office of the President is sent to students noting their accomplishments and placement on the list. Each semester the lists are

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published on Bay Atlantic University's website.

### GRADUATION REQUIREMENTS

Students should meet the following minimum requirements to qualify for a degree:

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

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

### GRADUATION HONORS

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

<b>Summa Cum Laude</b> (with highest distinction)	3.85+
<b>Magna Cum Laude</b> (with great distinction)	3.70+
<b>Cum Laude</b> (with distinction)	3.50+

### LEAVE WITH CONSENT FROM THE UNIVERSITY

A student may withdraw from the University on their own will before completing their graduation requirements. A student wishing to withdraw from the University must complete the **Leave with Consent Form** on OIS and obtain the Dean of Academics' approval, which is then submitted to the Registrar.

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

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

If a student who withdrew from the University on his/her will and want to enroll again to the University, the student has to fill out the **Reinstatement Form** and submit it to the

Admission Office.

### TRANSFER OUT TO ANOTHER UNIVERSITY

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

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

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

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

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

### Eligibility for a SEVIS Record Transfer

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

- For students not completing OPT period, the requested SEVIS I-20 transfer/release date

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

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

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

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

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

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

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

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

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

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## ACADEMIC REGULATIONS FOR GRADUATE DEGREE STUDENTS

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### GRADUATE ADMISSIONS REQUIREMENTS

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For admissions to the master's degree programs at Bay Atlantic University, all applicants are required to submit a completed application package as outlined below.

- Online application form ([www.bau.edu](http://www.bau.edu))
- Photocopy of government-issued ID
- Undergraduate transcript (official or officially notarized copy)
- Official evaluation of the undergraduate transcript (if transcripts are from a foreign institution)
- Proof of English language proficiency
- Letters of recommendations (2 letters from former teachers, employers, coaches, etc.)
- Personal 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 Master's 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?)

#### Explanation for the 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 transcript does not clearly indicate the degree awarded, the applicant must provide a notarized copy of the college or university diploma.
- **Official evaluation of transcripts:** For master's degree applicants, if the Bachelor's degree was issued by a foreign 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. If the evaluation shows the undergraduate degree is not equivalent to a U.S. undergraduate degree requirement, then the applicant is required to complete the necessary credits at BAU before taking graduate level courses. The evaluation must be a course-by-course evaluation of the transcript if the student wishes to transfer credits.

#### English Language Requirements for International Students

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

TOEFL (PBT, CBT, IBT) : 600, 250, 100

IELTS : 7.0

TOEIC : 800

BAU Proficiency :80 (offered on campus)

Students must submit original score reports or have the results sent directly to BAU by the test

provider. Scores must be no more than two years old.

Alternately, if a student earned 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**, an English language school accredited by CEA (<http://cea-accredit.org/>). BAU will accept graduates of 500C level of Mentora College's Intensive English Program as having satisfied the English language proficiency requirements for admissions to graduate programs at BAU.

#### Additional Documents Required for International Applicants to Apply for a Visa

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

- A passport copy,
- A bank statement showing sufficient funds,
- A sponsorship letter if the bank statement is not in the applicant's name with the sponsor's passport copy

Once the applicant receives academic admission to BAU, the Designated School Official will review all international applicant materials before issuing an I-20. The applicant may apply for the F-1 visa after BAU couriers him or her the original I-20.

#### TRANSFER STUDENT ADMISSIONS REQUIREMENTS

Transfer students follow the same process as regular students. They submit the same documents by filling in the online application form on [www.bau.edu](http://www.bau.edu).

In addition to this, transfer applicants need to submit their original and signed transcript of their institution they are transferring from.

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.

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.

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

The decision on whether or not to accept your academic credit could be made by the chairperson of the department, a faculty transcript review committee, or an individual faculty member. Factors that affect the willingness to accept academic credit in transfer may include:

**Appropriateness of course content:** The course should align with BAU's degree program and the content of the course should compare favorably with the materials and topics covered in BAU's

degree curriculum. Students seeking to transfer academic credit should be prepared to discuss how their completed coursework covers the topics required in BAU's curriculum. Evidence would include copies of work completed, or a copy of a syllabus or study guide for the course.

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

For information about the application process, email [admissions@bau.edu](mailto:admissions@bau.edu)

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#### LIFE OR WORK EXPERIENCE CREDIT

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**A BAU Life or Work Experience Credit Form** can be used for current/applicant students who demonstrate that they have already acquired, through life experience such as job training, non-college courses, etc., course knowledge required for the degree program in which they are enrolled.

There are three main types of Professional Training & Life Experience.

**Credit for Job Training** - In this case, credit may be awarded directly for job training, based on a precedent that has been established by our university. Credit will also be awarded to individuals with certificates or licenses in the following areas: aviation, law enforcement, insurance, real estate, Emergency Medical Technician.

**Credit Recommended by the American Council on Education (ACE)** - If you have been awarded with a certificate or license that is recognized by ACE, you may be eligible for credit.

**Credit for Life Experience through the Portfolio Process** - In other cases, students will need to petition for credit through the portfolio process. This process is recommended for students who have extensive life experience but are unable to

earn automatic credit for job training. Portfolio credit is limited to a maximum of 30 credits.

Attach copies of all documents that you would like to be evaluated for BAU Life or Work Experience Credit to your application form. This should include certifications, licenses, or exam results.

BAU Academic team/Chair and/or Subject Matter Expert (SME) reviews the application. The process can take up to 3 business days.

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### REGISTRATION

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

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

**Continuous Enrollment:** All students in degree-seeking programs (whether full-time or part-time) are required to maintain enrollment in consecutive semesters of consecutive academic years until the completion of their programs. Exceptions may be made only for an officially authorized leave of absence. The summer semester is optional for all students.

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### SEMESTER AND CREDIT SYSTEM

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

**Credit Hours:** BAU follows credit-based degree programs. At BAU, for students to complete any program, they must complete a specified

number of credit hours as required by 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:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
- The amount of work required for what is stated in paragraph (1) of this section, and for other academic activities established by the institution including: laboratory work, internships, studio work, and other academic work that can be counted as credits.

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### PROGRAM AND COURSE PREREQUISITE POLICY

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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.

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### COURSE CODES AND LEVELS

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

ACCT	Accounting
ANTH	Anthropology
BGDA	Big Data
BUSN	Business
CMPS	Computer Science
ECON	Economics
ENGL	English

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FINC	Finance
FREN	French
GERM	German
HIST	History
ISIT	Information Systems/Information Technology
INTL	International Affairs
MGMT	Management
MKTG	Marketing
MATH	Mathematics
PHIL	Philosophical Studies
POLS	Political Science
PSYC	Psychology
SOCI	Sociology
SPAN	Spanish
TURK	Turkish
UNIV	University General

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

001 – 099 Non-credit Courses

101 – 199 Freshman Courses

201 – 299 Sophomore Courses

301 – 399 Junior Courses

401 – 499 Senior Courses

501 – 699 Master's Courses

Master's students register to 501-699 code courses. In special cases, with the approval of the advisor, undergraduate students can register to 501-699 code courses with credits; however, Master's students are not allowed to register to undergraduate level courses.

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### COURSE LOAD

**Full-time Study\*:** Graduate students registered for nine (9) or more credit hours per semester 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.

All students pay tuition based upon the number

of credit hours for which they are enrolled.

**Student Overloads:** Ordinarily, a student who wishes to register for an overload beyond the full-time course load must have a satisfactory GPA preceding the overload. A minimum GPA of 3.0 is required to become eligible. Except in extremely rare and compelling circumstances, graduate students may not enroll in overload courses beyond 12 credits. Students who wish to take more than the prescribed course load must seek written approval from the Dean of Academics or the designated Chair.

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### ACADEMIC ADVISING FOR REGISTRATION

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

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

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### ADDING AND DROPPING COURSES

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

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### WITHDRAWING FROM COURSES

Students may decide to withdraw from a course after the Mid-Terms, generally 8 weeks into the semester. The withdrawal date is specified on each year's Academic Calendar. A student who wishes to withdraw from a course may do so only

by filling out a **Course Withdrawal Request Form** on OIS and getting the approval of the Academic Department. Students must submit a substantial supporting documentation for consideration to withdraw. Submission of the Withdrawal Form does not guarantee an approval. Students on a F1 visa cannot withdraw if they will not be able to meet the full-time course load after the withdrawal.

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

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

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#### CHANGES IN PROGRAM OF STUDY

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

The student’s normal program length will be recalculated. 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.

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

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

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#### GRADES

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

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

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

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#### EXPLANATION OF GRADES

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

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

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

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### SYMBOLS ON TRANSCRIPT

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

<b>AU</b>	: Audited Course
<b>ADW</b>	: Administrative Withdrawal
<b>CC</b>	: Credit Completion
<b>CE</b>	: Currently Enrolled
<b>IP</b>	: In-Progress
<b>R</b>	: Repeat Course
<b>S / U</b>	: Satisfactory / Unsatisfactory
<b>TC</b>	: Transfer-in Credits
<b>W</b>	: Withdrawal
<b>*</b>	: Course not applicable to current degree

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### SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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The satisfactory academic progress (SAP) is the process used to determine if a student is making acceptable progress toward a degree or certificate. Recipients of both federal (Title IV) funds and institutional funds must maintain Satisfactory Academic Progress (SAP) toward their degrees in order to remain eligible for financial aid assistance and BAU scholarships. SAP is defined both qualitatively and quantitatively. Federal regulations state that the SAP standards for students receiving Title IV aid must be the same as or more strict than the school's standards for a student enrolled in the same educational program who is not receiving Title IV aid. BAU's SAP standard mirrors that of the University's academic standards.

A student's failure to meet any of the three of the SAP standards (for all terms enrolled, not just those terms in which aid was received) may result in loss of federal aid eligibility.

SAP is measured after the final grades are recorded at the end of Fall, Spring, and Summer sessions. Below details each of the SAP standards. **All** standards must be met for continued federal aid and scholarship eligibility.

**Standard 1:** Cumulative Grade Point Average

(CGPA) – Qualitative Component.

**Standard 2:** Pace Rate for Attempted Credit Hours – Quantitative Component.

**Standard 3:** Maximum Timeframe (MTF): Degree Completion within 150% of the Average Program Length – Quantitative Component

First-time transfer students are automatically denied if SAP is not met prior to entry semester, however, an appeal may be considered with mitigating circumstances and supporting documentation.

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### STANDARD 1: CGPA

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At the end of every semester, BAU will evaluate the CGPA of each enrolled student. A student must have a minimum cumulative GPA of 3.0 at the graduate level.

BAU uses a 4.0 scale grading system, and GPAs are calculated at the end of each semester. Withdrawals and official Leave of Absences are not included in GPA or CGPA calculations, nor are Incompletes. In the case of retakes, only the highest grade is included in the CGPA calculation.

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### STANDARD 2: PACE RATE FOR ATTEMPTED CREDIT HOURS

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A student must complete at least two-thirds (66.67%) of all cumulative attempted credit hours. New freshmen (both undergraduate and graduate) are required to successfully complete at least half (50%) of the credits they attempt during their first two semesters. Starting with their third semester, they are then required to successfully complete two-thirds of their credits.

The minimum grade acceptable in BAU's course completion policy is a B- for graduate programs.

**Transfer credit hours posted to the official transcript record are counted as attempted and earned credit hours.**

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### STANDARD 3: MAXIMUM TIMEFRAME

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Maximum Time Frame for Program Completion (MTF) is the time (in academic credits attempted, not chronological time) allowed for a student to complete a course of study. All

students at Bay Atlantic University must complete their programs of study within 1.5 times the program length as measured in semester credit hours attempted. All transfer credit hours accepted from other institutions will be counted in the Maximum Time Frame.

<b>Program of Study</b>	<b>Normal Program Length in Credits</b>	<b>MTF Allowed in Credits</b>
Master's	36	54

If a student cannot complete the program within the MTF, the student will be dismissed from the university, and the student will not be eligible to receive the original credential (e.g., bachelor's degree). Federal financial aid eligibility will be terminated when the Financial Aid Office determines it is not mathematically possible for a student to complete his/her degree program within the maximum timeframe.

#### **FINANCIAL AID ELIGIBILITY STATUSES**

##### **Financial Aid Warning | One semester below standard**

A student who fails to maintain the cumulative GPA or Pace requirements is placed on Financial Aid Warning as long as it is mathematically possible to recover in one payment period. There is no action required by the student; federal aid eligibility continues for ONE payment period/semester. A student's warning semester is always their next semester of enrollment whether or not the student receives federal aid.

##### **Financial Aid Ineligible | 2 or more consecutive semesters below standard**

If a student fails to meet all the SAP standards after the warning semester, their federal aid is terminated until they meet the standards.

##### **Federal Aid Appeal Process | Special Circumstances**

If the student is still not making satisfactory academic progress after the Financial Aid Warning semester, he or she is ineligible for

federal financial aid until the required standard is achieved. However, a student has a right to appeal the loss of federal financial aid eligibility if mitigating circumstances (events totally beyond the student's control) existed). All SAP Appeals should be submitted to the Dean of Academics by the deadline indicated on the form. Incomplete appeals or those without supporting documentation will be denied. A committee will review all federal SAP appeals notify the student in writing of the determination.

##### **Financial Aid Probation | Approved Appeal**

A student who fails to maintain the cumulative GPA and/or meet the Pace rate standard is placed on Financial Aid Probation only if the student has successfully appealed. The student will continue to receive federal financial aid for one payment period/semester. The student must meet SAP at the end of the probationary period or comply with the Academic Plan requirements (a contractual agreement designed to ensure that the student will make SAP by a specified point in time).

If the student is still not making Satisfactory Academic Progress or fails to meet the Academic Plan requirements after the probationary period, he/she will become ineligible for federal financial aid until all three SAP standards are successfully met.

##### **Summer Aid Consideration**

Students who are not eligible for spring aid will not be evaluated for summer aid until deficiencies are removed. Students that fail to meet SAP at the end of the spring semester will not be eligible for financial aid for the summer.

#### **AUDITING COURSES "AU"**

Students taking one or more courses for credit may also register to audit one additional course with the written approval of the instructor and the Academic Advisor. Eligible students may change from audit to formal enrollment until the end of the 2nd week (Add-Drop period). An auditing student is not required to take an active

part in classroom activities or to complete or pass exams, quizzes, written or oral assignments, or projects. Classes taken for audit may later be repeated for credit. Because they are ungraded, audited courses do not count as credits attempted for the purpose of determining satisfactory academic progress; therefore, they have no effect on the student's GPA computation.

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

#### ADMINISTRATIVE WITHDRAWAL "ADW"

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

#### CREDIT COMPLETION "CC"

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For Master's applicants, if their Bachelor's degree transcript evaluation shows the undergraduate degree is not equivalent to a U.S. undergraduate degree requirement, then they are required to complete the necessary credits at BAU before or while taking graduate level courses. Such courses are noted with a grade of "CC" on the transcript and have no effect on CGPA calculations.

#### CURRENTLY ENROLLED "CE"

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

#### IN-PROGRESS "IP"

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

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

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

#### REPEAT COURSE "R"

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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:

- 5) 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.
- 6) The GPA will be based only upon the higher grade for the repeated course attempted.
- 7) 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.

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

#### SATISFACTORY/UNSATISFACTORY "S"/"U"

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

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

#### TRANSFER-IN CREDITS "TC"

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

For graduate transfer students, up to 50% of credits may be brought from another 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.

#### WITHDRAWAL "W"

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

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#### GRADE APPEALS & GRADE CHANGE

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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 changes:

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

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

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

The Dean of Academics 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.

The faculty's grade change request is received by the Academic Dean and then submitted to the Registrar for records.

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#### ACADEMIC STANDING

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Students' academic standing will be based on the cumulative grade point average (CGPA).

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Students must earn a minimum 3.0 cumulative GPA at the graduate level to be in **Good Academic Standing** at the end of each enrolled semester at BAU, to include fall, spring, and summer. Failure to do so will result in **Academic Warning, Probation, Suspension, and Dismissal** in succession.

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#### ACADEMIC WARNING

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Students who do not earn a minimum 3.0 cumulative GPA will be placed on **Academic Warning** for the following enrolled semester at BAU, to include fall, spring, and summer. Students will be given a grace period of one semester in their first semester of enrollment.

Students who increase their cumulative GPA 3.0 at the end of the Academic Warning semester will return to **Good Academic Standing**.

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#### ACADEMIC PROBATION

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Students who do not achieve the minimum 3.0 cumulative GPA at the end of the Academic Warning semester will be placed on **Probation** for the following enrolled semester at BAU, to include fall, spring, and summer.

Students on Academic Warning or Probation who return to Good Academic Standing but later fall below the minimum 3.0 cumulative GPA at the graduate level in a subsequent semester will return to the same sequence of being placed on Academic Warning and then Probation.

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#### ACADEMIC SUSPENSION

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Students who do not achieve the minimum 3.0 cumulative GPA at the graduate level at the end of the Probation semester shall be **suspended** from enrolling in new classes for the following semester to include fall, spring, and summer. These students may only repeat the low-grade courses taken previously with the guidance of the Academic Advisor and/or any other course that could replace the low-grade courses as approved by the Academic Advisor in the Suspension Semester.

Students who increase their cumulative GPA to 3.0 at the graduate level at the end of the Academic Suspension semester will return to **Good Academic Standing**.

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#### ACADEMIC DISMISSAL

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Students on Suspension who do not achieve the minimum 3.0 cumulative GPA at the graduate level at the end of the Suspension semester shall be **Dismissed** from BAU.

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.

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#### REINSTATEMENT AS A REGULAR STUDENT

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

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

If the University determines that there is a likelihood of future success, the student will be placed on academic probation for a period of one semester. The student may then be permitted to retake previously failed, in progress, or withdrawn courses in order to improve his or her CGPA and course completion percentage. 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 increases the cumulative GPA 3.0 at the end of the probation semester will return to **Good Academic Standing**.

### APPEAL PROCESS

Examples of Mitigating Circumstances:

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

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

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

Students who fail to maintain SAP due to a mitigating circumstance (e.g. medical reasons, death in the family, etc.) may submit a written appeal with supportive documentation after they have received official notification of denial. Appeals will be evaluated as soon as possible. Any student submitting an appeal will receive a written response within ten (**10**) working days of the documentation arrival. If an additional appeal is desired, the student may request an appeal hearing to provide additional documentation to support his or her appeal. Any student who has been denied financial aid due to deficient SAP must be prepared to pay registration costs regardless of any pending

appeal status. The Financial Aid and Scholarships Office will not recommend any extension of payment deadlines for these students.

Appeal Categories for Low GPA and Low Completion Rate:

- Death of an immediate family member (Immediate family member is a parent, child, brother or sister);
- Illness or Injury which caused an inability to attend or prepare for class for an extended period;
- Extenuating circumstances beyond your control other than one of the above situations.

**Important:** Students who do not meet one of the above categories are not eligible for an appeal.

Appeals based solely on financial and/or emotional needs without sufficient explanation or documentation will not be accepted.

*Work* is not considered a hardship since financial aid is viewed as a supplement to the student's income in order to help reduce the number of hours the average student would have to work in any given week.

It is the responsibility of the student to successfully complete all classes enrolled. Please remember that *dropping a class, failing a class, withdrawing from a class or repeating a class* for which credit was previously earned is a personal decision made by the student.

The following documents and information must be completed and submitted to the Financial Office:

4. Financial Aid Appeal Form
5. Personal statement from the student, either typed or legibly written, providing the following information:
  - What was the cause for not meeting SAP requirements?

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

If an appeal is successful, an academic plan may be formulated and agreed upon. The plan will be designed for meeting minimum SAP requirements within a specified timeframe. Students who do not meet the requirements of the academic plan will not be eligible for financial aid and all remaining aid will be cancelled. Subsequent appeals of the same nature are not permitted. The only way to regain eligibility for financial aid is to meet the SAP minimum requirements.

Students who have voluntarily withdrawn from the school or who were terminated for reasons other than failure to maintain satisfactory academic progress may apply for re-admission to the School Director. If approved for re-admission the student must sign a new enrollment agreement and will start in the next scheduled start date and will return in the same status as prior to withdrawal or termination.

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### ACADEMIC HONORS

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

GPA	3.90+
Minimum credits attempted	9
Minimum grade	A-
Other requirements	No IP, U or below B-

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.

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### GRADUATION REQUIREMENTS

Students should meet the following minimum requirements to qualify for a graduate degree:

Description	
Minimum Passing Grade Per Course	B-
CGPA*	3.00
Total Required Credits	36

*\* In the event a student's CGPA is less than 3.0 for graduate students, the student cannot graduate even if s/he completes her credit requirement. The student should consult with the program director to repeat one of the courses for which s/he earned a low grade.*

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### 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:

<b>Summa Cum Laude</b> (with highest distinction)	3.90+
<b>Magna Cum Laude</b> (with great distinction)	3.80+
<b>Cum Laude</b> (with distinction)	3.70+

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### LEAVE WITH CONSENT FROM THE UNIVERSITY

A student may withdraw from the University on their own will before completing their graduation requirements. A student wishing to withdraw from the University must complete the **Leave with Consent Form** on OIS and obtain the Dean of Academics' approval, which is then submitted to the Registrar.

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

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

If a student who withdrew from the University on his/her will and want to enroll again to the University, the student has to fill out the **Reinstatement Form** and submit it to the Admission Office.

### TRANSFER OUT TO ANOTHER UNIVERSITY

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

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

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

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

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

#### **Eligibility for a SEVIS Record Transfer**

- You must currently be maintaining F-1 status

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

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

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

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

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

- Student continues studies until Transfer Release Date.

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

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

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

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

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

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## TUITION AND FEES

### TUITION POLICY

According to the University's Tuition Policy, students are guaranteed a constant tuition rate throughout their anticipated period of study (defined as 4 years for undergraduate students and 2 years for Master's students). This tuition rate is determined by the rate in effect at the time of the student's enrollment.

### TUITION FOR 2019-2020 ACADEMIC YEAR

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

Student Type	Tuition per credit
Domestic Undergraduate	\$390
International Undergraduate	\$530
Domestic Master's	\$750
International Master's	\$1000

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

### FEES

BAU's fee schedule for the 2019-2010 academic year is as follows:

Mandatory Annual Fees	
Student Activities and Services Fee	\$75
Technology Fee	\$65
Mandatory One-Time Fee	
Student ID card	\$18
Mandatory Semesterly Fee	
U-Pass	\$115

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

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

Returned Check Fee	\$30
Late Payment Fee	\$25
Cancellation Fee*	\$100
International Postage of Documents	\$130
Administrative Services Fee**	\$1500

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

\*\*Only students who receive full scholarship of any kind defined in the scholarship section are required to pay.

### PAYMENT OPTIONS

Students may not register for classes for an upcoming semester until they have made their first installment payment. Payments can be made using the following methods, either online or at the Finance Office:

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

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

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

### PAYMENT PLANS

BAU offers three payment plans to students that are calculated based on the number of credits attempted during a given semester:

- 1) For those students who have up to 50% scholarship, they may pay the full semester tuition up front. Students who pay tuition up front will be offered a discount of 5%;
- 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 if they enroll in more than 5

courses at the undergraduate level and more than 3 courses at the graduate level. Students who choose the third payment plan should be aware that paying in six installments may result in two overlapping payment plans.

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 if they choose any installment plan. Students may view their payment plans and any outstanding 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.

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#### FINANCIAL GOOD STANDING; NO HOLDS ON RECORD

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Financial good standing and a university record clear of holds are required for students to receive services. Services, including but not limited to transcript issuance, diploma release, class registration (add, drop, withdrawal, etc.), and/or housing will not be provided to students with a financial balance due or a hold of any kind on their record. Holds are based on outstanding obligations and may be financial.

Students in noncompliance with payment deadlines will result in the immediate suspension of services.

Failure to meet financial obligations to the university will result in other collection procedures, which include account referral to credit reporting bureaus, private collection agencies, and DC Office of Tax and Revenue, and Office of Attorney General. Past due accounts are subject to garnishments, liens, and judgments and the withholding of money from tax refunds. In addition to late fees and interest, delinquent accounts will be assessed additional

collection costs up to thirty percent of the past due balance, reasonable attorney fees, and other administrative costs. Once an account is referred to a collection agency payment must be made to the agency, not the University.

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

- 1) Students will not be able to register for the semester courses if they have not met their financial obligations. In addition, they will not be cleared for graduation, receive official transcripts or their diploma.
- 2) BAU withholds the release of the student's academic records or any information on the records.
- 3) BAU withholds the issuance of the student's transcripts.
- 4) If the student's account remains delinquent, BAU reserves the right to terminate enrollment.
- 5) All payments are subject to the following fees:
  - **Late fee:** Failure to make any payment on or before the due date results in a \$25 late fee. The late fee will apply only to the tuition and installment fees. Other fees (for example, technology fee) will be deducted before applying payment for tuition. Bay Atlantic University will recalculate the late fee monthly until the balance is cleared.
  - **Return Check Fee:** A \$30 fee will be charged for each returned check.

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

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#### CANCELLATION AND REFUND POLICIES

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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.

Financial good standing and a university record clear of holds are required for students to receive services. Services, including but not limited to transcript issuance, diploma release, class registration (add, drop, withdrawal, etc.), and/or housing will not be provided to students with a financial balance due or a hold of any kind on their record. Holds are based on outstanding obligations and may be financial.

Students in noncompliance with payment deadlines as of the end of the semester will be required to submit a financial guarantee or prepayment prior to future registration. The return of the prepayment by a financial institution will result in the immediate suspension of services.

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

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

\* Excludes all fees, which are non-refundable

## BOOKS

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

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

## FINANCIAL AID

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BAU does not participate in any Federal Financial Aid program.

## SCHOLARSHIP INFORMATION

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

### INSTITUTIONAL SCHOLARSHIPS

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#### BAU Global Scholarship

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This scholarship is offered to encourage the continuity of students within BAU Global Community.

Applicants who are alumni from other BAU Global institutions are offered 50% scholarship upon their acceptance to the programs they apply to. Students with a transcript from a BAU Global institution receive this scholarship automatically.

### Debt-Free DC Scholarship

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Bay Atlantic University will offer all D.C. students who are admitted to our university, a 70%, tuition-based scholarship to help reduce the burden of student loans.

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

#### Undergraduate Applicants

1. Present a valid D.C. license or identification card
2. Maintain a cumulative GPA of 2.5 or higher
3. Submit a scholarship essay upon applying for admission

#### Graduate Applicants

1. Present a valid D.C. license or identification card
2. Maintain a cumulative GPA of 3.0 or higher
3. Submit a scholarship essay upon applying for admission

#### Scholarship Essay Question (500-1000 words):

*Graduating debt-free may seem like a dream; however, D.C. has witnessed many dreams become reality. Upon receiving this scholarship opportunity, describe how this initiative might help you achieve a dream that you have. Furthermore, how will you use this funding to help others in your community achieve their dreams?*

Students interested in this opportunity should apply online at [www.bau.edu](http://www.bau.edu) under "Scholarship Opportunities" which can be found in the "Admissions" tab. If there are any further questions regarding Bay Atlantic University, the application process, or this scholarship program, inquiries can be emailed to [info@bau.edu](mailto:info@bau.edu).

Bay Atlantic University wants highly motivated, intellectually curious students from the District of Columbia who want to be the best they can be for their community, friends and family. This is about propping open a window of opportunity and allowing our local students to jump through it on their way to starting a successful life.

### Institutional Agreement Scholarship

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BAU makes agreements with governments, embassies, government offices, NGOs, and private companies to offer special scholarship opportunities for their employees. During the students' application process, they can consult with the admissions officer to see if there is an institutional agreement or not signed with their institution.

#### Global Scholarship Exam

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BAU organizes a Global Scholarship Exam (GSE) in Vietnam, Mongolia, Chad, and South Africa in collaboration with the related ministries and partner education institutions. The purpose of GSE is to select highly accomplished students to offer scholarships. Students are awarded 25%, 50%, 75% and 100% scholarships depending on their examscores.

#### Transfer from Mentora College

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BAU offers scholarship to students who study at Mentora College and transfer to BAU. The amount of this scholarship changes each year based on the Board Decision. Students may ask the scholarship amount to the Admissions Office during their application.

#### BAU Employee Scholarship

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BAU and Mentora College employees earn full scholarship for tuition. If you are an employee of Bay Atlantic University or Mentora College, your scholarship is also contingent upon your continued employment. If your employment is terminated before you complete the graduation requirements, you must pay the remaining credits for graduation and remaining fees in full.

#### INDIVIDUAL SCHOLARSHIPS

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#### Huseyin Yucel Scholarship

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For decades, the Yucel family has been supporting high-quality education for students of all socio-economic backgrounds. For this reason, the Yucel family donates funds each year to Bay Atlantic University to reduce the financial burden of BAU students through tuition scholarships.

Any student who wishes to receive this scholarship can apply by answering the additional essay questions provided below and submit it with their BAU Application or directly to their admission officer. The essay should be between 500-750 words, 12 pt font, Times New Roman font, 1-inch margins, and double spaced (2.0).

- 1) BAU is looking for global citizens who want to have a lasting impact not only on their own communities, but the global community as well. How will you practice Global Citizenship at BAU and in the local community? How will you continue to be a Global Citizen in your country and community after completing your education at BAU? What difference do you want to make in the world?
- 2) Throughout your studies, you may come across many trials and tribulations in your life. Recount an incident or time when you experienced failure in your life. How did it affect you, and what lessons did you learn? How will those lessons contribute to your growth in your studies and career?

The Scholarship Committee comprised of the administrative and academic team meets regularly to review all the submitted essays and award scholarships.

#### Merit-Based Scholarship

BAU admits students without any Standardized Exam Scores; however, offers scholarship based on the SAT/ACT at the undergraduate level and GMAT/GRE at the graduate level. Students with the following Standardized Test scores may be considered for scholarships:

Test	Score	Scholarship %
SAT	1300	100
	1200	50
	1000	25
GRE	165	100
	160	50
	150	25
GMAT	725	100
	650	50
	550	25

Scores above do NOT guarantee scholarship, but rather make the student eligible for the scholarship. Scholarships are awarded based on the cumulative application: Exam scores, GPA, letters of recommendation, essay, and extracurricular activities.

Scores can be submitted through the online application or directly to the admissions officer.

#### REQUIREMENTS IN MAINTAINING SCHOLARSHIP

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

- 1) Continuously enroll in courses to meet graduation requirements (unless taking an approved Leave of Absence), and
  - 2) Maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 at Undergraduate and 3.0 at Graduate level for any semester, and
  - 3) Avoid any disciplinary action for any reason.
- In addition to these, if the scholarship is awarded to the student for any reason and the student withdraws from the enrolled program in order to transfer to another higher education institution, the student is required to pay the tuition amount back to BAU for all course credits completed since the scholarship was awarded.

## STUDENT RIGHTS AND RESPONSIBILITIES

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### STUDENT RIGHTS

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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 University 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

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Students are expected to embrace the Code of Conduct from their start date at Bay Atlantic University until their graduation date. The University expects the students to follow BAU values 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 academic or non-academic disciplinary actions, as described below.

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### ACADEMIC DISCIPLINARY PROCESS

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

- **Failure to meet the academic standing requirements**
  - **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.
  - **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.
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- **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.

### Complaint Processes

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If a 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 Dean of Academics. If the student has any witnesses, the witnesses may also submit a written report.

### Committee Proceedings

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The Dean of Academics will review the written reports and will then call for an Academic Disciplinary Committee meeting. The Committee will be comprised of the Dean, the Chair of the Program, the Director of Institutional Development and Assessment, the Director of Student Services, and, if applicable, the Designated School Official. The Committee first meets 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

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Based on the severity of the violation, the Committee may choose to implement any of the following academic disciplinary punishments: Disciplinary Warning, Disciplinary Probation, Disciplinary Suspension, and Expulsion.

### Disciplinary Warning

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

### Disciplinary Probation

Disciplinary probation is a formal notice to the student that s/he has engaged in behavior that is unacceptable within the university community and that if continued or if other inappropriate behavior follows, more severe action may be taken, including the possibility of suspension or expulsion from Bay Atlantic University. Probation is for a fixed period of time that is determined by the Committee. Official notice of probation will be provided to the student and the student's parents or guardian, if the student is a dependent, and the student's program. Any student who is placed on disciplinary probation for a period of 16 consecutive weeks or longer will have restrictions placed on his/her participation of the governance of any student club and team for the following academic year. Any student who is placed on disciplinary probation may not be eligible to apply for or participate in a study abroad program.

### Disciplinary Suspension

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

### Expulsion

Expulsion is the most serious university disciplinary action and involves the permanent

exclusion of the student from the university. Expulsion involves the following: forfeiture of all rights and degrees not actually conferred at the time of the expulsion; notification of the expulsion provided to the student, the student's program and his/her parents or guardian if the student is a dependent; permanent notation of the expulsion on the student's disciplinary record and academic transcript; withdrawal from all courses; and forfeiture of tuition and fees according to the university's normal refund schedule. Any student expelled from the university must refrain from visiting the university premises unless engaged in official business approved in writing by the dean of students or his/her designee.

#### Reinstatement Process

An academically suspended or dismissed student with academic disciplinary action may apply for reinstatement only after one semester; has completed the equivalent of that semester 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. 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.

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 GPA.

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

#### NON-ACADEMIC DISCIPLINARY PROCESS

The Non-Academic Disciplinary Committee is responsible for handling all cases of non-

academic misconduct against all policies defined in the **IDENTITY** Section of this Catalog. 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 Process

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, an administrative staff, a representative of SGA, 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 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: Disciplinary warning, restitution, fines, limitations on activities, disciplinary probation, postponement of activity participation and conferring honors and degrees, disciplinary suspension, or expulsion.

### Disciplinary Warning

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

### Restitution

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

### Fines

For some offenses, including violations of the university alcohol and drug policies, fines may be imposed. Money collected will be used to support BAU educational programming.

### Limitations on Activities

Limitations on activities are assigned because the prohibition from participation in certain activities has been determined to be in the best interest of the student and/or the university. Limitations on activities may include, but are not limited to, a fixed period of ineligibility for service as an officer or member of any university organizations or as a member of any university committees, boards or councils or as a participant in any intercollegiate activity; ineligibility to receive or maintain any award from the university; prohibition from attendance at social events; restricted entrance into various university buildings; or restriction from all forms of contact with certain person(s).

### Disciplinary Probation

Disciplinary probation is a formal notice to the student that s/he has engaged in behavior that is unacceptable within the university community

and that if continued or if other inappropriate behavior follows, more severe action may be taken, including the possibility of suspension or expulsion from Bay Atlantic University. Probation is for a fixed period of time that is determined by the Committee. Official notice of probation will be provided to the student and the student's parents or guardian, if the student is a dependent, and the student's program. Any student who is placed on university probation for a period of 16 consecutive weeks or longer will have restrictions placed on his/her participation of the governance of any student club and team for the following academic year. Any student who is placed on university probation may not be eligible to apply for or participate in a study abroad program.

### Postponement of Activity Participation and Conferring of Honors and Degrees

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

### Disciplinary Suspension

Disciplinary Suspension from the university involves the exclusion of the student from participation in any academic or other activities of the university for a specified period. Written notification of this action will be provided to the student and his/her parents or guardian, if the student is a dependent, and to the student's college. Suspension from the university further involves the following: The action of suspension will be noted on the student's disciplinary record and academic transcript; the student will be withdrawn from all courses carried that semester according to the policy of his/her college or school; the student shall forfeit fees according to the normal refund schedule of the university; the student must refrain from visiting the university premises unless engaged in official business approved in writing by the dean of students or his/her designee; the suspension

may include any other disciplinary action judged to be of value to the student.

### Expulsion

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

### Non-Academic Disciplinary Reinstatement Process

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A student who has been suspended or expelled may petition for reinstatement. The petition must be in writing and directed to the Dean of Academics of the institution which initiated the charges for which the student was dismissed. 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 Dean shall after consultation with the Disciplinary Committee adopt procedures for determining whether such petitions will be granted or denied.

### Informal Adjudication

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Dean of Academics shall, after consultation with the elected committee, 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

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If the maximum sanction sought by the investigating officer includes suspension or expulsion, 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
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## STUDENT GRIEVANCE POLICY

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

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

### APPLICABILITY OF PROCEDURES

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

- Allegations of violations of the University policies and procedures with respect to programs, services, activities or facilities.
- Allegations of unfair treatment from faculty, administration, staff or fellow students.
- Claims relating to discrimination, non sex-based harassment and retaliation
- Claims relating to Sex-Based Misconduct (including sexual assault sexual harassment, gender-based harassment, dating violence, domestic/intimate partner violence, sexual exploitation, and stalking).

### PROCEDURES

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#### INFORMAL

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The student discusses the problem informally with a student, faculty member, a Dean, or staff member involved and where appropriate, with supervisors or administrators at sequentially higher levels. (Student may submit an informal complaint to the Director of Student Services using the webform on the University's webpage).

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

#### FORMAL

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1. If for any reason the grievance is not resolved informally to the satisfaction of the student within a reasonable period of time, the student should contact the Director of Student Services.
2. The student shall prepare and submit a formal written complaint on a form provided by the Director of the Student Services which shall serve as the basis for all further consideration.
3. The Director of Student Services shall conduct an investigation of the facts upon which the complaint is based. As soon as practicable, the Director shall notify the grievant of the results of the investigation.
4. If for any reason the student is not satisfied with the results of the investigation conducted by the Director of Student Services, he/she may ask the Director to submit the matter to the Dean of Institutional Effectiveness [hereafter referred to as the Appeal Officer] as appropriate.
5. As soon as practicable, the Director of Student Services shall:
  - prepare a statement summarizing the actions taken
  - append such statement to the student's complaint form
  - forward the complaint form to the appropriate Appeal Officer
6. Upon receipt of the formal complaint, the Appeal Officer shall consult with the University official having authority over the area or subject matter of the grievance. Within 30 days following receipt of the complaint, the Appeal Officer shall render a decision and convey such decision to the student in writing.
7. If the student is not satisfied by the decision obtained by the Appeal Officer, he/she may ask the Appeal Officer to appeal to the

President of the University or their designee on his/her behalf.

8. As soon as practicable, the Appeal Officer shall apprise the President or their designee of the details of the grievance and serve the President or their designee with a copy of the written complaint.
9. As soon as practicable after receipt of the written complaint, the President or their designee shall render a final decision which shall be conveyed in writing to the student.

If an issue of discrimination or Sex-Based Misconduct arises at any time during the course of the Student Grievance Procedure, such procedure shall be suspended pending resolution of the discrimination or Sex-Based Misconduct issue pursuant to the University's Policy Against Discrimination, Non Sex-Based Harassment and Retaliation or the Sex-Based Misconduct Policy and Procedure, as applicable. As soon as practicable after an issue of discrimination or Sex-Based Misconduct arises, the Director of Student Services and/or the Dean of Institutional Effectiveness shall refer the matter to the University's President for investigation pursuant to the University's Policy Against Discrimination, Non Sex-Based Harassment and Retaliation or the Sex-Based Misconduct Policy and Procedure.

#### Miscellaneous General Provisions

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

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

#### LAST RESORT COMPLAINT

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If a student remains unsatisfied after a formal grievance process, s/he can address these

concerns in writing, as last resort, to the following Higher Education Licensure Commission of the District of Columbia and/or Accrediting Council for Independent Colleges and Schools (ACICS):

**Office of the State Superintendent of Education**

810 First Street, N.E., 2<sup>nd</sup> Floor  
Washington, D.C. 20002

**ACICS**

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

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

#### STUDENT RECORDS & RELEASE OF INFORMATION—FERPA

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

- 1) Inspect and review 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.

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

The University will not permit access to or release of confidential information from a

student's records to any individual or agency without the written consent of the student, except for the following situations:

- 1) Name, address, telephone number, date and place of birth, program undertaken, dates of attendance, and certificates, diplomas and degrees awarded may be provided to third parties unless the request to omit such information is presented in writing.
- 2) Records required by Bay Atlantic University officials in the proper performance of 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

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#### 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.

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#### DOCUMENT RETENTION AND DESTRUCTION POLICY

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

#### Academic Records [500\*]-001-999

Record and Descriptions	Retention Period	Disposition Method
Course/ Curricular Records: - Academic Catalog - Thesis/ Dissertation - Student Transcripts Issued - Faculty Transcripts Received	<b>Permanent</b> All hard-copy documents are to be converted into soft copy after 5 years.	Not disposed. <b>In Academic Storage</b>
Accreditation Records Academic Licensures and Certificates	<b>Permanent</b>	Not disposed. <b>In Academic Storage</b>
Accreditation Supporting Documents	5 years after last action	Non-Confidential Destruction
Academic Honors and Scholarships	3 years after the end of academic year	Non-Confidential Destruction

Class Rolls and Grade Sheets	3 years after the end of academic year	Confidential Destruction
Student Sponsorship Information	3 years after graduation	Non-Confidential Destruction
Application/ Admission Records: - Passport Information - Visa Information - Previous Transcripts & Diploma - Financial Information - Credential Evaluations - Admissions Test Scores	5 years after graduation/ leaving	Confidential Destruction

### Electronic Documents and Records

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

### Emergency Planning

BAU’s records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping BAU operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

### Document Destruction

BAU’s Chief Financial Officer is responsible for the ongoing process of identifying the University 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

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.

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 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.

### FINANCIAL RECORDS

Students may request their financial records by contacting the Finance Office or digitally on OIS

on their personal page. Financial records are available to the student only, unless s/he completes a FERPA Release Form. Financial records are never withheld from the student and are always made available.

### **DISCLOSURE OF PERFORMANCE AND PLACEMENT INFORMATION**

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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 Campus Accountability Reports:

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### **JOB PLACEMENT**

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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:

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

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

### CPT/OPT PROGRAM PROCEDURES FOR F1 STUDENTS

#### Curricular Practical Training (CPT) Program:

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

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

“Practical training” can include employment, internship experience (paid or unpaid), cooperative (co-op) education experience, practicum participation, etc. CPT may be part-time (20 hours per week or less) or full-time (more than 20 hours per week). If you accumulate 12 months (365 or more days) of full-time CPT authorization, you lose your eligibility for Optional Practical Training (OPT), another type of employment authorization for F-1 students. Part-time CPT and fewer than 12 months of full-time CPT authorization does not affect your OPT eligibility.

**Eligibility:** You may be eligible for CPT if you:

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

eligible for CPT. CPT cannot be authorized based on a minor or certificate program).

- Will earn your degree from BAU (visiting exchange students are not eligible for CPT).

#### Optional Practical Training (OPT) Program:

Source	Information	Value %
2016-2017 CAR	Institutional Retention Rate	96
	Institutional Placement Rate	74
2017-2018 CAR	Institutional Retention Rate	96
	Institutional Placement Rate	74
2018-2019 CAR	Institutional Retention Rate	97
	Institutional Placement Rate	76

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.

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.

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

The Economics Externship (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 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.

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## EXTERNSHIP

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### ACADEMIC PROGRAMS

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Bay Atlantic University is licensed to offer the following programs:

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#### Bachelor's Degree

- Accounting
- Business Administration
- Economics and Finance
- Political Science and International Relations
- Data Science
- Information Technology

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#### Master's Degree

- Master of Business Administration and Management with concentrations on:
    - Entrepreneurship
    - Economics and Finance
    - Global Affairs
  - Master of Science in Cybersecurity
  - Master of Science in Big Data Analytics
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### PROGRAMS OF STUDY

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Bay Atlantic University is enrolling students to the following accredited degree programs in the 2019-2020 academic year:

- Bachelor of Arts in
  - Accounting
  - Business Administration
  - Economics and Finance
  - Political Science and International Relations
- Bachelor of Science in
  - Data Science
  - Information Technology
- Master of Business Administration with concentrations in:
  - Entrepreneurship
  - Economics and Finance
  - Global Affairs
- Master of Science in
  - Big Data Analytics
  - Cybersecurity

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### MODE OF INSTRUCTIONAL DELIVERY

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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. BAU uses Itslearning as its Learning Management System.

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## PROGRAM DESCRIPTIONS

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### BACHELOR OF ARTS DEGREE PROGRAMS

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BAU offers four Bachelor of Arts programs in 2019-2020 academic year:

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

BAU offers the following Bachelor of Science programs:

- Data Science
- Information Technology

The Bachelor's degrees are earned by completing the program course requirements of 120 credit hours. Of these credit hours, 39 credits (13 courses) are General Education courses, 60 credits (20 courses) are core courses, and 21 credits (7 courses) are elective courses.

### General Education

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

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

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

To complete the social sciences requirement, students must complete four (4) courses in this cluster. HIST 168 and UNIV 101 are required and the other two (2) can be selected from the cluster.

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### General Education Program: Course Listing

Humanities Cluster			
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
Mathematics and Sciences Cluster			
Course Code	Course Name	Prerequisites	Credit
ENVS 105	Introduction to Environmental Science		3
CMPS 110	Introduction to Computer Science		3
MATH103	College Mathematics		3
MATH104	College Algebra	MATH103	3
Social Sciences Cluster			
Course Code	Course Name	Prerequisites	Credit
PSYC 101	Introduction to Psychology		3
HIST 166	Atlantic History		3
HIST 168	History of Civilizations		3
HIST 170	U.S. History		3
SOCI 101	Introduction to Sociology		3
POLS 250	Media Literacy in the Age of Fake News		3
UNIV 101	First Year Seminar		3

### Bachelor of Arts in Accounting

This program's 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. 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

### Accounting Program: Course Listing

Core Requirements: 60 Credits (20 courses)

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

Electives: 21 Credits (Students choose 7 courses)

Course Code	Course Name	Prerequisite	Credit
ACCT 432	Accounting for Not-for-Profits and Governments		3
ACCT 401	Corporate Accounting		3
ACCT 453	Forensic Accounting		3
BUSN 301	Total Quality Management		3
BUSN 375	Entrepreneurship		3
FINC 331	Financial Analysis		3
MGMT 201	Leadership		3
MGMT 337	Strategic Management	MGMT 201	3

### Bachelor of Arts in Business Administration & Management

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

business elements are transforming workplaces locally and globally.

Graduates of this program will be qualified, but not limited to, 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

#### Business Administration & Management Program: Course Listing

Core Requirements: 60 Credits (20 courses)

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

Electives: 21 Credits (Students choose 7 courses)

Course Code	Course Name	Prerequisite	Credit
FINC 455	International Finance		3
MGMT 325	Operations Management		3
MGMT 335	Project Management Knowledge Areas I		3
MGMT 336	Project Management Knowledge Areas II	MGMT 335	3
MGMT 433	Negotiation		3

MGMT 453	Cross-Cultural Management		3
MKTG 321	Marketing Management	MKTG 201	3
MKTG 435	Brand Management		3
MKTG 436	Principles of Advertising		3
MATH 335	Business Analytics		3

### Bachelor of Arts in Economics and Finance

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

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

Students following a career in the field of Economics and Finance qualify for a wide array of jobs in business or government, including Business Economist, Statistician, Financial Planner, Investment Advisor, Program Analyst, Economics Research Analyst, Financial Risk Manager, Treasury Analyst, Media Analyst, Claims Officer, Project Manager, Asset Manager, Banker, Loan Officer, Broker, Policy Analyst, and Budget Analyst. The B.A. in economics and finance also provides an excellent background for admission into an M.B.A., a law degree program, or graduate training in economics, finance or public policy.

#### Program Learning Goals

The goal of the B.A. in Economics and Finance program is to provide the latest knowledge-base in the field and to help students develop the skills they need to think rigorously and analytically about socioeconomic and financial issues, and as such provide a solid foundation for careers in economics and finance as well as for multiple other pursuits. As a social science, Economics and Finance requires a serious comprehension of the human global context that surrounds us. The BAU's general education requirements emphasize the Liberal Arts and an understanding of global cultures and diversity. Through these requirements, students hone their critical writing and thinking abilities; quantitative and scientific reasoning skills; public speaking abilities; foreign language skills; and information and computer literacy. In a nutshell, these are the goals of the program:

- Understand the major concepts and theories of economics and finance.
- Undertake quantitative data analysis using the latest technology and software.
- Think critically about socioeconomic and financial issues in the diverse global context of the contemporary world.
- Be able to clearly express their ideas in writing and through oral communication.

#### Economics and Finance Program: Course Listing

Core Requirements: 60 Credits

Course Code	Course Name	Prerequisite	Credit
ACCT 112	Financial Accounting		3
ACCT 114	Managerial Accounting		3
BUSN/INTL 240	Law and Ethics		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		3
ECON 437	Econometrics I	MATH 110	3
ECON 479	Health Economics	ECON 101	3
ECON 481	Education and Economic Development		3
ENGL 324	Technical Writing and Presentation Skills for Economics and Finance		3
FINC 221	Introduction to Financial Management		3
FINC 224	Corporate Finance I		3
FINC 225	Corporate Finance II	FINC 224	3
FINC 331	Financial Analysis		3
MATH 110	Introduction to Statistics		3
MATH 131	Calculus I	MATH 104	3
MATH 225	Spreadsheet Applications for Business, Accounting, and Economics	MATH 131	3
MATH 335	Business Analytics		3

Electives: 21 Credits (Students choose 7 courses)

Course Code	Course Name	Prerequisite	Credit
ECON 315	Political Economy	ECON 111	3
ECON 336	Game Theory		3
ECON 353	Globalization & The World Economy	ECON 101 and ECON 111	3
ECON 371	The Development of Economic Thought		3
ECON 432	Money and Markets		3
ECON 435	Public Finance and the Economy		3
ECON 438	Econometrics II		3
ECON 440	Economics of International Development		3
ECON 456	International Financial Crises		3
ECON 473	Keynes vs. Friedman		3
ECON 480	Labor Economics		3
FINC 222	Financial Markets and Institutions		3
FINC 373	Monetary Theory and Policy		3
FINC 421	Investment Strategies		3
FINC 431	Derivative Markets		3
FINC 432	Financial Markets		3
FINC 455	International Finance		3
MGMT 325	Operations Management		3

### Bachelor of Arts in Political Science and International Relations

This program is designed to give our students strong theoretical foundations in Political Science and International Relations in combination with real world insights provided by our unique Faculty of “Scholars Practitioners” who create in the classroom the needed links between theory and the empirical world of

“field experience”. This includes ample use of case studies that provide insights on how to properly use models, analytical tools, strategic planning, policy-making, diplomacy, international negotiations and more. Students also benefit from the specialized expertise of guest lecturers drawn from the rich Washington, DC environment. They include: think-tank experts, government officials, diplomats, trade organizations officials, multilateral organizations officials (World Bank, International Monetary Fund, Inter-American Development Bank), media and many others. Graduates will qualify for jobs including: Foreign Service Officer, International Organizations Official, Political Consultant, Business and Trade Associations Officer, International Development Consultant, Local, State and Federal Government Official, Corporate Communications Officer.

#### Program Learning Goals

Upon completing the program, students will be able to:

- Discuss and implement major theories and dynamics of political science and international relations
- 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
- Make both qualitative and quantitative and empirical analyses
- Identify actors, structures, processes and complex interactions of politics, international business and diplomacy
- Analyze regional, national, international, trans-national issues.
- Have critical thinking on concepts, arguments and key issues.
- Write sound papers and conduct relevant presentations from readings and research findings.

#### Political Science and International Relations Program: Course Listing

Core Requirements: 60 Credits

Course Code	Course Name	Prerequisite	Credit
BUSN/INTL 240	Law & Ethics		3
ECON 101	Introduction to Microeconomics		
ECON 111	Introduction to Macroeconomics		3
ECON 315	Political Economy	ECON 111	3
ECON 353	Globalization and the World Economy	ECON 101 and ECON 111	3
ENGL 326	Technical Writing and Presentation Skills for Political Science and International Relations		3
INTL 161	Diplomatic History		3
INTL 172	United States Foreign Policy		3
INTL 239	International Organizations		3
INTL 255	International Crisis Diplomacy		3
INTL 257	International Relations		3
INTL 270	Global Public Health		3
INTL 271	Gender, Development, and Globalization		3
INTL 348	Introduction to International Human Rights		3
INTL 354	International Development and Emerging Markets		3
INTL 451	World Politics and World Order		3

INTL 459	International Security		3
POLS 101	An Introduction to Politics and Political Science		3
POLS 121	Government and Politics of the United States		3
POLS 251	Comparative Politics of Industrialized Societies		3

Electives: 21 Credits (Students choose 7 courses)

Course Code	Course Name	Prerequisite	Credit
INTL 300	Cybersecurity		3
INTL 340	Transnational Corporations		3
INTL 350	U.S. and Europe		3
INTL 351	U.S. and the Middle East		3
INTL 352	U.S. and ASEAN		3
INTL 353	U.S. and BRIC		3
INTL 355	Latin American Politics		3
INTL 388	Transnational Threats		3
INTL 460	Global Immigration and Asylum Policy		3
POLS 115	Political Ideologies		3
POLS 122	U.S. Political History		3
POLS 252	Comparative Politics of Transitional Societies		3
POLS 321	Political Parties in America		3
POLS 335	Environmental Politics		3
POLS 342	Political Sociology		3
POLS 343	Public Policy		3
POLS 432	Religion and Politics		3
POLS 453	Political Behavior		3
POLS 459	Global Perspectives on Democracy		3

### Bachelor of Science in Data Science Program

The BS program in Data Science integrates scientific methods from statistics, computer science and data-based business management to extract knowledge from data and drive decision making. Graduates are prepared to meet the challenges at the intersection between big data, business analytics, and other emerging fields. This program will prepare students for such job positions as data analyst, data science/analytics manager, database administrator, big data engineer, data mining engineer, machine learning engineer, data architect, hadoop engineer, data warehouse architect, commercial intelligence manager, competitive intelligence analyst, consultant, strategic business and technology intelligence, manager of market intelligence, director of enterprise strategy, and director of global intelligence.

#### Program Learning Goals

- To meet the growing demand for high-level information systems/science skills
- To provide a path for individuals from diverse fields to rapidly transition to data science careers
- Enable established IT and computing professionals to upgrade technical management and development skills
- Prepare graduates to apply data science techniques for knowledge discovery and dissemination to assist researchers or decision-makers in achieving organizational objectives

## Data Science Program Course Listing

Core Requirements: 60 Credits (20 courses)

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

Electives: 21 Credits (Students choose 7 courses)

Course Code	Course	Prerequisite	Credit
CMPS 315	Operating Systems	CMPS 122	3
CMPS 332	Analysis of Algorithms	CMPS 205	3
CMPS 410	Introduction to Artificial Intelligence	CMPS 322	3
CMPS 426	Bioinformatics	MATH 110	3
CMPS 433	Game Programming	CMPS 205	3
CMPS 477	Image Processing	CMPS 230	3
CMPS 480	Big Data	CMPS 318	3
ISIT 328	Data Warehouse Design	CMPS 318	3
ISIT 350	Advanced Web Application Design		3
ISIT 355	Advanced Mobile Application Development	ISIT 248 or ISIT 350 or CMPS 222	3
ISIT 362	Social Network Analysis		3
ISIT 370	Agile Project Management	MGMT 200	3

MGMT 200	Introduction to Project Management		3
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### Bachelor of Science in Information Technology Program

The mission of this program is to prepare community and information technology leaders through innovative, high-quality program, initiatives and services directed to the needs of learners and employers. The program purpose is to educate, mentor, train and develop students that can manage and supervise using effective communication skills, knowledge of evolving technologies, efficient project planning and implementation techniques. The program will provide students with the opportunity to attain a degree that will enhance their opportunities in management and supervisory positions within the information technology field. This major will prepare students for job positions such as Computer Network Architect, Computer Support Specialist, Database Administrator, Information Security Analyst, Software Developer, Artificial Intelligence/ Machine Learning Engineer, Application Developer, Application Support Analyst, Applications Engineer, Associate Developer, Chief Information Officer (CIO), Chief Technology Officer (CTO), Cloud Architect, Cloud Consultant, Cloud Product and Project Manager, Cloud Services Developer, Cloud Software and Network Engineer, Cloud System Administrator, Cloud System Engineer, Computer and Information Research Scientist, Computer and Information Systems Manager, Computer Network Architect, Computer Programmer, Computer Systems Analyst, Computer Systems Manager, Customer Support Administrator, Customer Support Specialist, Data Center Support Specialist, Data Quality Manager, Database Administrator, Desktop Support Manager, Desktop Support Specialist, Developer, Director of Technology.

#### Program Learning Goals

- Practical application of computing and mathematics knowledge
- Analytical problem solving and trouble-shooting techniques
- Database design and administration with the use of DBMS and SQL
- Data Center technology and management
- Scripting languages, including Perl, PHP, and JavaScript
- Design, implementation, and evaluation of computer-based systems
- Computer programming with C++ and other high-level languages
- Establishing computer networks with hardware and software components

#### Information Technology Program Course Listing

Core Requirements: 60 Credits (20 courses)

Course Code	Course	Prerequisite	Credits
BUSN/INTL 240	Law & Ethics		3
CMPS 122	Introduction to Programming I	CMPS 110	3
CMPS 202	Data Structures and Algorithms, I	CMPS 122	3
CMPS 211	Computer Networks		3
CMPS 222	Programming II	CMPS 122	3
CMPS 226	Introduction to Data Science		3
CMPS 318	Database Management Systems		3
CMPS 320	Computer Forensics		3
CMPS 350	Cyber Security Law		3
ISIT 224	Information Systems Analysis and Design		3
ISIT 225	Cloud Computing		3
ISIT 226	Management Information System	ISIT 224	3
ISIT 352	Web Development		3

ISIT 354	Software Architecture		3
ISIT 356	Software Quality and Testing		3
ISIT 357	Content Management Software		3
ISIT 360	Data Mining	CMPS 226	3
ISIT 401	Information Technology Audits & Controls	ISIT 356	3
MATH 110	Introduction to Statistics		3
MATH 140	Discrete Mathematics		3

Electives: 21 Credits (Students choose 7 courses)

Course Code	Course	Prerequisite	Credits
CMPS 205	Data Structures and Algorithms II	CMPS 202	3
CMPS 322	Machine Learning and Pattern Recognition	CMPS 205	3
CMPS 410	Introduction to Artificial Intelligence	CMPS 322	3
CMPS 426	Bioinformatics	MATH 110	3
CMPS 433	Game Programming	CMPS 205	3
CMPS 438	Exploratory Data Analytics	CMPS 226	3
CMPS 477	Image Processing	CMPS 230	3
ISIT 248	Mobile Development		
ISIT 328	Data Warehouse Design	CMPS 318	3
ISIT 350	Advanced Web Application Design		3
ISIT 340	Business Intelligence	ISIT 360	3
ISIT 355	Advanced Mobile Application Development	ISIT 248 or ISIT 350 or CMPS 222	3
ISIT 362	Social Network Analysis		3
ISIT 370	Agile Project Management	MGMT 200	3
MGMT 200	Introduction to Project Management		3

## MASTER'S DEGREE PROGRAMS

### MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM

Bay Atlantic University offers a Master of Business Administration (MBA) degree built to provide its students with the intellectual foundations, experience-driven knowledge, and problem-solving skills needed to succeed in a dynamic and global business world. The program is designed to produce ethical business leaders who can effectively manage real-world problems in an environment of team work and partnership.

BAU offers the MBA degree with three concentrations:

- Entrepreneurship
- Global Affairs
- Economics and Finance

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 international trade agreements to sustainable development, students gain in-depth knowledge concerning the basic dynamics that have transformed the worldwide economy.

The **Economics and Finance** curriculum offers its students specialized courses in business economics and in financial markets. Areas of study include corporate finance, international trade and investment, business strategy, banking, human resource management, and industrial organization. Students learn how critical economic and investment decisions are made by local businesses, global corporations, and financial intermediaries.

The MBA degree is earned by completing the program course requirements of 36 credit hours (12 courses of 3 credit hours), of which 24 credits are core courses and 12 credits are concentration elective courses. To qualify for the MBA degree, students must meet all core and concentration elective credit requirements.

Students enrolled in the graduate program must maintain a Cumulative Grade Point Average (CGPA) of at least 3.0 (B) out of 4.0 and earn a minimum grade of not less than 2.7 (B-) out of 4.0 on all courses to qualify for the MBA degree and to graduate.

Only graduate-level courses may be applied toward the degree. A master's student may transfer up to 18 credit hours of graduate credit earned at accredited institutions. 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. 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.

### MBA Program

Bay Atlantic University's Master of Business Administration provides opportunity for students to further their education by improving their professional management, leadership, and analytical skills, thus enhancing their career and earning potential. The program is intended to prepare career focused students with comprehensive knowledge of business principles. Students are offered a comprehensive business education as they learn the key content areas of management, marketing, finance, accounting, economics, and law. The program also includes three major study emphases namely Entrepreneurship, Global Affairs and Economics and Finance. The Master of Business Administration program provides high quality courses that are rigorous, transferable at the graduate level, and provided at a reasonable cost.

#### Program Learning Goals

- Demonstrate professionalism, self-awareness, leadership, and effective communication skills.
  - Understand ethical issues and dilemmas that businesses often face.
  - Apply specialized knowledge, big data, and quantitative skills to solve business problems.
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- 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.

### MBA Program: Course Listing

Core Requirements: 24 Credits (Students must complete all eight courses)

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
MKTG 512	Marketing Management		3
ECON 605	Quantitative Methods in Business and Economics		3
CAPS 621	Capstone Project	ECON 605	3

Concentration Electives: 12 Credits (students must complete four courses)

Entrepreneurship Concentration			
Course Code	Course Name	Prerequisite	Credit
BUSN 601	Entrepreneurship		3
BUSN 616	New Product Management	MKTG 512	3
MGMT 611	The Entrepreneurial Manager		3
MGMT 532	Strategic Management		3
MGMT 533	Blockchain Technology and Business Management		3
MGMT 610	Advertising Management		3
MGMT 612	Non-Profit Management		3
MGMT 614	Managing Innovation		3
MKTG 641	Brand Management		3
MKTG 615	Marketing Analytics		3
MKTG 618	Digital Marketing, Social Media & E-Commerce		3
MKTG 622	Pricing	MKTG 512	3
MGMT 615	Intrapreneurship		3
BUSN 644	International Patents		3
BUSN 641	Survey of Innovations around the World		3

Concentration Electives: 12 Credits (students must complete four courses)

Global Affairs Concentration			
Course Code	Course Name	Prerequisite	Credit
BUSN 647	Emerging Markets		3
BUSN 654	Globalization and Business Strategy		3
BUSN 655	Conflict Analysis, Mediation & Negotiation		3
POLS 642	International Trade		3

ECON 655	Economics of International Development	ECON 505	3
ECON 657	International Economics	ECON 505	3
FINC 647	International Financial Institutions		3
POLS 651	Policy Formulation & Implementation		3
POLS 652	Gender, Development & Globalization		3
POLS 643	World Energy Politics		3
POLS 645	Transnational Security		3
POLS 647	International Law		3
POLS 659	International Courts Tribunal, Commercial Arbitrations, and the WTO		3
POLS 610	Global Affairs and Foreign Policy		3
BUSN 645	Regional Trade Issues		3
BUSN 659	Risk Assessment in Conflict Regions		3
BUSN 642	Corporate and National Trade and Investment Security Issues		3

Concentration Electives: 12 Credits (students must complete four courses)

<b>Economics and Finance Concentration</b>			
<b>Course Code</b>	<b>Course Name</b>	<b>Prerequisite</b>	<b>Credit</b>
FINC 573	Money and Banking	ECON 505	3
ECON 580	Human Resource Economics for Business	ECON 505	3
FINC 621	Financial Investment Strategies	ECON 505	3
BUSN 646	Competition Policy Across Nations		3
FINC 647	International Financial Institutions		3
ECON 655	Economics of International Development	ECON 505	3
ECON 657	International Economics	ECON 505	3
ECON 665	U.S. Economic & Trade Policy		3
ECON 656	Geographic Information Systems (GIS)		3
FINC 649	Global Financial Markets		3
FINC 660	Global Financial Ethics		3
POLS 642	International Trade		3
ECON 670	Urban Economics, Finance and Governance		3

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### MASTER OF SCIENCE DEGREE PROGRAMS

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BAU offers the following Master of Science programs:

- Big Data Analytics
- Cybersecurity

The MS degrees are earned by completing 36 credit hours of coursework, of which 21 credit hours are core courses and 15 credit hours are electives. Students enrolled in the graduate program must maintain a Cumulative Grade Point Average (CGPA) of at least 3.0 (B) out of 4.0 and earn a minimum grade of not less than 2.7 (B-) out of 4.0 on all courses to qualify to graduate.

A master's student may transfer up to 18 credit hours of graduate credit earned at accredited institutions. No degree credit is earned by a graduate student for any grade received in a graduate-level course that is

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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. Credit earned with undergraduate courses taken as required prerequisite courses are not counted toward the total credit requirement for degree completion.

### Master of Science in Big Data Analytics Program

The program is designed to meet the increasing need for highly skilled data analysts who can analyze the growing amount of data confronting in a variety of disciplines and transform it into usable information for use in decision-making. The program delivers rigorous training in computational techniques and provides mastery of data analysis. Students can expect to play a greater role in decision making and strategy setting for their current or future organizations, adding significant value: studies show that businesses that understand how to interpret data. The program will provide students with frameworks for critically looking at data, interpreting and visualizing data, and applying that knowledge in real-world applications that will shape how 21st century business challenges are addressed. The program will prepare students for job positions such as data analyst, database administrator, database developer, data modeler, data scientist, business intelligence analyst, database manager, data warehouse manager, data architect, big data engineer, data scientist.

#### Program Learning Goals

- Organize, manipulate, and summarize data in various formats.
- Convert a data analytic problem and related information into proper mathematical representation and select appropriate methodologies for analysis based on attributes of the available datasets.
- Implement security measures and ethical practices for collection and storage of data.
- Transfer (and transform) data from different platforms into usable contexts.
- Communicate and summarize results of data analysis in written, oral and visual form.
- Select the appropriate methods and tools for data analysis in specific organizational contexts.

#### Big Data Analytics Program Course Listing

Core requirements: 21 credits (7 courses)

Course Code	Course Name	Prerequisite	Credit
BGDA 501	Introduction to Big Data		3
BGDA 510	Data Mining		3
BGDA 511	Big Data and Analytics		3
BGDA 555	Business Intelligence		3
BGDA 522	Applied Statistics		3
CAPS 621	Capstone Project	All Core	3
CMPS 514	Management Information Systems		3

Electives: 15 credits (students must choose 5 courses)

Course Code	Course Name	Prerequisite	Credit
BGDA 513	Artificial Intelligence	BGDA 511	3
MKTG 615	Marketing Analytics		3
BGDA 521	Technology Management		3
BGDA 550	Big Data and Hadoop Environment	BGDA 511	3
BGDA 552	Big Data Analytics and Cloud Computing	BGDA 511	3
CMPS 515	Network Security & Cryptography		3
CMPS 517	Computer Forensics		3
CMPS 524	Computer Networks and Mobile Communications		3

CMPS 530	Machine Learning and Pattern Recognition		3
CMPS 564	Information Security Management		3

### Master of Science in Cybersecurity Program

The Bay Atlantic University in Cyber Security program teaches students to protect the confidentiality, availability and integrity of information and information systems that support modern organizations. The program focuses on both the fundamentals of information systems as well as advanced topics in areas such as network security, cryptography, risk management, security governance, business continuity, security architecture, physical security and critical infrastructures. This degree will prepare students for job titles such as Chief Infosec officer, Cryptographer, forensic expert, incident reporter, penetration tester, security administrator, security analyst, security architect, security auditor, security consultant, security director, security engineer, security manager, security software developer, security specialist, security code auditor, vulnerability auditor, Network Security Engineer, Information Technology Security Analyst, Information Assurance Engineer.

#### Program Learning Goals

- To meet the growing demand for high-level information systems/science skills
- To provide a path for individuals from diverse fields to rapidly transition to data science careers
- Enable established IT and computing professionals to upgrade technical management and development skills
- Prepare graduates to apply data science techniques for knowledge discovery and dissemination to assist researchers or decision-makers in achieving organizational objectives

#### Cybersecurity Program Course Listing

Core requirements: 21 credits (7 courses)

Course Code	Course Name	Prerequisite	Credit
CMPS 502	Cyber Security		3
CMPS 515	Network Security & Cryptography		3
CMPS 514	Management Information Systems		3
CMPS 564	Information Security Management		3
CMPS 578	Cyber Security Law		3
CAPS 621	Capstone Project	All Cores	3
BGDA 522	Applied Statistics		3

Electives: 15 credits (students must choose 5 courses)

Course Code	Course Name	Prerequisite	Credit
BGDA 501	Introduction to Big Data		3
BGDA 510	Data Mining		3
BGDA 511	Big Data and Analytics		3
BGDA 513	Artificial Intelligence	BGDA 511	3
BGDA 521	Technology Management		3
CMPS 517	Computer Forensics		3
CMPS 524	Computer Networks and Mobile Communications		3
CMPS 618	Penetration Testing	CMPS 564	3
CMPS 623	Web Application Security	CMPS 564	3

CMPS 627	Wireless Sensor Network		3
CMPS 530	Machine Learning and Pattern Recognition		3

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**COURSE DESCRIPTIONS**

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**GENERAL EDUCATION COURSES**

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**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.

**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 ENGLISH COMPOSITION I**

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)**

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.

**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.

**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 ELEMENTARY FRENCH I**

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

**HIST 166: ATLANTIC HISTORY (3 CREDITS)**

The accidental encounter of Christopher Columbus and the Taíno in 1492 initiated profound changes for

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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 168: HISTORY OF CIVILIZATIONS (3 CREDITS)**

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

**MATH 103: COLLEGE MATHEMATICS (3 CREDITS)**

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

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

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).

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

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

**PSYC 101: INTRODUCTION TO PSYCHOLOGY (3 CREDITS)**

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

**SOCI 101: INTRODUCTION TO SOCIOLOGY (3 CREDITS)**

In this introductory course, students will learn about the field of Sociology and how it helps us understand our world. We will discuss key themes of sociological study, including inequality, racism and ethnicity,

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gender and sexuality, age stratification, and culture. Students will also learn about a variety of research methodologies.

**SPAN 101: ELEMENTARY SPANISH I (3 CREDITS)**

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

**SPAN 121: ELEMENTARY SPANISH II (3 CREDITS)**

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 ELEMENTARY TURKISH I**

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.

**UNIV 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.

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**BACHELOR OF ARTS IN ACCOUNTING PROGRAM**

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**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)**

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)**

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)**

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 FINANCIAL ACCOUNTING I**

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.

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**ACCT 323: FINANCIAL ACCOUNTING III (3 CREDITS) – PREREQUISITE: ACCT 322 FINANCIAL ACCOUNTING II**

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)**

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 112 INTRODUCTION TO FINANCIAL ACCOUNTING**

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 INTERMEDIATE ACCOUNTING I**

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 INTERMEDIATE ACCOUNTING II**

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)**

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

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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)**

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)**

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)**

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)**

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)**

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) – PREREQUISITE: ACCT 114  
MANAGERIAL ACCOUNTING**

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)**

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)**

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)**

This course provides a framework for an understanding of forensic accounting and fraud investigations.

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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)**

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 301: TOTAL QUALITY MANAGEMENT (3 CREDITS)**

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

**BUSN 375: ENTREPRENEURSHIP (3 CREDITS)**

Classical economists identified four factors of production. The first three were to be found in relative abundance: land, labor, and capital. But nothing happened and no commerce occurred until the fourth factor - entrepreneurship - arrived to organize the other three into a business organization. This course examines the historical role of entrepreneurs in advancing society through technological and commercial innovation: from Italian Renaissance bankers to the computer wizards of today. The course demonstrates that entrepreneurship is not a gift people are born with; rather it is a skill that everyone can develop.

**FINC 221: INTRODUCTION TO FINANCIAL MANAGEMENT (3 CREDITS)**

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

**FINC 331: FINANCIAL ANALYSIS (3 CREDITS)**

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)**

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) – PREREQUISITE: MGMT 201 LEADERSHIP**

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

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Michael Porter and the internal theory of Jay Barney -- leading to a holistic understanding of strategic management.

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**BACHELOR OF ARTS IN BUSINESS ADMINISTRATION & MANAGEMENT PROGRAM**

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**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**

**INTRODUCTION TO FINANCIAL ACCOUNTING**

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)**

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)**

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

**BUSN 375: ENTREPRENEURSHIP (3 CREDITS)**

Classical economists identified four factors of production. The first three were to be found in relative abundance: land, labor, and capital. But nothing happened and no commerce occurred until the fourth factor - entrepreneurship - arrived to organize the other three into a business organization. This course examines the historical role of entrepreneurs in advancing society through technological and commercial innovation: from Italian Renaissance bankers to the computer wizards of today. The course demonstrates that entrepreneurship is not a gift people are born with; rather it is a skill that everyone can develop.

**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

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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)**

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)**

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)**

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)**

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)**

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.

**MATH 110: INTRODUCTION TO STATISTICS (3 CREDITS) – PREREQUISITE: MATH 104 COLLEGE ALGEBRA**

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)**

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

**MGMT 200: INTRODUCTION TO PROJECT MANAGEMENT (3 CREDITS)**

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

**MGMT 201: LEADERSHIP (3 CREDITS)**

A recent management theory suggests that leadership consists of three overarching functions -- vision, communication, and implementation--under which all other functions can be slotted. This course will

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examine the nature of these three functions in today's business and use Abraham Zaleznik's classic paper to distinguish between the roles of leaderships and managers. Following the dictum that studying leaders illustrates leadership, the course will analyze the characteristics of many leaders from different fields-- business, government, politics, society, and religion-- to distill the essence of leadership.

**MGMT 301: ORGANIZATIONAL BEHAVIOR (3 CREDITS)**

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

**MGMT 303: MANAGEMENT COMMUNICATIONS (3 CREDITS)**

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

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

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

**MGMT 325: OPERATIONS MANAGEMENT (3 CREDITS)**

Operations Management involves those aspects of your firm that provide the goods or services in your firm's value proposition to your targeted market. As such, operations will be decisive in determining the long-term viability of your firm's business model. This fact has become even clearer in recent years as competition has increased with more globalization and improved information technology. By integrating operations successfully into their business models, firms such as Dell, Toyota, and Wal-Mart have shown that good operations make good business sense. The objective of this course is to provide you with an understanding of Operations Management and the role that it plays within an organization. By the end of the course, you should have developed an appreciation for the challenges in providing world-class products and services and the ability to use some analytical tools and conceptual frameworks to guide your thinking about operations.

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

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

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

**MGMT 335 PROJECT MANAGEMENT KNOWLEDGE AREAS I**

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

**MGMT 337: STRATEGIC MANAGEMENT (3 CREDITS)**

The modern theory of strategic management involves the creation of a competitive advantage over

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

**MGMT 433: NEGOTIATION (3 CREDITS)**

Negotiation is the art and science of securing an agreement between two or more interdependent parties. This course focuses on understanding the behavior of individuals, groups, and organizations in the context of competitive situations. The objectives of the course are to help students to develop negotiation skills experientially and to understand negotiation in useful analytical frameworks. Considerable emphasis is placed on realistic negotiation exercises and role- playing. The exercises serve as catalysts for the evaluation and discussion of different types of negotiation situations. In- class discussions and lectures supplement the exercises.

**MGMT 453: CROSS-CULTURAL MANAGEMENT (3 CREDITS)**

Cross Cultural 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)**

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

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

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

**MKTG 435: BRAND MANAGEMENT (3 CREDITS)**

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

**MKTG 436: PRINCIPLES OF ADVERTISING (3 CREDITS)**

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

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of the principles of advertising and practice creative and decision-making skills in developing an advertising campaign plan.

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#### BACHELOR OF ARTS IN ECONOMICS AND FINANCE PROGRAM

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##### **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)**

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)**

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.

##### **ECON 101: INTRODUCTION TO MICROECONOMICS (3 CREDITS)**

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

##### **ECON 111: INTRODUCTION TO MACROECONOMICS (3 CREDITS)**

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

##### **ECON 221: INTERMEDIATE MICROECONOMICS (3 CREDITS) – PREREQUISITE: ECON 101 INTRODUCTION TO MICROECONOMICS**

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

##### **ECON 222: INTERMEDIATE MACROECONOMICS (3 CREDITS) – PREREQUISITE: ECON 111 INTRODUCTION TO MACROECONOMICS**

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)**

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

##### **ECON 315: POLITICAL ECONOMY (3 CREDITS) – PREREQUISITE: ECON 111 INTRODUCTION TO MACROECONOMICS**

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

**ECON 336: GAME THEORY (3 CREDITS)**

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

**ECON 353: GLOBALIZATION & THE WORLD ECONOMY (3 CREDITS) – PREREQUISITE: ECON 101 INTRODUCTION TO MICROECONOMICS & ECON 111 INTRODUCTION TO MACROECONOMICS**

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)**

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)**

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)**

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

**ECON 437: ECONOMETRICS I (3 CREDITS) – PREREQUISITE: MATH 110 INTRODUCTION TO STATISTICS**

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)**

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)**

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

**ECON 456: INTERNATIONAL FINANCIAL CRISES (3 CREDITS)**

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

**ECON 473: KEYNES VS. FRIEDMAN (3 CREDITS)**

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

**ECON 479: HEALTH CARE ECONOMICS (3 CREDITS) – PREREQUISITE: ECON 101 INTRODUCTION TO MICROECONOMICS**

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

**ECON 480: LABOR ECONOMICS**

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

**ECON 481: EDUCATION AND ECONOMIC DEVELOPMENT (3 CREDITS)**

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.

**ENGL 324: TECHNICAL WRITING & PRESENTATION SKILLS FOR ECONOMICS & FINANCE (3 CREDITS)**

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

**FINC 221: INTRODUCTION TO FINANCIAL MANAGEMENT (3 CREDITS)**

In order to maximize future profits, firms need to make a number of interrelated strategic financial decisions. This course examines the impact of decisions in corporate capitalization (debt vs. equity),

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operations (fixed-asset investments vs. outsourcing), budgeting of financial resources, and monitoring of assets and liabilities on the profitability of the firm.

**FINC 222: FINANCIAL MARKETS AND INSTITUTIONS (3 CREDITS)**

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

**FINC 224: CORPORATE FINANCE I (3 CREDITS)**

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

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

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

**FINC 331: FINANCIAL ANALYSIS (3 CREDITS)**

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

**FINC 373: MONETARY THEORY AND POLICY (3 CREDITS)**

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

**FINC 421: INVESTMENT STRATEGIES (3 CREDITS)**

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

**FINC 431: DERIVATIVE MARKETS (3 CREDITS)**

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

**FINC 432: FINANCIAL MARKETS (3 CREDITS)**

This course focuses on the role that financial markets play in business and in the economy It also provides an understanding of the underlying institutions that either help financial markets work well or that interfere with the efficient performance of these markets. This course applies principles from finance and

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economics to explore portfolio theory and asset diversification, equilibrium asset pricing models; the CAPM, efficient and inefficient markets, performance evaluation, and an introduction to basic derivative markets (futures, forward, options).

**FINC 455: INTERNATIONAL FINANCE (3 CREDITS)**

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.

**MATH 110: INTRODUCTION TO STATISTICS (3 CREDITS)**

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) – PREREQUISITE: MATH 104 COLLEGE ALGEBRA**

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

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

**MATH 233: FUNDAMENTAL METHODS OF MATHEMATICAL ECONOMICS (3 CREDITS)**

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)**

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.

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**BACHELOR OF ARTS IN POLITICAL SCIENCE AND INTERNATIONAL RELATIONS PROGRAM**

**BUSN/INTL 240: LAW & ETHICS (3 CREDITS)**

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)**

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 111: INTRODUCTION TO MACROECONOMICS (3 CREDITS)**

Macroeconomics deals with the total of all economic activity within a nation. This course examines such

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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 315: POLITICAL ECONOMY (3 CREDITS) – PREREQUISITE: ECON 111 INTRODUCTION TO MACROECONOMICS**

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

**ECON 353: GLOBALIZATION & THE WORLD ECONOMY (3 CREDITS) – PREREQUISITE: ECON 101 INTRODUCTION TO MICROECONOMICS & ECON 111 INTRODUCTION TO MACROECONOMICS**

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.

**ENGL 326: TECHNICAL WRITING & PRESENTATION SKILLS FOR POLITICAL SCIENCE & INTERNATIONAL RELATIONS (3 CREDITS)**

Communication is a major responsibility of political scientists. Whether it is writing an opinion piece for a newspaper or an academic article for a journal, or appearing on television to analyze current events. Their internal memos and reports have a significant impact on determining the direction of their organizations. This course is designed to familiarize students with the current communication trends in all of those areas. Students will have the opportunity to develop their communication skills by learning the jargon of the discipline, focusing on real-world topics, videoing their presentations, and having their work product reviewed by peers.

**INTL 161: UNITED STATES DIPLOMATIC HISTORY (3 CREDITS)**

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

**INTL 172: UNITED STATES FOREIGN POLICY (3 CREDITS)**

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 239: INTERNATIONAL ORGANIZATIONS (3 CREDITS)**

This course serves as an introduction to international organizations. Understanding international

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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)**

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 257 INTERNATIONAL RELATIONS (3 CREDITS)**

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

**INTL 270: GLOBAL PUBLIC HEALTH (3 CREDITS)**

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

**INTL 271: GENDER, DEVELOPMENT & GLOBALIZATION (3 CREDITS)**

This course introduces major issues facing women and men around the world who are marginalized by inequitable structures and processes of globalization. Students will investigate case studies within the context of international development, drawing particularly on concepts regarding gender and development and critical globalization. Students will develop valuable social science research skills and will discuss and debate critical issues. Upon successful completion of the course students will be able to: analyze and describe dynamic relationships among global and local economies and socio-cultural processes; identify and describe processes and relationships that produce gender-based inequalities; apply key concepts in the fields of international development and gender and development; and utilize qualitative social science research methodologies.

**INTL 300: CYBERSECURITY (3 CREDITS)**

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

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regarding foreign affairs, including cyber warfare, cyber diplomacy, cyber crime, cyber law, and cyber intelligence, etc.

**INTL 340: TRANSNATIONAL CORPORATIONS (3 CREDITS)**

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

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

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

**INTL 350: U.S. AND EUROPE (3 CREDITS)**

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)**

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)**

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)**

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

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

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

**INTL 355: LATIN AMERICAN POLITICS (3 CREDITS)**

In this course, students will examine the comparative politics of Mexico, Cuba, and other Latin American

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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 388 TRANSNATIONAL THREATS (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.

#### **INTL 459: INTERNATIONAL SECURITY (3 CREDITS)**

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

#### **INTL 460: GLOBAL IMMIGRATION & ASYLUM POLICY (3 CREDITS)**

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.

#### **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 115: POLITICAL IDEOLOGIES (3 CREDITS)**

Ideology is one of the most readily employed concepts in political science. Political ideologies originated in the modern era and have shaped our beliefs, values, and understanding of human nature, the organization of social and political institutions, and authority. This course is a survey of major political ideologies. We will examine the core concepts, assumptions, political programs, and historical development of such ideologies as: liberalism, conservatism, nationalism, socialism, communism, and

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fascism, among others. This course aims to help students think critically about the role ideology plays in informing political debate and assumptions concerning state and society.

**POLS 121: UNITED STATES GOVERNMENT (3 CREDITS)**

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

**POLS 122: UNITED STATES POLITICAL HISTORY (3 CREDITS)**

Students will learn about the political history of the United States. Both domestic and international politics will be covered. Students will understand the events surrounding the creation of the United States and how the United States has maintained its democratic system for more than 200 years. Students will also understand the key events, trends, and leaders that have shaped the United States. It is important for students to understand both the domestic and international history of the United States in order to analyze contemporary world affairs. The United States is an important object of study both because it is one of the world's most successful democracies and because it is the world's most powerful nation. World events simply cannot be understood without knowledge of the United States and its history. This course will introduce students to the most important leaders, events, and ideas that have shaped American history and continue to influence the United States today.

**POLS 251: COMPARATIVE POLITICS OF INDUSTRIALIZED SOCIETIES (3 CREDITS)**

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)**

This course examines theoretical and empirical approaches to understanding the process of economic development. Topics include the role of the state in alleviating or exacerbating poverty, the politics of industrial policy and planning, and the relationship between institutional change and growth. How over the past century have some of the world's poorest nations achieved wealth? How have others remained mired in poverty? What are the social consequences of alternative strategies of development? What about the quality of governance? POLS 252 will answer these questions and more.

**POLS 321: POLITICAL PARTIES IN AMERICA (3 CREDITS)**

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

**POLS 335: ENVIRONMENTAL POLITICS (3 CREDITS)**

Environmental politics is a fairly new but quickly growing field as debates about environmental degradation have intensified. Environmentalists are concerned about pollution, conservation, ecosystem destruction, natural resource depletion, and global warming which threaten our planet and future life on earth. State structures, the capitalist world economy, environmental organizations and social movements and their interaction in a global geography all affect the politics of the environment. In other words, these actors on the global scene have differing and often conflicting views on what the problem is and what to do about it. Thus, environmental politics is controversial as well as vital. It is also global in nature as

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environmental problems recognize no national borders. This course will deal with all of these issues while introducing the students to relevant concepts and debates such as the tragedy of the commons, the global commons, sustainable development, ecological modernization, risk society, deep ecology, North-South issues and ideas of nature and progress.

**POLS 342: POLITICAL SOCIOLOGY (3 CREDITS)**

Political sociology is concerned with, above all, power relations in the social, political, and economic spheres. As such, we deal with different centers of power, both within the national unit and transnationally. This course introduces you to state structures, class structures and global structures. We will cover concepts such as power, representation, association, social capital, citizenship, collective action and issues such as state development, democratization, 'old' and 'new' social movements, and global networks. Equally crucial to this course is the understanding of interactions between the society and polity.

**POLS 343: PUBLIC POLICY (3 CREDITS)**

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

**POLS 432: RELIGION AND POLITICS (3 CREDITS)**

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

**POLS 453: POLITICAL BEHAVIOR (3 CREDITS)**

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

**POLS 459: GLOBAL PERSPECTIVES ON DEMOCRACY (3 CREDITS)**

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 20<sup>th</sup>- and 21<sup>st</sup>-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.

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**BACHELOR OF ARTS LEGACY COURSES**

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These courses are not offered starting from Fall 2018.

**ANTH 101: INTRODUCTION TO CULTURAL ANTHROPOLOGY (3 CREDITS)**

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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.

**BUSN 372: BUSINESS IN AMERICA (3 CREDITS)**

In 1925, President Calvin Coolidge proclaimed, "The chief business of the American people is business. They are profoundly concerned with producing, buying, selling, investing and prospering in the world." This course chronicles the development of American business from the colonial times to the transnational enterprises that dominate global commerce today. It also examines current forces in order to predict the future of American business.

**BUSN 374: BUSINESS ETHICS (3 CREDITS)**

This course introduces students to ethics-related aspects of the business decision-making process. Students address a variety of topics, including the theoretical underpinnings of ethics, stakeholders, decision-making strategies, and utilization of such strategies in specific areas such as shareholder and employment relations, marketing, and globalization. The emphases of the course are issue recognition, application of ethical principles, and analysis of the consistency of corporate decision-making processes with such principles.

**ENGL 222: FIVE AMERICAN NOVELS (3 CREDITS)**

An investigation of five major works of American literature. Exact authors covered may vary according to the instructor, but may include authors such as Nathaniel Hawthorne, Harriet Beecher Stowe, Frederick Douglass, Alice Walker, Ernest Hemingway, F. Scott Fitzgerald, John Steinbeck, and others. We will discuss American identity, mythologies, the American experience, and major stylistic movements.

**ENGL 235: AFRICAN-AMERICAN LITERATURE (3 CREDITS)**

From Phillis Wheatley and Olaudah Equiano to Toni Morrison and Ta-Nehisi Coates, African Americans have contributed to American literature since before the founding of the United States. Students in this course will consider themes such as literary style, slavery, freedom, gender, class, and migration, as well as overarching questions about American and African-American identities. Authors may include Frederick Douglass, James Baldwin, Langston Hughes, Zora Neale Hurston, Alice Walker, Jamaica Kincaid, and others.

**ENGL 237: ASIAN-AMERICAN LITERATURE (3 CREDITS)**

This course will provide an overview of major contributions to Asian-American literature, from Yan Phou Lee's 1897 biography to the works of the contemporary Pulitzer Prize for Fiction winners Jhumpa Lahiri and Viet Thanh Nguyen. Students in this course will explore themes such as literary style, ethnicity, war, immigration, gender, and class, as well as overarching questions about American and Asian-American identities. Authors may include Chang-Rae Lee, Ruth Ozeki, Le thi diem thuy, Jessica Hagedorn, and others.

**ENGL 251: PERSIAN LITERATURE, FROM EPIC POETRY TO THE GRAPHIC NOVEL (3 CREDITS)**

A survey of major contributions to Persian literature, from the 10th century *Shahnameh* or *Epic of Kings* to modern authors Sadegh Hedayat and Marjane Satrapi. This course will explore themes such as literary tradition, power and imperialism, emigration, feminism, language, and class through the reading of poems, short stories, and graphic novels.

**ENGL 255: BRITISH LITERATURE & EMPIRE (3 CREDITS)**

An investigation of major works of British literature, with focus on such authors as Jonathan Swift, Jane Austen, Rudyard Kipling, Joseph Conrad, E.M. Forster, and George Orwell. We will pay special attention to the worldviews of these authors, who wrote and lived across Europe, Asia, and Africa during the imperial era. Discussions will also include themes such as the nature of travel, morality, challenges to social hierarchies, satire, and the very meaning of Britishness. Students will also improve their analytical writing abilities.

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**ENGL 322: TECHNICAL WRITING & PRESENTATION SKILLS FOR BUSINESS & MANAGEMENT (3 CREDITS)**

High school students write a lot of essays; business managers write none. The two key communication genres for business managers are business reports and presentations; this course is designed to familiarize the student with the current communication trends in those areas. Students will have the opportunity to develop their communication skills by learning the jargon of the discipline, focusing on real-world topics, videoing their presentations, and having their work product reviewed by peers.

**ENVS 110: GEOLOGY AND THE ENVIRONMENT (3 CREDITS)**

From the formation of Mount Everest and the Marianas Trench, to the eruption of Vesuvius in 79 CE and the 2010 Haiti Earthquake, a startling variety of geological phenomena have had major impacts on both our planet's structure and on human societies. This course provides an overview of these geological phenomena. We will discuss volcanism, plate tectonics, the Earth's layers, and the deformation and formation of rocks. We will also examine human responses to major geological events. Local field trips in the DMV area will provide students with opportunities to identify geological processes in the field.

**ENVS 115: AQUATIC SYSTEMS (3 CREDITS)**

The health of aquatic systems is essential to life on Earth. This course provides an overview of the key physical, chemical, and ecological properties of aquatic systems, including lakes, streams, rivers, aquifers, and oceans. We will cover concepts such as the hydraulic cycle, nutrient cycling, pollution measurement, and the roles of groundwater and surface water. As a case study, we will examine the impact of pollution and clean-up efforts on ecosystems in the Chesapeake Bay.

**FINC 355: INTERNATIONAL FINANCIAL INSTITUTIONS (3 CREDITS)**

Globalization has raised the prominence of national and international financial institutions around the world. This course examines many of those institutions - central banks (the Fed, ECB, BoE, BoJ), the World Bank, the International Monetary Fund, the African Development Bank, and the Asian Infrastructure Investment Bank - from structural and operational points of view. It explores the impacts these banks have on GDP growth and the development of human capital.

**GERM 101: ELEMENTARY GERMAN I (3 CREDITS)**

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

**GERM 121: ELEMENTARY GERMAN II (3 CREDITS)**

*Prerequisite: GERM 101 or permission of instructor*

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

**HIST 162: THE MEDITERRANEAN WORLD, ANTIQUITY TO 1400 (3 CREDITS)**

This course examines Mediterranean civilizations from ancient Mesopotamia and Egypt through the Classical period to the early Renaissance. This undergraduate level course will use a comparative approach to teach students about ancient and Medieval civilizations, and the rise of Christianity and Islam across Europe and the Mediterranean world.

**HIST 164: EUROPEAN HISTORY, RENAISSANCE TO THE EU (3 CREDITS)**

Over the course of the six hundred years, Europe transformed from an isolated region to the dominating force on the global stage. This course follows major themes in European history since the Renaissance. Our topics will vary from the rise of Humanism, European colonization, and the Enlightenment; to the Ottoman Empire, the World Wars, and foundations of modern intellectual thought.

**HIST 168: THE ISLAMIC MIDDLE EAST (3 CREDITS)**

This course is a survey of political, socioeconomic, and cultural aspects of the history of the Islamic World from the rise of Islam until the capture of the Abbasid capital by the Mongols in 1258. As inheritor of the

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traditions of ancient civilizations, Islamic culture and civilization contributed the history of the humanities through products of intellectual, scientific, architectural and religious products, which are indispensable to understand the current state of the Middle East and that of the world. A chronological account will be paired with the treatment of themes such as scripture, law, science, philosophy, mysticism, court culture, literary traditions and daily life throughout the course. In addition to lectures, the course will draw upon discussion sessions, which will give students a hands-on approach. In these sessions, significant products of Islamic civilization will be discussed.

**HIST 169: ASIAN HISTORY, 1550-1950 (3 CREDITS)**

This course will explore major East and South Asian civilizations from the sixteenth century to the modern era, with special attention to South Asian empires, China, and Japan. The course will begin with a brief overview of the foundations of philosophical and religious thought in South and East Asia. It will then move on to discussions of the Ming Dynasty in China, the Mughal Empire in India, and Tokugawa Japan. The course will cover overarching themes in Asian history, including religion and philosophy, scientific and political thought, major cultural movements, and responses to European trade and imperialism. The course ends in the twentieth century, with discussions on the fall of the Japanese Empire, independence and Partition in India and Pakistan, and the rise of Communism in China.

**INTL 356: AFRICA IN WORLD POLITICS (3 CREDITS)**

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.

**MKTG 427: MARKETING FOR NOT-FOR-PROFIT ORGANIZATIONS (3 CREDITS)**

Leaders at not-for-profit organizations believe that they have less need of marketing than their for-profit counterparts. In fact, nothing could be further from the truth. The products of commercial organizations can appear with little fanfare on supermarket shelves, for example, and attract a large group of consumers who "just want to try it" and become loyal customers. Not-for-profits, on the other hand, tend to remain in the shadows without significant marketing campaigns. But not-for-profits have special needs and constraints that require special marketing approaches. This course focuses on those techniques.

**PHIL 105: INTRODUCTION TO PHILOSOPHY (3 CREDITS)**

This course will introduce students to the major theories and questions of philosophy. We will discuss epistemology, the philosophy of science, moral philosophy, metaphysics, and the philosophy of language. Students will debate the perspectives of Plato, Aristotle, Aquinas, Locke, Rousseau, Wollstonecraft, Descartes, Hume, Nietzsche, Beauvoir, Nussbaum, and more.

**PHIL 108: MORAL DILEMMAS AND SOCIAL ETHICS (3 CREDITS)**

In this course, students will consider major ethical questions facing contemporary society. Students will debate issues such as abortion, assisted suicide, the death penalty, and poverty.

**POLS 105: WRITING AND EDITING THE NEWS (3 CREDITS)**

This course is designed to teach students the craft of basic news writing and editing. Students will learn how to recognize and acquire news information, cultivate sources, conduct effective interviews, and write balanced news and feature stories. Students will also learn how a newsroom functions and how news is evaluated for consideration and use in a given news cycle. Students enrolled in this course will acquire the basic knowledge necessary for practicing journalism and evaluating news through tested and ethically sound practices.

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**POLS 227: MEDIA ETHICS (3 CREDITS)**

This course will cover a wide variety of media ethics issues. It will cover the objectivity/subjectivity of news, the problems associated with state-sponsored and managed media, and the manipulation of the news for political ends. The course will discuss photo-manipulation, censorship, and invasion of privacy in routine business activities or government spying. The course will help students develop a deeper understanding of the complexities involved in the often unethical media practices of governments, businesses, news, and other mass media practitioners.

**POLS 242: CURRENT ISSUES IN WORLD POLITICS (3 CREDITS)**

This course aims to familiarize students with contemporary debates and issues on the world political scene. First, debates around globalization are presented as globalization has become an overarching concept which finds its way into all discussions of world politics. In this course, we analyze states, supranational organizations, and transnational actors, which all play a role in world politics, in interaction with each other. Also, we study world politics in terms of seminal issues which not only shape politics but also affect our lives. Some of these issues include security which has become crucial in the post-9/11 context, environmental degradation which gets worse by the day, and global inequality.

**POLS 272: ANCIENT, MEDIEVAL & RENAISSANCE POLITICAL THOUGHT (3 CREDITS)**

This course provides a survey of major authors and texts in ancient, medieval, and Renaissance political thought. This course aims to investigate the classical origins and later development of concepts central to modern political thought, such as the state and the sources of its legitimacy (from ancient democracy to Kings by Divine Investiture), citizenship (duties and privileges), the meaning of democracy over the ages, and the concept equality before the law. Readings will include works by Plato, Aristotle, Cicero, Augustine, Aquinas, Marsilius, and Machiavelli.

**POLS 273: MODERN POLITICAL THOUGHT (3 CREDITS)**

Through this course, students will advance their understanding of the problems of the modern state. We will focus on the problems of forging unity within diversity and resolving conflicts through politics and or wars. The course will focus on modern political thinkers, beginning with the Renaissance, the Reformation, and the Enlightenment. This course will include the study and discussion of the following theorists: Machiavelli, Thomas More, Thomas Hobbes, John Locke, Jean-Jacques Rousseau, Montesquieu, Edmund Burke, the Utilitarians, and Karl Marx.

**POLS 331: POLITICAL THOUGHT I (3 CREDITS)**

This course advances the theoretical understanding of problems emerging from living together in a political ordered society stemming from a. problems of forging unity within diversity; b. resolving conflicts through politics an or war.

**POLS 332: POLITICAL THOUGHT II (3 CREDITS)**

This course advances the theoretical understanding of problems of modern state and society. The study involves understanding thinkers from the Renaissance to the modern era.

**POLS 414: POLITICS OF GENDER (3 CREDITS)**

This course introduces students to relevant concepts such as gender, patriarchy, public-private dichotomy as well as the discussion of the contribution of feminist theory (Western and non-Western) to understanding politics and participation. An overview of the development of women's rights and an analysis of the questions of whether women's rights are universal, whether they constitute human rights and the debates on the construction of citizenship as gendered, and its implications for women's rights are then presented. Another question explored in the course is why and how women have been cast a central role as agents of modernization and nationalism and what its consequences have been for women's political and social participation. The role of women's movement in representing women's concerns as well as the development of the global women's movement is discussed. Finally, women's bodies are considered as contested sites among different political camps and political institutions; implications for discrimination against and exclusion of women are evaluated.

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**PSYC 101: INTRODUCTION TO PSYCHOLOGY (3 CREDITS)**

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

**SOCI 221: SOCIAL CLASS, GENDER & INEQUALITY (3 CREDITS)**

According to economists, the richest 1% of Americans now controls 90% of the nation's wealth. American women and people of color are likely to make less than their white male colleagues. What are the implications of social class and inequality in society, and why does social stratification occur? In this course, students will learn about a variety of social stratification systems around the world. Students will also discuss Marxist, feminist, and Neoliberal interpretations of class and gender dynamics.

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**BACHELOR OF SCIENCE PROGRAMS****DATA SCIENCE PROGRAM****BUSN/INTL 240: LAW & ETHICS (3 CREDITS)**

In this course, students will learn about the role of ethics in international relations and international law, and areas in which the law fails to cover ethics. The course will begin by examining instances of unethical practices in diplomacy, war, and international business from the nineteenth century to present. It will examine various laws that have been introduced during the last two centuries in efforts to curtail unethical behavior and laws that have allowed nations to exploit weaker world regions. Students will complete major simulations in order to practice applying ethics to international law and diplomacy and will propose new policies to encourage ethical diplomatic relations.

**CMPS 122: INTRODUCTION TO PROGRAMMING I (3 CREDITS) – PREREQUISITE: CMPS 110 INTRODUCTION TO COMPUTER SCIENCE**

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

**CMPS 202: DATA STRUCTURE AND ALGORITHMS I (3 CREDITS) – PREREQUISITE: CMPS 122 INTRODUCTION TO PROGRAMMING I**

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

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

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

**CMPS 211: COMPUTER NETWORKS (3 CREDITS)**

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

**CMPS 222: PROGRAMMING II (3 CREDITS) – PREREQUISITE: CMPS 122 INTRODUCTION TO PROGRAMMING I**

This course offers a continuation of the programming skills learned in CMPS 122. Students will learn more advanced applications of a programming language through lab work and independent assignments.

**CMPS 226: INTRODUCTION TO DATA SCIENCE (3 CREDITS)**

A first course in data science. Introduces data science as a field, describes the roles and services that various members of the community play and the life cycle of data science projects. Provides an overview

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of common types of data, where they come from, and the challenges that practitioners face in the modern world of “Big Data.” Provides an introduction to the interdisciplinary mixture of skills that the practice requires.

**CMPS 230: INFORMATION VISUALIZATION (3 CREDITS)**

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

**CMPS 315: OPERATING SYSTEMS (3 CREDITS) – PREREQUISITE: CMPS 122 INTRODUCTION TO PROGRAMMING I**

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

**CMPS 318: DATABASE MANAGEMENT SYSTEMS (3 CREDITS)**

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

**CMPS 322: MACHINE LEARNING AND PATTERN RECOGNITION (3 CREDITS) – PREREQUISITE: CMPS 205 DATA STRUCTURES AND ALGORITHMS II**

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

**CMPS 332: ANALYSIS OF ALGORITHMS (3 CREDITS) – PREREQUISITE: CMPS 205 DATA STRUCTURES AND ALGORITHMS II**

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

**CMPS 337: INFORMATION RETRIEVAL SYSTEMS (3 CREDITS) – PREREQUISITES: MATH 110 INTRODUCTION TO STATISTICS & CMPS 122 INTRODUCTION TO PROGRAMMING I**

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

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**CMPS 410: INTRODUCTION TO ARTIFICIAL INTELLIGENCE (3 CREDITS) – PREREQUISITE: CMPS 332 ANALYSIS OF ALGORITHMS**

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

**CMPS 426: BIOINFORMATICS (3 CREDITS) – PREREQUISITE: MATH 110 INTRODUCTION TO STATISTICS**

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

**CMPS 433: GAME PROGRAMMING (3 CREDITS) – PREREQUISITE: CMPS 205 DATA STRUCTURES AND ALGORITHMS II**

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

**CMPS 438: EXPLORATORY DATA ANALYTICS (3 CREDITS)**

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

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

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

**CMPS 480: BIG DATA (3 CREDITS) – PREREQUISITE: CMPS 318 DATABASE MANAGEMENT SYSTEMS**

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

**ISIT 112: INTRODUCTION TO INFORMATION TECHNOLOGY (3 CREDITS)**

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

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

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

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analysis and design of the information system.

**ISIT 248: MOBILE DEVELOPMENT (3 CREDITS)**

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

**ISIT 328: DATA WAREHOUSE DESIGN (3 CREDITS) – PREREQUISITE: CMPS 318 DATABASE MANAGEMENT SYSTEMS**

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

**ISIT 350: ADVANCED WEB APPLICATION DESIGN (3 CREDITS)**

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

**ISIT 355: ADVANCED MOBILE APPLICATION DEVELOPMENT (3 CREDITS) – PREREQUISITE: ISIT 350 ADVANCED WEB APPLICATION DESIGN OR CMPS 222 PROGRAMMING II**

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

**ISIT 362: SOCIAL NETWORK ANALYSIS (3 CREDITS)**

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

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

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

**MATH 110: INTRODUCTION TO STATISTICS (3 CREDITS)**

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

**MATH 128: LINEAR ALGEBRA (3 CREDITS)**

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

**MATH 131: CALCULUS I (3 CREDITS)**

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.

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

This course builds on skills learned in MATH 140. It covers subjects such as techniques of integration; applications of integration; conics, parametric curves, and polar curves; partial differentiation; and multiple integration.

**MATH 140: DISCRETE MATHEMATICS (3 CREDITS)**

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

**MATH 212: NUMERICAL ANALYSIS (3 CREDITS)**

Numerical Analysis helps on transforming functions, derivatives, integrals, and differential equations as strings of numbers that can be calculated in the computer. At most important issue in Numerical Analysis is an understanding of the speed of convergence of the series expansions for the method used to approximate or solve a problem.

**MGMT 200: INTRODUCTION TO PROJECT MANAGEMENT (3 CREDITS)**

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

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**INFORMATION TECHNOLOGY PROGRAM**

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**BUSN/INTL 240: LAW & ETHICS (3 CREDITS)**

In this course, students will learn about the role of ethics in international relations and international law, and areas in which the law fails to cover ethics. The course will begin by examining instances of unethical practices in diplomacy, war, and international business from the nineteenth century to present. It will examine various laws that have been introduced during the last two centuries in efforts to curtail unethical behavior and laws that have allowed nations to exploit weaker world regions. Students will complete major simulations in order to practice applying ethics to international law and diplomacy and will propose new policies to encourage ethical diplomatic relations.

**CMPS 122: INTRODUCTION TO PROGRAMMING I (3 CREDITS) – PREREQUISITE: CMPS 110 INTRODUCTION TO COMPUTER SCIENCE**

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

**CMPS 202: DATA STRUCTURE AND ALGORITHMS I (3 CREDITS) – PREREQUISITE: CMPS 122 INTRODUCTION TO PROGRAMMING I**

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

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

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

**CMPS 211: COMPUTER NETWORKS (3 CREDITS)**

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

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

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

**CMPS 226: INTRODUCTION TO DATA SCIENCE (3 CREDITS)**

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

**CMPS 318: DATABASE MANAGEMENT SYSTEMS (3 CREDITS)**

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

**CMPS 320: COMPUTER FORENSICS (3 CREDITS)**

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

**CMPS 322: MACHINE LEARNING AND PATTERN RECOGNITION (3 CREDITS) – PREREQUISITE: CMPS 205 DATA STRUCTURES AND ALGORITHMS II**

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

**CMPS 350: CYBER SECURITY LAW (3 CREDITS)**

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

**CMPS 410: INTRODUCTION TO ARTIFICIAL INTELLIGENCE (3 CREDITS) – PREREQUISITE: CMPS 322 MACHINE LEARNING AND PATTERN RECOGNITION**

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

**CMPS 426: BIOINFORMATICS (3 CREDITS) – PREREQUISITE: MATH 110 INTRODUCTION TO STATISTICS**

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

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students.

**CMPS 433: GAME PROGRAMMING (3 CREDITS) – PREREQUISITE: CMPS 205 DATA STRUCTURES AND ALGORITHMS II**

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

**CMPS 438: EXPLORATORY DATA ANALYTICS (3 CREDITS) – PREREQUISITE: CMPS 226 INTRODUCTION TO DATA SCIENCE**

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

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

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

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

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

**ISIT 225: CLOUD COMPUTING (3 CREDITS)**

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

**ISIT 226: MANAGEMENT INFORMATION SYSTEMS (3 CREDITS) – PREREQUISITE: ISIT 224 INFORMATION SYSTEMS ANALYSIS AND DESIGN**

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

**ISIT 328: DATA WAREHOUSE DESIGN (3 CREDITS) – PREREQUISITE: CMPS 318 DATABASE MANAGEMENT SYSTEMS**

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

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

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

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**ISIT 350: ADVANCED WEB APPLICATION DESIGN (3 CREDITS)**

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

**ISIT 352: WEB DEVELOPMENT (3 CREDITS)**

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

**ISIT 354: SOFTWARE ARCHITECTURE (3 CREDITS)**

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

**ISIT 355: ADVANCED MOBILE APPLICATION DEVELOPMENT (3 CREDITS) – PREREQUISITE: ISIT 350 ADVANCED WEB APPLICATION DESIGN OR CMPS 222 PROGRAMMING II**

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

**ISIT 356: SOFTWARE QUALITY AND TESTING (3 CREDITS)**

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

**ISIT 357: CONTENT MANAGEMENT SOFTWARE (3 CREDITS)**

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

**ISIT 360: DATA MINING (3 CREDITS) – PREREQUISITE: CMPS 226 INTRODUCTION TO DATA SCIENCE**

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

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software.

**ISIT 362: SOCIAL NETWORK ANALYSIS (3 CREDITS)**

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

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

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

**ISIT 401: INFORMATION TECHNOLOGY AUDITS & CONTROLS (3 CREDITS) – PREREQUISITE: ISIT 356 SOFTWARE QUALITY AND TESTING**

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

**MATH 110: INTRODUCTION TO BUSINESS STATISTICS (3 CREDITS)**

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 140: DISCRETE MATHEMATICS (3 CREDITS)**

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

**MGMT 200: INTRODUCTION TO PROJECT MANAGEMENT (3 CREDITS)**

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

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**MBA PROGRAM COURSE DESCRIPTIONS**

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**Core Courses**

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**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

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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.

#### **MKTG 512: MARKETING MANAGEMENT (3 CREDITS)**

This course is designed to introduce students to the principles and practices of marketing. After completing this course students will be to: assess market opportunities by analyzing customers, competitors, collaborators, context, and the strengths and weaknesses of a company; develop effective marketing strategies to achieve organizational objectives; and design a strategy implementation program to maximize success.

#### **ECON 605: QUANTITATIVE METHODS IN BUSINESS AND ECONOMICS (3 CREDITS)**

Introduces students to the basic concepts of statistical inference needed for a rigorous and informed analysis of business and economic decisions. It also studies how large-scale unstructured and multi-structured data sets are utilized to determine patterns and trends essential in forming better and faster business strategies. Topics include basic data analysis, random variables and probability distributions,

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sampling distributions, interval estimation, hypothesis testing and statistical significance, and linear regression. Examples and case studies are chosen from finance, economics, marketing and management.

**CAPS 621: CAPSTONE PROJECT (3 CREDITS) – PREREQUISITE: ECON 605 QUANTITATIVE METHODS IN BUSINESS AND ECONOMICS**

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.

**Entrepreneurship Concentration Courses**

**BUSN 601: ENTREPRENEURSHIP (3 CREDITS)**

This course provides insight into the vital role played by entrepreneurs and entrepreneurship in today's global economy. Students will assess, explore, critique, and celebrate the phenomenon of entrepreneurship. The course approaches entrepreneurship as an attitude and as a way that people think, act, and behave. It stresses how entrepreneurship is a workable process, applicable in almost any organizational setting, and it highlights how entrepreneurial behaviors can be sustained throughout the careers of individuals and the development of organizations and societies. The course focuses on new ventures, how they get started and what makes them successful. It encourages the generation of ideas and inquiry and supports 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: BUSN 512 MARKETING MANAGEMENT**

In order to prosper, firms must develop major innovations. Developing such innovations, however, is challenging. There has, however, recently been progress into determining how it may be possible to develop breakthroughs in a systematic fashion. Though cases and expert guest speakers, *this course* explores several practical idea generation development methods and conveys the art required to implement each of them.

**BUSN 641: SURVEY OF INNOVATIONS AROUND THE WORLD (3 CREDITS)**

This course introduces students to a variety of innovations occurring around the world. It examines how science, technology and innovation can support economic growth in emerging economies, and how they can help those economies augment participation in the global economy. The course focuses on the phenomena of technological catch-up and leapfrogging. It is divided into four units. The first unit provides a conceptual foundation for understanding the role of technological innovation and the associated 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 644: INTERNATIONAL PATENTS (3 CREDITS)**

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This course introduces students to the basic principles and legal instruments of international intellectual property law, including examination of the Paris Convention for the Protection of Industrial Property, the Berne Convention for the Protection of Literary and Artistic Property and the WTO Agreement on Trade-Related Aspects of Intellectual Property (TRIPS). The course serves as a basic introduction to the field of intellectual property, as well as to the international dimension of the field.

**BUSN 645: REGIONAL TRADE ISSUES (3 CREDITS)**

This course covers the transactional approach to legal problems encountered in commercial and financial business ventures that cross national borders. Topics include form of doing business, including formation of contracts and the range of issues presented—such as choice of law, choice of forum, commercial terms, force majeure, sales, distribution and agency law, franchise, licensing arrangements, and foreign direct investments; the operations of the 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)**

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.

**MGMT 532: STRATEGIC MANAGEMENT (3 CREDITS)**

The performance of firms is rarely uniform. Some do better than others. Strategy differences help explain this phenomenon. The scope of a firm's operations (that is, its product and service markets) and how it competes within that scope are two issues relating to its strategy. This course is a theoretical, quantitative exploration of industry structure, industry dynamics, and business and corporate strategy. It evaluates firm competition, strategy, and performance from a firm-centric perspective, and it assumes a familiarity with finance, accounting, information technology, and marketing. Grounded in economics and quantitative analysis, this course uses concepts such as supply and demand, marginal, average, and total costs and revenues as a conceptual framework for understanding strategy in modern, for-profit firms.

**MGMT 533: BLOCKCHAIN TECHNOLOGY AND BUSINESS MANAGEMENT (3 CREDITS)**

A blockchain is a growing list of records, called blocks, which are linked using cryptography. By allowing digital information to be distributed but not copied, blockchain technology created the backbone of a new type of internet. Originally devised for the digital currency, Bitcoin, the new technology is being applied in a variety of contexts to facilitate business organization and management as well as policy institutions. It eliminates intermediaries, reduces transaction costs and improves efficiency enormously. This course provides an introduction to blockchains and applies it in a variety of business and policy contexts.

**MGMT 610: ADVERTISING MANAGEMENT (3 CREDITS)**

This course is an introductory study of advertising from the specific point of view of Account Management within the advertising agency. It involves the understanding and appreciation of proper strategies—Advertising, Creative and Media as bases for correct, effective and efficient advertising campaigns in the Philippines. It also examines fully the roles played by the different department of an agency and the various segments of the advertising industry that pertain to each of them. This course will benefit future advertising practitioners whether as account managers in ad agencies, or as advertising or brand managers of clients, or as heads of their own companies.

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**MGMT 611: THE ENTREPRENEURIAL MANAGER (3 CREDITS)**

This course helps students increase their understanding of entrepreneurship and small business management. It investigates the management of startups and small companies. Particularly useful to those seeking to start a new business, work within an entrepreneurial firm, or invest in or advise entrepreneurial endeavors, it addresses aspects of entrepreneurship such as identifying strong business opportunities, obtaining funding for and starting a new endeavor, growing a company and maximizing rewards. The course also investigates how entrepreneurial endeavors can benefit society.

**MGMT 612: NON-PROFIT MANAGEMENT (3 CREDITS)**

This course is a graduate level general introduction to the theory and practice of effective management of nonprofit organizations, with a heavy emphasis on practical application. Real world examples and experiences will be used to ensure that the academic lessons translate to the nonprofit experience. We will address some of the pertinent management issues of the often-overlooked trillion dollar nonprofit sector (also known as the Third Sector) that includes education, research, health care, art, culture, religion, communications, social welfare and services, advocacy, legal services, international assistance, foundations and mutual benefit professional and trade associations.

**MGMT 614: MANAGING INNOVATION (3 CREDITS)**

This course introduces students to the dynamics of industries driven by technological innovation. It enables students to think strategically about technological innovation and new product development and deployment. The course addresses topics such as fiercely competitive industries; choosing optimal innovation projects; choosing between remaining independent or forming partnerships, along with considerations for developing the best strategies for collaboration; choosing between protecting proprietary technologies or promoting rapid dissemination in order to take advantage of potential accompanying benefits; the advantages and limitations of increasing flexibility and, thereby, responsiveness; and improvement of new product development capabilities.

**MGMT 615: INTRAPRENEURSHIP (3 CREDITS)**

This course considers the rising practice of *Intrapreneurship*, which, in general terms, is the application of entrepreneurship to developing new ventures within an existing firm. Examining Intrapreneurship as a corporate strategy, the course relates Intrapreneurship to other functions such as Corporate Venturing, New Product Development (NPD), Research & Development (R&D) and Corporate Labs; examines Entrepreneurship for clues to the successful practice of Intrapreneurship; explores actual Intrapreneurial ventures with practicing executives; and helps students develop an “Intrapreneurial Toolset.”

**MKTG 615: MARKETING ANALYTICS (3 CREDITS)**

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)**

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 MARKETING MANAGEMENT**

Smart pricing is a critical aspect of a company’s efforts to create value for the customer. It is a matter of

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significant importance to marketing executives. A thorough understanding of pricing strategies constitutes critical knowledge for anyone interested in running their own business or pursuing a career in product management, financial management, or various other areas. Through case analysis and real-world pricing problems, this course addresses the practical needs of the marketing manager.

**MKTG 641: BRAND MANAGEMENT (3 CREDITS)**

This class provides students a fundamental understanding of how to build, measure, and manage a brand. After completing this course students will be able to overcome the situations and challenges frequently encountered by brand managers, they will be informed about the concepts and analytical techniques commonly used by brand managers, and they will be able to develop and implement new brand strategies effectively.

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**Global Affairs Concentration Courses**

**BUSN 644: INTERNATIONAL PATENTS (3 CREDITS)**

This course introduces students to the basic principles and legal instruments of international intellectual property law, including examination of the Paris Convention for the Protection of Industrial Property, the Berne Convention for the Protection of Literary and Artistic Property and the WTO Agreement on Trade-Related Aspects of Intellectual Property (TRIPS). The course serves as a basic introduction to the field of intellectual property, as well as to the international dimension of the field.

**BUSN 647: EMERGING MARKETS (3 CREDITS)**

This class provides an introduction to doing business in emerging markets. The unique aspects of emerging markets and challenges for businesses will be assessed. Having explored and examined common issues in global emerging markets, students apply and analyze these issues in different country contexts.

**BUSN 654: GLOBALIZATION AND BUSINESS STRATEGY (3 CREDITS)**

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

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.

**ECON 655: ECONOMICS OF INTERNATIONAL DEVELOPMENT (3 CREDITS) – PREREQUISITE: ECON 505 ECONOMICS**

The course investigates macro models of development. It explains disparities in income across countries. It explores various markets in developing countries, with an emphasis on understanding market failures and potential corrective policies. It also focuses on the role of the state in processes of development.

**ECON 657: INTERNATIONAL ECONOMICS (3 CREDITS) – PREREQUISITE: ECON 505 ECONOMICS**

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.

**FINC 647: INTERNATIONAL FINANCIAL INSTITUTIONS (3 CREDITS)**

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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 610 GLOBAL AFFAIRS & FOREIGN POLICY ANALYSIS (3 CREDITS)**

This course will introduce students to techniques and theories for analyzing and understanding how governments make foreign policy decisions. The course will survey the leading theories on foreign policy decision-making to provide an avenue for addressing questions such as: What role do personalities play in the process? Does the bureaucracy have an impact? Where do questions of national identity and ambition fit in? How does the form of political regime - democratic or authoritarian - impact the decision-making process? What impact do external factors and structural constraints have on foreign policy decision-making? The course will also focus on participation and application of the theories.

**POLS 642: INTERNATIONAL TRADE (3 CREDITS)**

Students will learn of the origins, evolution, complexities and trends in international trade agreements and organizations. This necessarily requires an analysis of how trade negotiations are carried out and their objectives, the role of regional versus multilateral trade agreements, the World Trade Organization and other international institutions, and trends in globalization. Students will utilize case studies to examine both nations and institutions.

**POLS 643: WORLD ENERGY POLITICS (3 CREDITS)**

This course addresses the economics and politics of energy globally. Using case studies, students will look at both national energy resources, policies and trends but also regional and international policies and trends that affect energy supply and demand. The course will pay particular attention to traditional energy supplies, renewables, and uses of energy supplies politically.

**POLS 645: TRANSNATIONAL SECURITY (3 CREDITS)**

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

**POLS 647: INTERNATIONAL LAW (3 CREDITS)**

This course is an introduction to the field of international law. It is designed to familiarize students with basic concepts about the international dimensions of law in today's world. It affords a strong foundation for more advanced courses, addressing a variety of topics in public international law, private international law, and comparative law. Students learn about the sources of international law and issues relating to the use of force and international human rights. The course also investigates the matters of international business transactions, international economic and environmental law, and how issues of international law play out in domestic courts.

**POLS 651: POLICY FORMULATION & IMPLEMENTATION (3 CREDITS)**

This course focuses on how to form and implement policies. Students will learn about the creation of laws, how they are carried out, and specifically how they apply to business and economics.

**POLS 652: GENDER, DEVELOPMENT & GLOBALIZATION (3 CREDITS)**

This course introduces major issues facing women and men around the world who are marginalized by

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inequitable structures and processes of globalization. Students will investigate development case studies within the context of global gender policies and social issues, especially by looking at the way women are impacted by issues related to education, health care, local and global economies, and the environments. Students will develop valuable quantitative and qualitative social science research skills and will discuss and debate critical issues. Upon successful completion of the course students will be able to: analyze and describe ways in which gender plays a role in economics, social inequality, and development; and use quantitative and qualitative research methods.

**POLS 659: INTERNATIONAL COURTS TRIBUNAL, COMMERCIAL ARBITRATIONS, AND THE WTO (3 CREDITS)**

This course explores the rules, practice, and jurisprudence of various international courts and tribunals. It reviews key commonalities and differences with a view to better understanding and evaluating current and possible future courts and tribunals. It also focuses on the legal obligations and policy underpinnings of the World Trade Organization and its agreements. It concentrates on the substance of WTO agreements while examining the context in which they were negotiated and discussing cases in which WTO provisions have been interpreted and applied.

**Economics and Finance Concentration Courses**

**BUSN 646: COMPETITION POLICY ACROSS NATIONS (3 CREDITS)**

This course introduces students to competition policy in a global context. Over 90 countries have competition policies. The focus here will be on Canada, the U.S., the E.U., China, Japan, and South Korea. Students will learn which business practices are apt to get their company in trouble in domestic and international markets. The economic rationale for prohibiting such practices will be explained to enhance understanding of the policies that they will encounter. Strategies for avoiding antitrust violations will be discussed and evaluated. In order for students to get a good appreciation for international antitrust law and the economic analysis that drives it, reading includes some case excerpts as well as some economic analyses of market structure and business practices.

**ECON 580: HUMAN RESOURCE ECONOMICS FOR BUSINESS (3 CREDITS) – PREREQUISITE: ECON 505 ECONOMICS**

This course provides a survey of the concepts and techniques for the analysis and management of human resources in business. Topics covered include: labor market analysis, labor supply and demand analysis, setting hiring standards, the hiring process, worker productivity, human capital theory and pay scales, turnover and layoffs, information and signaling, seniority and motivation, how labor market discrimination affects wages and employment and policies to deal with it, managing employee benefits, the economics of minimum wages, job evaluation and the role of unions in human resource management.

**ECON 655: ECONOMICS OF INTERNATIONAL DEVELOPMENT (3 CREDITS)**

The course investigates macro models of development. It explains disparities in income across countries. It explores various markets in developing countries, with an emphasis on understanding market failures and potential corrective policies. It also focuses on the role of the state in processes of development.

**ECON 656: GEOGRAPHIC INFORMATION SCIENCE (GIS) – (3 CREDITS)**

Geographic Information Science (GIS) has emerged as a powerful data visualization and analysis discipline. This course investigates how GIS is currently being used and applies it to understand better and address environmental problems, as well as manage and conserve natural resources. The lectures discuss the basic and current applications of GIS using environmental datasets, maps, modeling, and analysis. It also examines impediments to GIS. Environmental GIS datasets deal with several applications, from the simple Digital Elevation Model to the Landuse Land-change, or Solar Analysis. Specific topics include climate change, biodiversity conservation, forest management, soils management, agriculture, natural hazards, water resources, environmental challenges in an urban environment, and alternative energy.

**ECON 657: INTERNATIONAL ECONOMICS (3 CREDITS) – PREREQUISITE: ECON 505 ECONOMICS**

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This course is an introduction to the field of international economics. It is designed to familiarize students with basic concepts about the international dimensions of economics in today's world. It affords a strong foundation for more advanced courses, addressing a variety of topics in international economics, including analysis of modern trade theories and issues concerning international competitive strategy. It also investigates the effect of trade patterns and commercial policy on domestic business activity and the influence of macroeconomic policies across nations. Other topics include gains from trade and their distribution; analysis of protectionism; strategic trade barriers; trade deficits vs. surpluses; exchange rate determination; and government intervention in foreign exchange markets.

**ECON 665: U.S. ECONOMIC & TRADE POLICY (3 CREDITS)**

This course discusses current issues of international economics and how the growing integration of national economies has changed the way the world works. The course framework is built upon theoretical models of microeconomics (and macroeconomics) to analyze some of the most important issues of the international economic environment of the past fifty years, with particular emphasis on the role of U.S. trade policy and of U.S. relations with its trade partners.

**ECON 670: URBAN ECONOMICS, FINANCE AND GOVERNANCE (3 CREDITS)**

Urban economics deals with a range of important questions dealing with origin, size and performance of cities. Some of the most interesting issues include: Why do firms and human beings cluster in cities? Why do some cities grow faster than other? How has history been shaped through urbanization? What are the challenges for cities in developing and developed countries? How technology and innovation in design can solve urban problems? Why other countries and cities could not develop another Silicon Valley? What are various models of governing cities? How to make cities more competitive? This course is designed to help students to engage with these questions among others by utilizing theories and principles drawn from economics, urban policy, and urban governance. Cities are facing a set of challenges such as climate change, inequality and demography. At the same time cities are finding new ways to find solutions to these problems. The unique nature of city as a unit of policymaking makes urban economic development and governance an important area to understand these developments.

**FINC 573: MONEY AND BANKING (3 CREDITS)**

This course provides an overview of the structure and performance of banking institutions, the evolving role of central banks in monitoring and supervising financial intermediaries, and the role of money and monetary policy in influencing inflation, interest rates, and the economy. The changing structure and regulation of financial systems will be discussed as well as the challenges faced by the financial system in the aftermath of the Great Recession. The various objectives of central banking are analyzed, including regulatory functions, monetary policy, and exchange rate policy. The nature of --and impact of-- money on the economy is explained and the effects of money demand and supply on inflation and aggregate demand are introduced using macroeconomic models.

**FINC 621: FINANCIAL INVESTMENT STRATEGIES (3 CREDITS) – PREREQUISITE: ECON 505 ECONOMICS**

The main objective of this course is to study fundamental concepts of investments in financial markets. The course provides a survey of the theory and evidence relevant to investment strategies. Topics include asset allocation and portfolio diversification, long-short strategies, margin transactions, factor models, long-horizon investing, hedge funds, mutual funds, behavioral finance, performance evaluation, trading, models, valuation of assets, and the pricing of financial instruments, including derivatives.

**FINC 647: INTERNATIONAL FINANCIAL INSTITUTIONS (3 CREDITS)**

This course examines international financial institutions and dynamics between the public and private sectors. It begins with an overview of the role, mechanics and main channels of financial intermediation. It then turns to developing 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

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domestic financial markets, as well as the evolving relationship between the public and private sectors. It examines how several financial crises, particularly that of 2007, have made people rethink macroeconomics and modify the system of international financial institutions.

**FINC 649: GLOBAL FINANCIAL MARKETS (3 CREDITS)**

The purpose of this course is to extend the principles of finance from a single-country setting to a multinational setting. This includes foreign exchange (spot, forward and futures) transactions, swaps, and synthetic securities. International and global banking institutions will be surveyed and their role in domestic and global financial intermediation examined. International parity relationships will be studied, including interest rate and purchasing power parities. The role of political risk and default risk in international finance will also be discussed. The role of global financial markets in accomplishing an optimal allocation of economic resources around the world is a central issue covered throughout the course. Case studies, group work and interactive class discussions will be emphasized. Throughout the course, relevant current events are examined and used to illustrate and reinforce discussion points.

**FINC 660: GLOBAL FINANCIAL ETHICS (3 CREDITS)**

This seminar covers the financial code of ethics and addresses sustainable financing, socially responsible investment (SRI) issues, ethical banking, and legal and practical aspects of integrating environment, social justice, and corporate governance (ESG) issues to institutional investment. The seminar gives a detailed overview of major institutional actors, key players in European and global networks in the field of banking and sustainable financing, and the international standards in the fight against tax avoidance and money-laundering. This course is highly practice-oriented; each module contains at least one field visit to a corresponding local organization or NGO.

**POLS 642: INTERNATIONAL TRADE (3 CREDITS)**

Students will learn of the origins, evolution, complexities and trends in international trade agreements and organizations. This necessarily requires an analysis of how trade negotiations are carried out and their objectives, the role of regional versus multilateral trade agreements, the World Trade Organization and other international institutions, and trends in globalization. Students will utilize case studies to examine both nations and institutions.

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**MBA LEGACY COURSES**

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These courses are not offered starting from Fall 2018.

**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

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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)**

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.

**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.

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**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)**

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.

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**MASTER OF SCIENCE PROGRAMS****BIG DATA ANALYTICS PROGRAM**

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**BGDA 501: INTRODUCTION TO BIG DATA (3 CREDITS)**

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

**BGDA 510: DATA MINING (3 CREDITS)**

This course provides an introduction to data mining concepts. Basic concepts in data mining: frequent item set detection, association rules, clustering and classification are covered in depth.

**BGDA 511: BIG DATA & ANALYTICS (3 CREDITS)**

Big data is a general term used to describe the tremendous amount of unstructured, semi-structured and textual data being created on a daily basis. Big data analytics is the process of examining large amounts of data with different types to discover hidden patterns, unknown correlations and potential useful information. This is important for enterprises as it can provide competitive advantages over rivals and other business benefits, such as more effective marketing and increased revenue. In this course, the technologies associated with big data analytics including NoSQL databases, Hadoop and MapReduce will be covered. These technologies form the core of an open source software framework that supports the processing of large data sets across clustered systems.

**BGDA 513: ARTIFICIAL INTELLIGENCE (3 CREDITS) – PREREQUISITE: BGDA 511 BIG DATA AND ANALYTICS**

The fundamentals and techniques of Artificial Intelligence are discussed in this course. The first part of the course begins with an overview of intelligent agents and agent architectures. We then introduce basic search techniques for problem solving and planning. Adversarial search and the principals of game theory are given. Knowledge representation and logical formalisms using propositional and first order logic are explained. Planning in partial observable environments is introduced. In the second part, we first give a summary of probability theory and then explain probabilistic reasoning including Markov Decision process and Reinforcement Learning. Then some basic concepts of Machine Learning algorithms are discussed.

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Finally, we give examples of AI applications such as Robotics, Computer Vision and Natural Processing

**BGDA 521: TECHNOLOGY MANAGEMENT (3 CREDITS)**

This course is designed to lead the student to understand the importance and the nature of technological innovations, how they are integrated into business level strategies and how technological innovation process is managed. In this course, the aim is not only to understand the theories of technological innovations but also to discuss the practice of technological innovation. Therefore, case studies are important; most of the theoretical parts are followed by case studies.

**BGDA 522: APPLIED STATISTICS (3 CREDITS)**

The course introduces fundamental topics in statistics and implements its applications to industrial, medical, financial, energy and similar type very large-size datasets to infer meaningful statistical results. The course is for graduate students with no significant background on this subject. Implementations will be performed on the open source statistical software R. Introduction to R programming will be given.

**BGDA 550: BIG DATA AND HADOOP ENVIRONMENT (3 CREDITS) – PREREQUISITE: BGDA 511 BIG DATA AND ANALYTICS**

This course provides an overview of the fields of big data analytics and data science. Topics are covered in the context of data analytics include the terminology and the core concepts behind big data problems, applications, and systems. In this course, the students learn how to use Hadoop and related Big Data Processing tools that are used for scalable big data analysis and have made it easier and more accessible.

**BGDA 552: BIG DATA ANALYTICS AND CLOUD COMPUTING (3 CREDITS) – PREREQUISITE: BGDA 511 BIG DATA AND ANALYTICS**

The course will cover topics in architectures, features, and benefits of Cloud Computing; Cloud Computing technologies such as Virtual Machines, SAAS, IAAS, Cloud Based Networks, Cloud Based Databases. Describe Cloud Computing solutions and identify parameters for managing and monitoring big data infrastructure. Scenarios using sample data will be conducted, to develop skills using Cloud Computing Infrastructure.

**BGDA 555: BUSINESS INTELLIGENCE (3 CREDITS)**

The content of this course is composed of introduction to business intelligence, database management systems, data warehouse models and architectures, data mining, preprocessing, driven methodology, guided algorithms and non- guided algorithms.

**CAPS 621: CAPSTONE PROJECT (3 CREDITS) – PREREQUISITES: BGDA 501 INTRODUCTION TO BIG DATA & BGDA 510 DATA MINING & BGDA 511 BIG DATA AND ANALYTICS & BGDA 555 BUSINESS INTELLIGENCE & BGDA 522 APPLIED STATISTICS & CMPS 514 MANAGEMENT INFORMATION SYSTEMS**

Each student in the MS in Big Data Analytics program is required to complete a capstone project. Each student may choose a project of his or her choice, under the guidance of a capstone advisor. The parameters of the course will be determined by the advisor and the student.

**CMPS 514: MANAGEMENT INFORMATION SYSTEMS (3 CREDITS)**

This course studies systems used by companies to accumulate, classify, and organize information to aid managerial decision making. It emphasizes the considerations of upper-level management concerning the development, deployment, and use of information systems.

**CMPS 515: NETWORK SECURITY AND CRYPTOGRAPHY (3 CREDITS)**

This is an introductory course where fundamental concepts in cryptography and network security are explained. After completing the course, students will get basic understanding about encryption, decryption, stream ciphers, block ciphers, public-key cryptography, digital signatures, hash functions, 1message authentication codes and key distribution protocols.

**CMPS 517: COMPUTER FORENSICS (3 CREDITS)**

This is an applied course on techniques for computer forensics in Linux and Windows based systems. In this course, the process of computer forensics investigation will be presented in detail. Details on

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techniques for evidence collection will be given first. Different techniques for analysing the collected evidence will be explained. Finally, students will learn how to go over the found evidence and present it to authorities. Topics such as custody of chain, evidence preservation and verification will be explained in detail.

**CMPS 524: COMPUTER NETWORKS AND MOBILE COMMUNICATIONS (3 CREDITS)**

This course provides a comprehensive overview of computer networks and mobile communications technologies. The topics include computer networks, Internet, TCP/IP, transport layer protocols, routing layer protocols, medium access control protocols, wireless channel models, packet scheduling, multimedia networks, cellular networks (GSM, GPRS, CDMA, 3G, 4G, etc.), and wireless local area networks. The course aims at equipping students with a deeper understanding of computer and mobile networking technologies and related problem solving discipline using mathematics / engineering principles.

**CMPS 564: INFORMATION SECURITY MANAGEMENT (3 CREDITS)**

The aim of this course is to learn how information can be held securely in businesses and discuss the information security from managerial perspective. Moreover, the standards and approaches used for information security management are discussed. The standard of information security management which is ISO27001 is discussed in detail.

**CMPS 530: MACHINE LEARNING & PATTERN RECOGNITION (3 CREDITS)**

This course covers fundamental machine learning topics including pattern recognition systems and components; decision theories and classification; discriminant functions; supervised and unsupervised training; clustering; feature extraction and dimensional reduction; sequential and hierarchical classification; applications of training, feature extraction, and decision rules to engineering problems.

**MKTG 615: MARKETING ANALYTICS (3 CREDITS)**

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.

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**CYBERSECURITY PROGRAM**

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**BGDA 501: INTRODUCTION TO BIG DATA (3 CREDITS)**

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

**BGDA 510: DATA MINING (3 CREDITS)**

This course provides an introduction to data mining concepts. Basic concepts in data mining: frequent item set detection, association rules, clustering and classification are covered in depth.

**BGDA 511: BIG DATA & ANALYTICS (3 CREDITS)**

Big data is a general term used to describe the tremendous amount of unstructured, semi-structured and textual data being created on a daily basis. Big data analytics is the process of examining large amounts of data with different types to discover hidden patterns, unknown correlations and potential useful information. This is important for enterprises as it can provide competitive advantages over rivals and

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other business benefits, such as more effective marketing and increased revenue. In this course, the technologies associated with big data analytics including NoSQL databases, Hadoop and MapReduce will be covered. These technologies form the core of an open source software framework that supports the processing of large data sets across clustered systems.

**BGDA 513: ARTIFICIAL INTELLIGENCE (3 CREDITS) – BGDA 511 BIG DATA AND ANALYTICS**

The fundamentals and techniques of Artificial Intelligence are discussed in this course. The first part of the course begins with an overview of intelligent agents and agent architectures. We then introduce basic search techniques for problem solving and planning. Adversarial search and the principals of game theory are given. Knowledge representation and logical formalisms using propositional and first order logic are explained. Planning in partial observable environments is introduced. In the second part, we first give a summary of probability theory and then explain probabilistic reasoning including Markov Decision process and Reinforcement Learning. Then some basic concepts of Machine Learning algorithms are discussed. Finally, we give examples of AI applications such as Robotics, Computer Vision and Natural Processing

**BGDA 521: TECHNOLOGY MANAGEMENT (3 CREDITS)**

This course is designed to lead the student to understand the importance and the nature of technological innovations, how they are integrated into business level strategies and how technological innovation process is managed. In this course, the aim is not only to understand the theories of technological innovations but also to discuss the practice of technological innovation. Therefore, case studies are important; most of the theoretical parts are followed by case studies.

**BGDA 522: APPLIED STATISTICS (3 CREDITS) – PREREQUISITES: CMPS 502 CYBER SECURITY & CMPS 515 NETWORK SECURITY AND CRYPTOGRAPHY & CMPS 514 MANAGEMENT INFORMATION SYSTEMS & CMPS 564 INFORMATION SECURITY MANAGEMENT & CMPS 578 CYBER SECURITY LAW & BGDA 522 APPLIED STATISTICS**

The course introduces fundamental topics in statistics and implements its applications to industrial, medical, financial, energy and similar type very large-size datasets to infer meaningful statistical results. The course is for graduate students with no significant background on this subject. Implementations will be performed on the open source statistical software R. Introduction to R programming will be given.

**CAPS 621: CAPSTONE PROJECT (3 CREDITS)**

Each student in the MS in Cyber Security program is required to complete a capstone project. Each student may choose a project of his or her choice, under the guidance of a capstone advisor. The parameters of the course will be determined by the advisor and the student.

**CMPS 502: CYBER SECURITY (3 CREDITS)**

This course introduces students to the field of cyber security. The goal is to educate and train students to understand general concepts and use the necessary tools to detect and prevent vulnerabilities in computer networks and systems. Students will be exposed to various cyber security tools used for the analysis, detection and prevention of threats. They will gain a thorough understanding of current cyber security technologies and ways of utilizing them to avoid attacks in the cyber world.

**CMPS 514: MANAGEMENT INFORMATION SYSTEMS (3 CREDITS)**

This course studies systems used by companies to accumulate, classify, and organize information to aid managerial decision making. It emphasizes the considerations of upper-level management concerning the development, deployment, and use of information systems.

**CMPS 515: NETWORK SECURITY AND CRYPTOGRAPHY (3 CREDITS)**

This is an introductory course where fundamental concepts in cryptography and network security are explained. After completing the course, students will get basic understanding about encryption, decryption, stream ciphers, block ciphers, public-key cryptography, digital signatures, hash functions, message authentication codes and key distribution protocols.

**CMPS 517: COMPUTER FORENSICS (3 CREDITS)**

This is an applied course on techniques for computer forensics in Linux and Windows based systems. In

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this course, the process of computer forensics investigation will be presented in detail. Details on techniques for evidence collection will be given first. Different techniques for analysing the collected evidence will be explained. Finally, students will learn how to go over the found evidence and present it to authorities. Topics such as custody of chain, evidence preservation and verification will be explained in detail.

**CMPS 524: COMPUTER NETWORKS AND MOBILE COMMUNICATIONS (3 CREDITS)**

This course provides a comprehensive overview of computer networks and mobile communications technologies. The topics include computer networks, Internet, TCP/IP, transport layer protocols, routing layer protocols, medium access control protocols, wireless channel models, packet scheduling, multimedia networks, cellular networks (GSM, GPRS, CDMA, 3G, 4G, etc.), and wireless local area networks. The course aims at equipping students with a deeper understanding of computer and mobile networking technologies and related problem solving discipline using mathematics / engineering principles.

**CMPS 530: MACHINE LEARNING & PATTERN RECOGNITION (3 CREDITS)**

This course covers fundamental machine learning topics including pattern recognition systems and components; decision theories and classification; discriminant functions; supervised and unsupervised training; clustering; feature extraction and dimensional reduction; sequential and hierarchical classification; applications of training, feature extraction, and decision rules to engineering problems.

**CMPS 564: INFORMATION SECURITY MANAGEMENT (3 CREDITS)**

The aim of this course is to learn how information can be held securely in businesses and discuss the information security from managerial perspective. Moreover, the standards and approaches used for information security management are discussed. The standard of information security management which is ISO27001 is discussed in detail.

**CMPS 578: CYBER SECURITY LAW (3 CREDITS)**

Information and communication technologies (ICT) are spreading into all aspects of our lives. Our increasing dependency on ICT is making us vulnerable to cyber crimes committed against our information systems. This course provides the necessary knowledge to judicially assess electronic evidence and handle cyber crime incidents.

**CMPS 618: PENETRATION TESTING (3 CREDITS) – CMPS 564 INFORMATION SECURITY MANAGEMENT**

Penetration testing, the most indispensable component of proactive cyber security, is commonly known as the exposition of information systems to security checks by expert professionals with the purpose of determining security vulnerabilities and thus helping take necessary countermeasures ahead of their possible exploitation by cyber attackers. In this course, the students will be thought methods for detecting security vulnerabilities in information systems and possible exploitation of these vulnerabilities to penetrate into computer systems. Topics covered will include network scanning, exploitation and post-exploitation, password attacks, and attacks on wireless and web applications.

**CMPS 623: WEB APPLICATION SECURITY (3 CREDITS) – CMPS 564 INFORMATION SECURITY MANAGEMENT**

The web application technology stack contains various protocols, standards, frameworks and mechanisms at both the client and server sides. Due to these complexities and the unavoidable rapid technological shift, serious security vulnerabilities are the inevitable by-products, as encountered in insecure portals, web sites and applications. These vulnerabilities are commonly exploited by attacks such SQL Injection, Cross Site Scripting, Cross Site Request Forgery, Session Overloading, Brute Forces, Denial of Service, Log Forging, Dangerous Javascript Callbacks, Race Conditions, JSON Hijacking, Length Extension Attacks, Logical Attacks, etc. This course covers the common critical web application security vulnerabilities and hacking techniques exploited by malicious people. Students will learn solid defence techniques, such as input/output validation, right usages of authentication, authorization, cryptographic functions and secure

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configuration, to thwart these hacking attempts.

**CMPS 627: WIRELESS SENSOR NETWORKS (3 CREDITS)**

This course provides a comprehensive overview of wireless sensor networks and their real-world applications. The topics include wireless sensor network protocols, network architectures and management, error control techniques, optimal packet size design, cross-layer communication protocol solutions, localization algorithms, ZigBee, IEEE 802.15.4, 6LowPAN, underwater and underground sensor networks, wireless sensor and actor networks, and wireless multimedia sensor networks. The course aims at equipping students with a deeper understanding of wireless sensor networking technologies and related problem solving discipline using mathematics / engineering principles.

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## ACADEMIC CALENDAR (FALL 2019-SUMMER 2020)

<b>FALL 2019: 15 weeks (August 26 – December 14, 2019)</b>	
Fall Term Advising Period	August 1 – August 25
Registration for Fall 2019	August 12 – August 25
New Student Orientation	August 23
<b>First Day of Class</b>	<b>August 26</b>
<b>Labor Day (BAU CLOSED)</b>	<b>September 2</b>
Last day of Add/Drop period	September 13
Withdrawal Deadline	October 26
<b>Thanksgiving Break (No Classes)</b>	<b>November 25 – November 30</b>
<b>Final Week of Classes (Exam Week)</b>	<b>December 9 – December 14</b>
Grades Due by Faculty	December 17
End of Semester Survey by Students and Faculty	December 17
Incomplete Grade Change Due to Registrar	January 6, 2020
<b>SPRING 2020: 15 weeks (January 13 – May 2, 2020)</b>	
Spring Term Advising Period	December 1 – January 13
Registration for Spring 2020	January 2 – January 23
New Student Orientation	January 10
<b>First Day of Class</b>	<b>January 13</b>
<b>Martin Luther King, Jr. Day (BAU CLOSED)</b>	<b>January 20</b>
Last day of Add/Drop period	January 27
<b>President's Day (BAU CLOSED)</b>	<b>February 18</b>
<b>Spring Break (No Classes)</b>	<b>March 9 – March 14</b>
Withdrawal Deadline	March 18
<b>Final Week of Classes (Exam Week)</b>	<b>April 27 – May 2</b>
Grades Due by Faculty	May 5
Commencement Ceremony	May 15
Incomplete Grade Change Due to Registrar	June 4
<b>SUMMER 2020: 8 weeks (May 26 - July 20)</b>	
Summer Term Advising Period	May 1 – May 22
Registration for Summer	May 7 – May 22
New Student Orientation	May 22
<b>Memorial Day (BAU CLOSED)</b>	<b>May 25</b>
<b>First Day of Class</b>	<b>May 26</b>
Last day of Add/Drop period	June 9
Withdrawal Deadline	June 26
<b>Final Week of Classes (Exam Week)</b>	<b>July 13 – July 20</b>
Grades due by faculty	July 24
End of Semester Survey by Students and Faculty	July 24
Incomplete grade change due to Registrar	August 24

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### HOLIDAYS

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The University acknowledges the following holidays. These days there will be no classes and administrative offices will be closed:

- New Year's Day (January 1<sup>st</sup>)
- Martin Luther King Day (the third Monday in January)
- President's Day (February 18<sup>th</sup>)
- Memorial Day (the last Monday in May)
- Independence Day (July 4<sup>th</sup>)
- Labor Day (the first Monday in September)
- Thanksgiving Day (the fourth Thursday in November)
- The day after Thanksgiving
- Christmas Day (December 25<sup>th</sup>)

During the Winter Break and the Spring Break, there will be no classes, but the administrative offices will be open.

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### INCLEMENT WEATHER POLICY

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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.
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**ADMINISTRATIVE NOTICE**

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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 Dean of Academics at +1 (202) 644-7216 [bau@bau.edu](mailto:bau@bau.edu)

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