



Academic Catalog
2017-2018

Concordia per Eruditionem

President's Welcome Message

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

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

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

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

Very truly yours,

Dr. Sinem Vatanartiran
President, BAU International University

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

BAU International University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), a national accreditor.



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PUBLIC DISCLOSURE

This publication cannot be construed as an irrevocable contract between BAU International University and the student and is subject to change. It contains official information and academic standards for program offerings for the current academic year. BAU International University reserves the right to repeal, change, or amend the policies, regulations, procedures, and provisions contained herein, and may cancel, add, or modify educational courses and requirements listed herein.

This publication is effective August 31, 2017 – August 30, 2018.

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GENERAL INFORMATION

Mission Statement, Goals and Objectives

The mission of BAU International 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:

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

Objectives:

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

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

Objectives:

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

School Purpose & Instructional Philosophy

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

Core Values

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

At BAU, we have four main core values: Respect, Academic Achievement, Diversity, and Integrity, values which befit a globally-oriented institution of higher education. We expect members of the BAU community to treat one another with respect; to strive for high academic achievements; to express diverse ideas and reflect diverse backgrounds; and to approach their personal and academic lives with integrity.

The more we embrace these values in our daily lives, the more we create and sustain an environment of trust, cooperation, lively inquiry, and mutual understanding, the better we can advance our commitment to education, which all of us share.

Civil Rights Compliance

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

State Approval, Accreditation, and SEVP Certification

BAU International 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 BAU International University which may have not been satisfactorily answered or resolved by the Administration may be directed to:



Higher Education Licensure Commission
Office of the State Superintendent of Education
810 1st Street NE, 9th Floor, Washington, DC 20002
Phone: (202) 727-6436

Accreditation: BAU International University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), a national accreditation agency. ACICS may be contacted at:



Accrediting Council for Independent Colleges and Schools
750 First St NE #980, Washington, DC 20002
Phone: (202) 336-6780

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

Organizational History

BAU International University (BAU) is an independent, American institution of higher education established in 2014 by BUEI, LLC. BUEI, LLC is a U.S. company and a wholly owned subsidiary of Bahcesehir Ugur Educational Services, a Turkish company (BUEI Turkey).

- 1974:** Mr. Enver Yucel initiated his first educational services in Turkey by establishing Ugur Dershaneleri, test prep centers offering after-school preparation for the two competitive, high-stakes tests used for placing students in Turkish high schools and universities. He has grown this institution to over 200 campuses throughout Turkey, with enrollment exceeding 130,000 students (20% of whom are disadvantaged students on full, academic-merit-based tuition scholarships).
- 1994:** BUEI Turkey began to invest in K-12 education. It now has over 20,000 students enrolled in a total of 64 early childhood schools (ages 3 to 5), 44 elementary and middle schools (ages 6 to 14), and 17 high schools (ages 14 to 18) throughout Turkey.
- 1998:** A foundation was created to establish a full university in Istanbul, Turkey named Bahcesehir University. In Turkey, universities can only be established with the approval of the parliament and the Board of Secretaries. The University is a not-for-profit entity and currently offers nine faculties of study: Medicine, Law, Business Administration and Economics, Communications, Education, Arts and Letters, Health Sciences, Engineering, and Architecture. The University currently has an enrollment of over 17,000 undergraduate and graduate students, 25% of whom are offered merit scholarships. 10% of its student population is international, coming from 68 different countries, the highest rate among all Turkish universities. Bahcesehir was the first university in Turkey to start an American Studies Center, and it has organized many events to improve bilateral relations between the U.S. and Turkey, hosting important guests from the American government, think tanks, and NGOs. The University has strong partnerships with American universities like Harvard University (in the field of law), Yale University (in the field of medicine and genetics), Columbia University Teachers College, NYU (in the fields of education and psychology), Northeastern University (in the field of industrial engineering), Stanford University (in the field of robotics), and others. These partnerships with U.S. universities include joint research projects, student and faculty exchanges, joint conferences, and joint degree programs.
- 2004:** The trust created an affiliate organization to provide Information Technology and Consultancy Services to meet the demands of a multi-campus educational institution. Mr. Yucel also decided to test the U.S. market, opening a company in the District of Columbia named “UKNOW” to provide SAT preparation to disadvantaged students in the DC area. UKNOW also offered other language and cultural immersion opportunities via ESL and Test Prep training (TOEFL and GRE/GMAT), as well as admissions counseling for students applying to U.S. universities. UKNOW was opened on Connecticut Avenue in Dupont Circle, led by Paul Brunson (a former director of Kaplan, D.C.), and was honored by the Turkish Prime Minister at its opening ceremony.
- 2008:** To reach more ESL students from all around the world, BUEI, LLC opened a language school in Virginia, acquiring an existing ESL school with SEVIS certification. BUEI, LLC contracted with Ms. Harriet Fulbright, widow of the late Senator, and rebranded the school “Harriet Fulbright College.”
- 2012:** As BUEI, LLC, the school decided to move its campus to the nation’s capital, buying three (later four) floors of a newly constructed building next to Lafayette Square, a stone’s throw from the White House.
- 2013:** In August, the school opened its doors in DC and ended its operations in Virginia. At the same time, Mr. Yucel started to open other ESL programs and schools in Europe and decided to brand all of his international ESL and prep schools “Mentora College.” Operations in Canada and England started using the Mentora College logo and name, and BUEI, LLC registered the name with the U.S. Patent and Trademark Office (USPTO).

Separately, BUEI applied to the Department of Education of the State in Berlin, Germany to get a license to open a not-for-profit university in Berlin. With committee hearings successfully completed, the process ended in May, 2014. BAU International University in Berlin offers undergraduate degree programs in Architecture

and Design, Communications, and Business Administration, and Economics.

2014: In February, BUEI, LLC decided to increase its footprint in the U.S. Through BAU, LLC, it created an American post-secondary degree-granting institution, separate from Bahcesehir University. BAU, LLC was formed as a for-profit venture to secure its financing and complete its startup operations, but in August 2016 it transitioned to not-for-profit status. Its application to the IRS for federal tax-exempt status is pending.

In February 2014, BAU submitted its application to the Higher Education Licensure Commission (HELIC) of the Office of the State Superintendent of Education (OSSE) of the District of Columbia. After the Commission’s review, BAU was issued an approval on May 2, 2014 to operate as an institution of higher education to provide courses or instruction leading to the award of certificates, diplomas, and degrees in the District of Columbia.

Today: BAU International University, Washington, D.C., BAU International University, Berlin, and Bahcesehir University in Istanbul form the foundation of an international university system. These universities, along with the Ugur Test Prep Centers, Bahcesehir K-12 schools, Ugur K-12 schools, Bahcesehir Publishing, Bahcesehir IT and Consultancy, Mentora College, BAU International University, Batumi in the Republic of Georgia, and BAU International University, Cyprus together comprise one of the world’s largest education groups.

Location, Facility, and Hours of Operation

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

BAU International University is located on the first four floors of 1510 H Street NW, between Vermont and 15th Streets. The first floor has a reception area, administrative offices, and outdoor seating. The second floor has classrooms, administrative offices, and a computer room with 27 workstations. The third and fourth floors have classrooms and administrative offices. On the third floor, there is an auditorium.

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

BAU regular hours of operation are as follows:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:30am– 9:30pm	8:30am– 9:30pm	8:30am– 9:30pm	8:30am– 9:30pm	8:30am– 7:00pm	8:30am– 5:00pm	Closed

Statement of Legal Control and Governance

Governance & Ownership: BAU International University is a private institution of higher education. The control of university operations rests with its governing **Board of Trustees**. BAU LLC was initially founded as a for-profit venture to secure necessary financing for university startup operations, but it has transitioned to a not-for-profit entity. The main function of the Board of Trustees, as described in the bylaws, is twofold: to develop policies for the advancement of BAU International University, and to support the president of the University with the implementation of those policies. In addition, BAU International University’s Board of Trustees provides guidance, monitoring, and assistance to the President of the University in public affairs and in building key alliances to assist in and support the growth of the University.

Although the Board of Trustees is responsible for assuring that all university departments comply with the policies, procedures, and regulations of all state, federal, and accreditation agencies, it does not participate in the details of daily operations and institutional management, which are delegated to the University President. The President is the CEO of the University and delegates specific responsibilities to members of the executive team: the Chief Operating Officer (COO), the Vice President, the Dean of Academic Programs, and the Director of the Office of Institutional Research

and Effectiveness. Each member of the administrative staff is fully accountable for the operation of the respective department(s) of the University.

The President, as the Chief Executive Officer of the University, is also a member of the Board of Trustees. The President is responsible to the Board for the execution of university policies and for the management and direction of the general policies determined by the Board for the organization. The President assumes general responsibility for operations and is deemed such powers, not otherwise prescribed by law, as are necessary and appropriate for the efficient administration of the institution and its programs. The President has an understanding of and commitment to the University's mission, strategic goals, and objectives; directs the administration of all colleges and schools and approves fiscal and physical planning, such as development of the University budget, program expansions, facility acquisition, etc.; plays an active role as a leader in higher education administration and gives direction in all of the University's educational, research, and public service operations; and acts as the campus representative to the Board of Trustees.

Board of Trustees

Enver Yucel, BS	Chairman of the Board of Trustees
Honorable Esther Coopersmith	Board Member
Paul Brunson, MBA	Board Member
William Hansen, BS	Board Member
Ekmel Anda, BS	Board Member
Sinem Vatanartiran, PhD	Board Member, BAU President

Administration

Sinem Vatanartiran, PhD	President
Walid Phares, PhD	Vice President
Ahmet Kose, MBA	Chief Operating Officer
Andrew Wyner, PhD	Dean of Academic Programs
Melek Edib, MBA	Chief Financial Officer and PDSO
Melek Edib, MBA	Director of Human Resources
Yelda Caliskan, BS	Marketing Director
Ethan Sewall, MA, EdMa	Director, Office of Institutional Research & Effectiveness and DSO
Rosalind Rothwell, MA	Assistant Director, Office of Institutional Research & Effectiveness
Mert Urel, BBA	Registrar
Inga Barkane, MPS	Admissions Officer
Alexander Wilson, Master of Research	Director of Student Services
Omar Akchurin, MLS	Librarian

Faculty

Faculty members play an important role in BAU's institutional development. Faculty members comprise each program's Program Oversight Committee (POC), which oversees and improves academic programming and advises the President on academic affairs. Each semester, one faculty member sits on both the Grievance Committee and the Discipline Committee, alongside the Dean, a Student Government Association (SGA) member, the Registrar, and the Director of the Office of Institutional Research and Effectiveness.

Dr. Deborah Aiken currently serves as the Director of Regulatory Analysis in the Office of the Secretary at the U.S.

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

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.

Dr. Mohamad Kamara earned his Ph.D. in IT Security and Assurance at Walden University. He also holds an MSc in Computer Information Sciences from Strayer University, and a BSc in Computer Information Sciences from the University of Stavanger, Norway. He has worked as an IT instructor in the Washington, D.C. area for over ten years.

Sarosh Khan is the Founder and Mentor-in-Chief of Khan Mentors and a Harvard-educated professional with more than 13 years of experience in economic research, proprietary investing, international finance, strategy consulting, and entrepreneurship. His professional experience includes positions at the St Louis Fed, the IMF, the IDB and Censeo.

Currently, in addition to running Khan Mentors, Sarosh works as a consulting economist at the IDB, teaches college level economics and business courses at DC-area universities, and is a frequent guest speaker on issues associated with higher education.

Sarosh is also a dedicated practitioner of the Japanese martial arts of Aikido and Iaido, and enjoys long drives, traveling, hiking, photography, freediving, occasional surfing, and mixing sumptuous flavors to create new ones.

Dr. Suk Lee started his professional career as a public auditor for an international consulting firm. He proceeded to serve various clients and organizations in the customer service industry, from small businesses to multi-billion dollar international companies. Dr. Lee has conducted professional workshops and public seminars and has advised businesses in the fields of Strategic Management, Business Policy, Business Law, Economics, Human Resources, Finance, Accounting, Small Business Management, and Organization & Management. He has worked for for-profit and not-for-profit, public and private organizations and at operational and management levels, serving as a Certified Public Account, Financial Reporter, Chief Financial Officer, faculty member, Academic Dean, Senior Vice President, Chief Operating Officer, and Independent Consultant. Dr. Lee has a Ph.D. in Organization and Management, an M.B.A. in Finance, and a B.S. in Accounting, and he is a Certified Public Accountant. Dr. Lee was born in Seoul, South Korea and currently resides in Bethesda, Maryland.

James Moses has taught business at the graduate and undergraduate levels for twenty years. His teaching philosophy emphasizes creativity and collaboration, and grounding business education in real-world examples. As an instructor at Chimanade University of Honolulu, he served as the Assistant MBA Program Director. His courses have covered a wide range of business subjects, including Hospitality Marketing, Cost and Price Analysis, and Conflict Resolution. He holds a Master of Science in Japanese Business Studies from Chaminade University of Honolulu and a Master of Public Administration from Madras Christian College in Chennai, India.

Dr. Alexander Murinson holds a Ph.D. from the University of London in Politics and the Middle East. An expert in maritime policy, he has been a Research Fellow at The Turkish Heritage Organization (THO) in Washington, D.C. and consults in an analyst capacity on maritime, energy, and human security in the Middle East, Central Asia, Africa. Dr. Murinson is a WikiStrat Senior Analyst. He is completing a book titled *Turkish Foreign Policy in the 21st Century: Neo-Ottomanism and the Strategic Depth Doctrine* for IB Tauris. He is an expert on Azerbaijan-Turkish-Israeli cooperation and is an author of pioneering articles on the topic. Considered a leading expert on Azerbaijani Jewry, his research and analysis has been cited and applied at the highest levels of government.

Dr. Tam Nguyen has twenty years of experience in corporate policy and strategy, sustainability, and public affairs. He is currently global head of sustainability for Bechtel Corporation and also serves as vice-chair of the corporate responsibility committee of the U.S. Council for International Business. Dr. Nguyen was previously the manager for global issues, policy and corporate responsibility at Chevron Corporation and concurrently chaired the social responsibility working group of IPIECA, a major oil and gas association in London. He has also worked for the Asian Development Bank, the Inter-American Development Bank in Washington, D.C., and the U.S. Agency for International Development, holding posts in Australia, Southeast Asia, Eurasia, West Africa, and Latin America. Dr. Nguyen was awarded visiting fellowships to the Research Institute of the Export-Import Bank of Japan (Tokyo) and the Center for Corporate Responsibility of the Asian Institute of Management (Manila). He co-edited *Regional Public Goods: From Theory to Practice* (IDB: 2004) and has authored a number of industry publications on social responsibility in the oil/gas sector. Educated in the United States, Europe, and Asia, he is a graduate of George Washington University, and holds a doctorate in business administration and two Master's degrees in International Business and International Development.

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

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

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.

Denise Willard is the Founder and Principal at 8X7 Marketing. She holds a B.S. in Marketing and Management of Information Systems from the University of Virginia and an International Executive M.B.A. from Georgetown University. With over 15 years of leadership experience in marketing, brand advocacy and public outreach, Ms. Willard has served as Director of Strategic Communications at LeapFrog Solutions in Fairfax, VA, and held senior marketing

positions at Unisys and Lockheed Martin. Ms. Willard is the Director of Marketing, Branding and Giving for New Love Animal Rescue. She has been a Court Appointed Special Advocate (CASA) for children, redesigned a women's shelter for Bethany House, transported rescue animals for Rural Shelter Transports, and raised \$22,000 at 2014 Fashion for Paws to benefit the Washington Humane Society. An avid animal advocate, Denise is the proud mom of three sweet rescue dogs — Jake, Edward, and Duke.

Dr. Andrew Wyner holds a Ph.D. in Chemical Engineering from the University of Toronto and an M.B.A. with concentrations in Strategy and Marketing from York University. In a 27-year career with Eastman Kodak he held management positions in R&D, Engineering, Manufacturing, Regulatory Affairs, Competitive Intelligence, Marketing, and Global Strategy. He taught Business, Management, and Economics courses for 12 years at several colleges in the Rochester, New York, area. Dr. Wyner has worked in 10 countries and these experiences have informed his global perspective in teaching courses in International Business, International Management, International Economics, and International Marketing. Because of his great interest in travel, he has visited a total of 105 countries.

Student Government Association

The SGA plays an important role at BAU, acting as an intermediary between the student body and the University administration. It may raise concerns with or propose changes to current University policies, procedures, and resources. The SGA is in charge of approving and budgeting for student clubs and organizations. One SGA member is expected to sit on the University's Grievance Committee, alongside the Dean, a senior faculty member, the Registrar, and the Director of the Office of Institutional Research and Effectiveness.

Academic Calendar Fall 2017 – Summer 2018

BAU International University operates on a semester system. Each fall and spring semester provides 15 weeks of instruction, including final exams. Additionally, courses are offered during the summer in two optional 8-week sessions. The academic calendar is subject to change. If any changes are made, they will be published on our website immediately, indicating the effective date.

FALL 2017: 15 weeks (Sep. 5-Dec 22, 2017)	
Registration period	May 29 - Sep 1
New Student Orientation (MBA)	Sep 1
Classes begin (MBA)	Sep 5
Last day of Add/Drop period (MBA)	Sep 19
New Student Orientation (BA)	Sep 19
Classes begin (BA)	Sep 20
Last day of Add/Drop period (BA)	Oct 4
Mid-Semester Progress Report due by faculty	Oct 27
Last Day to Withdraw with “W” grade	Nov 3
Thanksgiving Break (BAU CLOSED)	Nov 20 - Nov 24
Make-up day for Thanksgiving (Monday class only)	Dec 22
Last day of classes and examinations (MBA/BA)	Dec 22
Grades due by faculty	Jan 3, 2018
Winter Break (BAU CLOSED)	Dec 23, 2017 - Jan 2, 2018
Incomplete grade change due to Registrar	Dec 10, 2018

SPRING 2018: 15 weeks (Jan 8 - May 5, 2018)	
Registration period	Nov 7, 2017 - Jan 5, 2018
New Student Orientation (MBA)	Jan 5
Classes begin (MBA)	Jan 8
Martin Luther King, Jr. Day (BAU CLOSED)	Jan 15
New Student Orientation (BA)	Jan 19
Classes begin (BA)	Jan 22
Last day of Add/Drop period (MBA)	Jan 23
Last day of Add/Drop period (BA)	Feb 6
Mid-Semester Progress Report due by faculty	Mar 5
Spring break (BAU CLOSED)	Mar 12 - Mar 17
Last Day to Withdraw with a grade “W”	Mar 16
Last day to apply for Spring Graduation	Mar 19
Make-up day for MLK, Jr. day (Monday class only)	Apr 27
Last day of classes and examinations (MBA/BA)	April 28
Grades due by faculty	May 7
Spring Commencement Ceremony	May 11, 2018
Incomplete grade change due to Registrar	May 3, 2019

SUMMER 1: 8 Weeks (May 7 - July 2, 2018)	
Registration period	Apr 22 - May 4
New student orientation (MBA)	May 4
Classes begin (MBA)	May 7
End of Add/Drop period	May 14

Memorial Day (BAU CLOSED)	May 28
Mid-Semester Progress Report due by faculty	Jun 1
Last Day to Withdraw with “W” grade	Jun 1
Last day of classes and examinations	July 2
Grades due by faculty	July 10
Incomplete grade change due to Registrar	July 1, 2019

SUMMER 2: 8 Weeks (July 3-Aug 27, 2018)	
Registration period	Apr 2 - Jun 29
New Student Orientation	Jun 29
Classes begin	July 3
Independence Day (BAU CLOSED)	July 4
Last day of Add/Drop period	July 9
Mid-Semester Progress Report due by faculty	July 27
Last Day to Withdraw with “W” grade	July 27
Last day to apply for Summer Graduation	July 27
Last day of classes and examinations	Aug 27
Grades due by faculty	Sep 4
Incomplete grade change due to Registrar	Aug 30, 2019

The Academic Calendar is subject to change without prior notice.

Programs of Study

BAU International University is offering the following degree programs in the 2017-2018 academic year:

Name of the Program	Credential Level	Degree Requirement
Bachelor of Arts (BA) Programs: Economics International Relations & Affairs	Bachelor’s	120 Credits
Master of Business Administration (Executive MBA) Concentrations: Entrepreneurship Global Affairs International Law & Economics	Master’s	36 Credits

Mode of Instructional Delivery

All courses are offered through face-to-face, in-classroom instruction, requiring physical attendance. Although faculty members are allowed to use various online tools as supplements to classroom instruction, no course is offered fully online at this point at BAU.

Academic Program Review

The University regularly reviews its academic programs to improve student learning and better align the program with the University's mission. Each program has its own Program Oversight Committee, composed of four faculty members and the Director and Assistant Director of the Office of Institutional Research and Effectiveness, which meets each semester to make these evaluations. During these meetings, POC members consider their own experiences as educators and professionals as well as data provided by the Office of Institutional Research and Effectiveness in determining the best direction for the program in question to take. Key standards include student satisfaction, student placement rates, student retention rates, student academic progress, and trends in higher education, the business world, and international relations.

STUDENT SERVICES

New Student Orientation

BAU International University's Office of Student Services seeks to integrate students into the University community and to support and complement student learning both inside and outside the classroom. To support the needs of our new students, a mandatory New Student Orientation program is held prior to the start of classes each semester. During this program, students are introduced to university-related policies and procedures, curricular advising, course loads, and standards of academic progress. This New Student Orientation program provides students with the opportunity to learn about daily life at BAU International 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 F1 international students to ensure they know their additional responsibilities and to help them make the adjustment to studying in the United States.

Library Services

Online Library: BAU International University collaborates with Bahcesehir University in Istanbul to provide students full and free access to the Barbaros Online Library. The library contains over ninety-eight major databases, licensed from Proquest, EBSCO, ACM, and IEEE. It provides access to over 35,820 full text journals, reports and newspapers. Additionally, the library currently owns 46,374 electronic books, licenses publishers' e-Book databases, and subscribes to an additional 350,000 e-books. This design provides Library resources far greater than those of many institutions much larger than BAU International University.

Physical Library: BAU is establishing a physical library, which is planned to provide reference materials for our faculty and students. 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 academic knowledge and creates a richer and more relaxing environment for discovery and learning. The BAU Library provides a comfortable space where students can find supplemental, not necessarily academic, material related to their courses. Periodicals include the *Economist*, *Foreign Policy*, *Bloomberg's Business Week*, *MIT's Technology Review*, *INC*, and *Fast Company*, and various newspapers.

Career Services

BAU International 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. CPT/OPT counseling

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@bauinternational.com for more information.

Student Organizations

Student Organizations make up a vibrant part of BAU's intercultural campus life. Our students have the opportunity to organize and participate in student-run organizations and clubs that reflect the diversity of their interests. Current organizations and clubs include the Student Government Association (SGA), the Women in Business club, and the Model United Nations club. 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.

Student Right-to-Know and Campus Security

In compliance with Title I of the **Student Right-to-Know Act**, BAU International University will release the completion or graduation rate of certificate or degree-seeking, full-time students entering the University to any prospective or current student prior to the student's enrolling or entering into any financial obligation.

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

APPLICATION FOR ADMISSION

For the 2017-18 academic year, all BAU International University applicants must provide the necessary documentation described below. An application will not be considered complete, and thus will not be reviewed, until all application materials have been received. Once the completed application is received, the application is carefully reviewed. Applicants meeting our admission criteria are evaluated with respect to other qualified applicants, and are selected accordingly.

Application deadlines

Fall Semester: August 15 or next business day

Spring Semester: December 15 or next business day

Summer I: April 15 or next business day

Summer II: June 15 or next business day

Applications are processed on a first-come, first-serve basis. By submitting all necessary documents in one application package, applicants may receive faster notice of admission. The admissions team will notify students of their acceptance to the University by official letter. Students will thereafter sign an enrollment agreement with the University Registrar. In some cases, provisional acceptance may be offered to students who have not completed their final year of undergraduate study. In this case, students will be issued a paper letter of provisional acceptance, and will be required to send their final transcripts to the admissions team before signing an enrollment agreement. The University reserves the right to rescind acceptance for reasons of personal behavior or academic performance.

Admissions Requirements (BA)

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

1. Apply online by visiting <http://www.bauinternational.com/ba-admissions/>
2. Submit photocopy or scan of government-issued ID
3. Provide an OFFICIAL copy of high school transcripts (must be in English)
4. Provide proof of English language proficiency

Admissions Requirements (MBA)

For admission to the MBA program at BAU International University, all applicants are required to submit a completed application package, as outlined below.

1. Apply online by visiting <http://www.bauinternational.com/apply/>
2. Submit photocopy or scan of government-issued ID (Passport only for international students)
3. Provide an OFFICIAL transcript of qualifying degree and diploma (bachelor's)
4. Provide proof of English language proficiency
5. Provide bank statement and/or sponsorship letter, if not in student's name (international students)
6. Provide passports of dependents and other necessary materials (international students)

Explanation of Admissions Materials

NOTE: ANY APPLICATION MATERIALS NOT IN ENGLISH MUST BE ACCOMPANIED BY A CERTIFIED ENGLISH TRANSLATION OF THE ORIGINALS.

Identification: For domestic students, acceptable forms of identification include a passport, green card, driver's license, or other state-issued identification. For international students, only passports are acceptable.

Official transcripts:

- 1 - The issuing educational institution must issue and mail the transcript directly to BAU International University.
- 2 – For MBA applicants only (not BA applicants), if the diploma or degree was issued by a foreign institution of higher education, the applicant must provide an evaluation of the transcript by a NACES- (<http://www.naces.org/>) or AICE-member (<http://aice-eval.org/>) credential evaluation service to establish U.S. equivalency. The evaluation must be a course-by-course evaluation of the transcript.
- 3 - If the transcript is not in English, the applicant must provide a certified English translation.
- 4 - If a bachelor’s degree transcript does not clearly indicate the degree awarded, the applicant must provide a notarized copy of the college or university diploma.

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

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

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

In addition to providing a satisfactory test score, 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.

BAU International University has a pathway agreement with Mentora College, BAU’s sister organization. Mentora College is accredited by CEA (<http://cea-accredit.org/>). Applicants who do not meet any of the above English proficiency requirements can take intensive English classes at Mentora and, when they meet a designated benchmark of English proficiency, they will be considered to have met BAU’s English language proficiency requirement.

For information about the application process, email admissions@bauinternational.com.

TUITION AND FEES (2017-2018)

Guaranteed Tuition Policy

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

Tuition cost per credit:

Student Type	Tuition Amount
Domestic MBA Student	\$750 per credit
International MBA Student	\$1,000 per credit
Domestic BA Student	\$390 per credit

Fees

BAU's fee schedule for the 2017-18 academic year is as follows:

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

Mandatory one-time fees	
Student ID Card	\$10
Graduation application fee	\$100

As-applicable Fees	
Late registration fee	\$75
Replacement Student ID Card	\$10
Transcript processing fee	\$3 per transcript
Returned check fee	\$30
Late payment fee	\$25
Cancellation fee*	\$100
International postage of documents	\$100

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

Books

BAU professors make every effort to keep the cost of books down by (a) using books, textbooks, and articles that are available through BAU's online library, (b) not necessarily using the newest edition of textbooks, and (c) providing students with links to readings through Schoology or Itslearning, BAU's Learning Management Systems (LMS),

whenever possible. Nonetheless, the cost range of textbooks for per semester can reach or exceed \$200.

Financial Aid

BAU does not participate in any Federal Financial Aid program.

Scholarship Information

BAU does not offer any institutional scholarships. However, through an external scholarship fund (The Huseyin Yucel Private Scholarship), BAU is able to offer both graduate and undergraduate students competitive scholarships that cover, at the university's discretion, between 25% and 100% of tuition costs. Additionally, members of the Board of Trustees reserve the right to offer a limited number of 100% tuition scholarships to graduate and undergraduate students. All scholarships are strictly tuition scholarships and do not offer any financial assistance for living expenses. Students must complete a Scholarship Application Form in order to be considered. For information on how to apply for scholarships, please visit <http://www.bauinternational.com/scholarships/>.

Payment Information

Students may choose from tuition payment plan options. Students may not register for classes for an upcoming semester until they have made their first installment. Payments can be made using the following methods:

Cash: Cash is only received at the Bursar's Office located inside the campus. Please do not send cash payments through the mail.

Check: Made payable to "BAU International 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 BAU International University or hand delivered to the Bursar's Office.

MasterCard, Visa, Amex, and Discover: Debit and credit card payments are accepted at the Bursar's Office and online.

Payment Plans

Installment Payment Plans: BAU offers monthly payment plans (16-, 20-, and 24-month plans for graduate students, and 36-, 40-, or 44-month plans for undergraduate students). All students must make their first payment upon signing their Enrollment Agreement. All payments are interest-free and equal in amount. The installment amount will be determined by the total anticipated tuition (based on the Guaranteed Tuition policy) divided by the number of installments the student wishes to make. After the first installment is made, all other installments must be made within the last three business days of each month.

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. Failure to pay an outstanding balance will result in an academic hold, during which students will not be able to register for classes or obtain transcripts or a diploma. When students miss payments, in addition to the late payment fee, amounts overdue will be subject to interest of 0.1% of the balance due per day, up to \$500 for the semester.

Cancellation and Refund Policies

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

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

* Excludes all fees, which are non-refundable

An Institutional Withdrawal Form must be submitted to the Registrar's Office to officially withdraw from BAU International University. **The official withdrawal date, for the purpose of a refund calculation, will be taken from the date the written notice is received by BAU.** Students may download the **Course Add/Drop/Withdrawal Form** and **Institutional Withdrawal Form** from our website or obtain a hard copy from the Registrar's Office. BAU International University will issue refunds to individuals who have terminated their status as students within 15 days after receipt of a written request. If money is due to the University, the University will bill the student for the remaining due amount according to the schedule above. If a student is participating in a payment plan and the installment payment is insufficient to cover the student's obligation according to the schedule above, then the University will send the student a bill for the difference.

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

1. Withhold the release of the student's academic records or any information on the records.
2. Withhold the issuance of the student's transcripts.
3. If the student's account remains delinquent, BAU International University reserves the right to terminate enrollment. Tuition payments are subject to financial penalties.

Financial Penalties

1. **Late fee:** Failure to make any payment on or before the due date results 0.1% of unpaid balances added per day. The late fee percentage will apply only to the tuition and installment fees. Other fees (for example, technology fee) will be deducted before applying payment for tuition.
2. **Return Check Fee:** A \$30 fee will be charged for each unpaid check returned by the bank. BAU International University will recalculate the late fee daily until the balance is cleared.

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

ACADEMIC AND INSTITUTIONAL REGULATIONS

Enrollment

- 1. Full-time Study:** Graduate students registered for nine (9) or more credit hours per semester and undergraduate students registered for twelve (12) or more credit hours are considered full-time students. Certification by the Registrar's Office of any student as full-time requires that the student be engaged in full-time academic study. Certification will not be warranted merely by payment of full-time tuition. Students not attending classes full-time will not be certified as such.
- 2. Part-Time Study:** All students who do not meet the criteria for full-time students (i.e., those who enroll in fewer than the minimum number of credit hours per semester prescribed above) are considered part-time. Part-time students pay tuition based upon the number of credit hours for which they are enrolled.
- 3. Student Overloads:** Ordinarily, a student who wishes to register for an overload beyond the full-time course load must have a satisfactory GPA preceding the overload. A minimum GPA of 3.0 is required to become eligible, for both graduate and undergraduate students. Except in extremely rare and compelling circumstances, graduate students may not enroll in overload courses beyond 12 credits and undergraduate students may not enroll in overload courses beyond 21 credits.

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.

Academic Advising & Faculty Accessibility

Academic advising includes, but is not limited to, assisting students in choosing a concentration, planning course selection and registration, tracking academic progress, developing an academic plan, advising on how to improve student GPA, and providing guidance on career planning. General academic advising procedures are to be followed by all BAU International University students. Some programs may require additional advising beyond what is prescribed here. All students are required to meet regularly with their academic advisors for discussion of their educational goals, career objectives, and academic progress. With their advisor's help, students design and maintain an academic program that will fulfill general and specific degree or certificate requirements. Students should note that it is their responsibility to understand and satisfy all academic requirements. Since individual programs may establish their own advising processes, students should check with their program director for any additional procedures. To assist students in the advising process, BAU International University provides computerized monitoring and analysis of the student's academic progress and of any approved modifications to the student's program.

Upon admission to a BAU International University program of study, but before the beginning of classes, students should meet with an academic advisor. This initial advising session includes the following:

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

Students are encouraged to meet with their academic advisor regularly every semester. Students returning for study at BAU International University after a leave of absence must schedule a meeting with their academic advisor to take place no later than one week before the start of classes. The meeting should accomplish the objectives above and also focus on the particular needs the student has to complete the program of study.

Semester and Credit System

BAU International University is a traditional university where the academic year is divided into two main semesters, Fall and Spring, both of which are 15 weeks long, and two optional summer sessions, which are each 8 weeks long.

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

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

One credit hour can be earned by the successful completion of **15 contact hours** of learning during the 15 week-long semester. **One contact hour** of learning is defined as a minimum of **50 minutes of supervised** or directed instruction and appropriate break(s). For a 3-credit course, a student must receive 45 contact hours of classroom instruction. Contact hours are hours of direct, in-class instruction. Students can also earn credits through lab hours and internship/externship hours, but at a different rate from the contact hour rate. Credit hours can be earned through contact hours, lab hours, and internship/externship hours in the following proportions: **1 Credit Hour = 15 Contact Hours = 30 Lab Hours = 45 Internship/Externship Hours.**

Course Codes and Levels

A course is recognized by its prefix (e.g., “ACCT 201”), and its full title (e.g., “Financial Accounting 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. Thus,

ACCT = Accounting	ISIT = Information Systems/Information Technology
ANTH = Anthropology	MATH = Mathematics
BUSN = Business	MGMT = Management
CMPS = Computer Science	MKTG = Marketing
ECON = Economics	PHIL = Philosophical Studies
ENGL = English	POLS = Political Science
FINC = Finance	PSYC = Psychology
FREN = French	RELG = Religious Studies
GERM = German	SOCI = Sociology
GOVT = Government	SPAN = Spanish
HIST = History	STAT = Statistics
INTL = International Relations	TURK = Turkish

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

- 001 – 009 Non-credit Courses
- 101 – 199 Freshman Courses
- 201 – 299 Sophomore Courses
- 301 – 399 Junior Courses
- 401 – 499 Senior Courses
- 501 – 699 Master’s Courses
- 701 – 899 Doctoral Courses

Academic departments are responsible for assigning course codes.

Grading System and Grade Point Average

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

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

The GPA is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. At BAU, the GPA is carried out to two digits past the decimal point (example 1.00). The third decimal is rounded up or down to arrive at the GPA. When a course is repeated, only the highest grade earned is counted in the computation of the CGPA for determining graduation eligibility.

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

Explanation of Grades

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

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

Letter Grade		Qualitative Description	GPA Value	Attempted credit	Earned credit	Academic standing
A	93-100	Graduate – Superior	4.0	Yes	Graduate - Yes	Satisfactory
		Undergraduate – Superior			Undergraduate – Yes	
A-	90-93	Graduate - Excellent	3.7	Yes	Graduate - Yes	Satisfactory
		Undergraduate – Excellent			Undergraduate – Yes	
B+	87-89	Graduate - Very good	3.3	Yes	Graduate – Yes	Satisfactory
		Undergraduate -Very good			Undergraduate - Yes	
B	83-86	Graduate – Fair	3.0	Yes	Graduate - Yes	Satisfactory
		Undergraduate – Good			Undergraduate - Yes	
B-	80-82	Graduate - Marginal	2.7	Yes	Graduate - Yes	Graduate - lowest passing
		Undergraduate – Fair			Undergraduate - Yes	Undergraduate - satisfactory
C+	77-79	Graduate – Failure	2.3	Yes	Graduate - Yes	Graduate - unsatisfactory
		Undergraduate - Acceptable			Undergraduate – Yes	Undergraduate - satisfactory
C	73-76	Graduate – Failure	2.0	Yes	Graduate - Yes	Graduate - unsatisfactory
		Undergraduate – Acceptable			Undergraduate – Yes	Undergraduate - satisfactory
C-	70-72	Graduate – Failure	1.7	Yes	Graduate - No	Graduate - unsatisfactory
		Undergraduate - Marginal			Undergraduate – Yes	Undergraduate - satisfactory
D+	67-69	Graduate – Failure	1.3	Yes	Graduate - No	Graduate - unsatisfactory
		Undergraduate – Poor			Undergraduate – Yes	Undergraduate - satisfactory
D	63-66	Graduate – Failure	1.0	Yes	Graduate - No	Graduate - unsatisfactory

		Undergraduate – Poor			Undergraduate - Yes	Undergraduate – lowest passing
D-	60-62	Graduate – Failure	0.7	Yes	Graduate - No	Unsatisfactory
		Undergraduate – Failure			Undergraduate - No	
F	0-59	Graduate – Failure	0.0	Yes	Graduate – No	Unsatisfactory
		Undergraduate – Failure			Undergraduate - No	
S*		Satisfactory (non-credit)	--	--	Graduate - Yes	
					Undergraduate- Yes	
U*		Unsatisfactory (non-credit)	--	--	Graduate - No	
					Undergraduate – No	
I		Incomplete (see below)	--	Yes	Graduate - No	
					Undergraduate – No	

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

X: Audited Course **R:** Repeat Course **TC:** Transfer-in Credits
W: Withdrawn **I:** Incomplete Course **IP:** In-Progress
(*): Course not applicable to current degree

Graduation Requirements

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

Description	MBA	BA
Minimum Passing Grade Per Course	B-	D-
CGPA*	2.3	2.0
Total Required Credits	36	120

* In the event a student's CGPA is less than 2.3 for graduate students or 2.0 for undergraduate students, the student cannot graduate. The student should consult with the program director to repeat one of the courses for which s/he earned a C or D.

Satisfactory Academic Progress (SAP) Policy

The following standards and requirements of satisfactory academic progress apply to all enrolled students. The satisfactory academic progress (SAP) standards are measured after the final grades are recorded at the end of fall and spring semesters and Summer I and Summer II sessions, all of which are called "evaluation points." SAP is measured by the following two criteria.

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

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

Maximum Time Frame for Program Completion (MTF): MTF is the time (in academic credits attempted, not chronological time) allowed for a student to complete a course of study. According to Appendix D, Requirement 4 of ACICS's Accreditation Criteria, "The Maximum Time Frame is not to exceed 150% of the normal program length." In practice, this means all students at BAU International University must complete their programs of study within 1.5 times the program length as measured in semester credit hours attempted. If a student cannot complete the program within

the MTF, the student will be dismissed from the university, and the student will not be eligible to receive the original credential (e.g., bachelor's degree.)

A credit hour attempted also is defined as any clock or credit hour for which a student has incurred a financial obligation (including obligations satisfied by a scholarship). All registered hours at the end of the add/drop period will be counted in the MTF determination. In addition, all transfer credit hours accepted from other institutions will be counted in the Maximum Time Frame.

The MTF is 1.5 times the Normal Program Length (NPL) which can be formulated as $MTF = 1.5 \times NPL$. For example: **MTF = 36 credits x 1.5 = 54 credits** (maximum time allowed for BAU's MBA program).

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

* Normal Program Length is shortened when transfer credit is applied.

** Beyond the program prerequisites

1. Quantitative Standards: Required Minimum Completion Rate

At the end of every semester, BAU International University will evaluate the successful course completion percentages for all enrolled students. Completion percentages will be calculated incrementally as follows: up to 25%, 50%, 75%, and 100% of the Maximum Time Frame. This calculation determines whether a student is maintaining specific performance standards in order to avoid academic probation or dismissal.

Hour Attempted (HA): An Hour Attempted is defined in terms of the semester credit hour. An example of an hour attempted is any credit hour (or the equivalent) for which the student has incurred a financial obligation.

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

Evaluation Points (% of MTF attempted)	# of Credits Attempted	Required Minimum Completion Rate (% from all courses attempted)	Result if SAP Policy Is Not Met
At 25% of MTF	12 credits (MBA) 45 credits (BA)	50%	Academic probation is issued.
At 50% of MTF	27 credits (MBA) 90 credits (BA)	60%	Student is dismissed from program.
At 75% of MTF	39 credits (MBA) 135 credits (BA)	65%	Student is dismissed from program.
At 100% of MTF	54 credits (MBA) 180 credits (BA)	70%	Student is dismissed from program.

In practice, this means that when the attempted credits are at 25% of MTF (has attempted a total of 12 credits in the MBA program or 45 credits in the BA program) the student must successfully complete a minimum of 50% of all credits attempted with a grade of B- or above in the MBA program or D or above in the BA program. Failure to meet this requirement will result in academic probation. Academic probation is permitted at this point only. Failure to meet the minimum completion percentages at evaluation points above 25% of MTF, however, requires the academic dismissal of the student from the university. All courses, including withdrawals and retakes, will be included in credit hours attempted. Therefore, withdrawals and retakes will have an impact on the minimum completion percentage. The completion percentage is only calculated at the evaluation points listed above.

2. Qualitative Standard: Required Minimum CGPA

The second requirement of acceptable satisfactory academic progress is to meet the minimum CGPA requirement at

each evaluation point of MTF.

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

Evaluation Points (% of MTF attempted*)	Required Minimum CGPA		
	# of Credits Attempted	Probation Point	Dismissal Point
At 25% of MTF	12 credits (MBA) 45 credits (BA)	Graduate - CGPA < 2.25 Undergraduate - CGPA < 1.25	No dismissal is permitted. Probation is required.
At 50% of MTF	27 credits (MBA) 90 credits (BA)	Graduate- 2.25 < CGPA < 2.50 Undergraduate - 1.25 < CGPA < 1.50	Graduate - CGPA < 2.25 Undergraduate - CGPA < 1.25
At 75% of MTF	39 credits (MBA) 135 credits (BA)	Graduate - 2.50 < CGPA < 2.75 Undergraduate - 1.50 < CGPA < 1.75	Graduate - CGPA < 2.50 Undergraduate - CGPA < 1.50
At 100% of MTF	54 credits (MBA) 180 credits (BA)	No probation is allowed. Dismissal is required.	Graduate - CGPA < 3.00 Undergraduate - CGPA < 2.00

In practice, this means that, for an MBA student, when attempted credits are the 50% of MTF evaluation point, a CGPA of below 2.50 but greater than or equal to 2.25 will result in probation. Below 2.25 will result in academic dismissal. For an undergraduate student, when attempted credits are 50% of the MTF, a CGPA below 1.50 but greater than or equal to 1.25 will result in probation, while a CGPA of below 1.25 will result in dismissal.

At 100% of MTF, or graduation, whichever occurs first, the student must complete all of the program requirements with a CGPA of 3.0 or higher in the MBA program or 2.0 or higher in the BA program. The student who falls below the statutory minimum is not considered to be maintaining satisfactory academic progress. No probation is allowed at this point, and student must be dismissed from the program. The student cannot receive the original credential.

Incompletes “I”

The grade of “I” (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required coursework by the end of the semester. Students receiving a grade of “I” will have a grace period of one calendar year from the end of the semester the course was taken to satisfactorily complete all requirements of the course and receive a letter grade. At that time, all work for the course must have been completed and submitted to the instructor.

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

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

Repeat or Retake Courses “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. As a general rule, all of the credit hours for which the University has collected any tuition, whether for a

- first time or repeated course, will be included in the computation of the successful course completion percentage.
2. The GPA will be based only upon the higher grade for the repeated course attempted.
 3. The original grade for the course repeated under this rule will remain on the student's academic record. The lower grade will be flagged for exclusion from the CGPA calculation and the higher attempt will be flagged for inclusion in the CGPA calculation.
 4. Course repetition does not extend the maximum time frame (MTF) for completing a program of study. (The MTF requirement is discussed in more detail in other sections.) The student must complete the program within the original MTF allowed for his or her program.

Transfer Credits Policy “TC”

When a student brings credits from other institutions, these credits will be noted with a grade of “TC”, meaning *Transfer-in Credits*. Since these courses will not carry grades, they will have no effect on GPA calculations. These courses meet graduation requirements only. The student's normal program length (NPL) will be shortened by subtracting the credits applied through transfer-in courses, and the maximum time frame (MTF) will accordingly be recalculated according to the standard formula ($NPL \times 1.5$). At that point, a transfer student starts with a 0.0 CGPA and 0% courses attempted and successfully completed.

As a general rule, a transfer student must complete at least 50% of the credit hours required by his or her program of study in residence at BAU International University. For example, a transfer student in BAU International University's MBA program would have to complete at least 18 of the required 36 credit hours at BAU International University. This means that prior to enrollment, an MBA student may bring up to 18 semester hours of graduate credits from other institutions and apply them towards the MBA program at BAU International University. How credits are applied to the program in question as determined by the Registrar and the Director of the Office of Institutional Research and Effectiveness.

In general, a minimum grade of B- (2.7 grade points) must have been earned on all graduate-level transferable credits. A minimum grade of C- (1.7 grade points) must have been earned on all undergraduate-level transferable credits. Under extenuating circumstances, and wholly at the discretion of the BAU administration, at the graduate level, a maximum of one (1) 3-credit class for which a transferring student has earned a letter grade of C may be transferred to BAU; and at the undergraduate level, a maximum of one (1) 3-credit class for which a transferring student has earned a letter grade of D may be transferred to BAU.

Transferable credit is considered upon the request of the student at the time of initial registration. An official copy of all transcripts from higher education institutions must be submitted to the Admissions Office to be forwarded to the Registrar for evaluation. Additional documentation such as equivalency certification, course descriptions, syllabi, and academic catalogs 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 International University.

Add/Drop a Course

After registration, a student may add a course at any time before the deadline specified in the Academic Calendar. Adding a course after the last day to add a course requires proof of extenuating circumstances and the written approval of both the course instructor and the Dean of Academic Programs. Under no circumstances may a course be added after three (3) calendar days beyond the last day to add a course. Students wishing to drop a course must do so before the last day to drop a course. A course that is dropped before the specified date will not appear on the student's academic record. To add or drop a course, the student must fill out a **Course Add/Drop/Withdrawal Form** (available online and from the Registrar's Office), obtain their academic advisor's signature, and submit the completed form to the Registrar's Office.

Withdrawals “W”

Withdrawals from a course after the Add/Drop Period

A student who wishes to drop a course after the add/drop period has ended may do so only by selecting the “withdrawal” option on a Course Add/Drop/Withdrawal Form. To withdraw from a class after the add/drop period, students must obtain the approval of their academic advisor. A “W”, indicating official withdrawal, will be recorded on the student’s transcript. After a “W” is issued, the course may be repeated once.

Course Length	Withdrawal Submission Window
15-Week Semester	From Week 2 through the end of Week 10
8-Week Session	From Week 1 through the end of Week 6

“W” grades are not calculated in the GPA or CGPA. However, they will be considered credits attempted. “W” grades affect the successful course completion percentage. A student who does not withdraw from a course before the last day to do so will receive a letter grade based on his/her performance in the course.

Withdrawals from the University

A student may withdraw from the University between semesters or, when circumstances beyond the student’s control make it impossible for him or her to complete coursework for the semester, in the middle of a semester. A student wishing to withdraw from the University must complete the **Institutional Withdrawal Form** (available online and from the Registrar’s Office), obtain the Dean’s signature, and submit the completed form to the Registrar’s Office. The student will receive a withdrawal grade (W) for all “in-progress” courses if he or she withdraws from the University after the conclusion of the add/drop period. The institutional refund policy is applied to determine if the institution is required to provide a refund to the student, or if the student still owes money to the University. Students who (a) fail to register for classes for a semester and (b) do not submit a **Leave of Absence Form** (available online and from the Registrar’s Office) will be contacted by the Registrar’s Office. If unresponsive until the end of that semester, the students will automatically be considered to have officially withdrawn from the University.

Auditing Courses “X”

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 Director of Institutional Research and Effectiveness. Students may not change status in a class from audit after the eighth week of a semester. Eligible students may change from audit to formal enrollment until the 6th week. An auditing student is not required to take an active part in classroom activities or to complete or pass exams, quizzes, written or oral assignments, or projects. Classes taken for audit may later be repeated for credit. For enrolled students, audited classes are tuition-free. Unenrolled students must pay the regular tuition rate. Because they are ungraded, audited courses do not count as credits attempted for the purpose of determining satisfactory academic progress; therefore, they have no effect on the student’s GPA computation.

Academic Warning

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

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

The student will continue to receive warnings until the situation improves. The Registrar has the authority to place on academic probation any student who receives warning letters for three consecutive semesters.

Academic Probation

At each evaluation point, students who fail to maintain the required CGPA and successful course completion percentage minimums will be placed on academic probation as shown in the table below:

Evaluation Points (% of MTF attempted*)	Required Minimum CGPA
	Probation Point
At 25% of MTF	Graduate - CGPA < 2.25 Undergraduate - CGPA < 1.25
At 50% of MTF	Graduate - 2.25 < CGPA < 2.50 Undergraduate - 1.25 < CGPA < 1.50
At 75% of MTF	Graduate - 2.50 < CGPA < 2.75 Undergraduate - 1.50 < CGPA < 1.75

At the evaluation point of 25% of MTF, students who fail to achieve the following course completion percentage minimum will be placed on academic probation:

Evaluation Points (% of MTF attempted)	Required Minimum Completion Rate (% from all courses attempted)	Result if SAP Policy Is Not Met
At 25% of MTF	50%	Academic probation is issued.

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

If the student on academic probation attains the minimum SAP requirement at the end of or during the probationary period, the Academic Probation status will be lifted and the student will be considered in a good academic standing.

If a student fails to meet the SAP requirement at the end of the academic probationary period, depending on the completion rate and CGPA the student achieves, the student will continue on academic probation for another semester or be dismissed from the University. If a student remains on academic probation for two semesters in a row and does not achieve satisfactory academic progress in the second semester on probation, the student will be dismissed from the University. In cases of academic dismissal, the statement “Academic Dismissal” will be entered into the student’s permanent record.

Academic Dismissal

Students who do not achieve satisfactory academic progress after two semesters on probation or whose CGPA or course completion rate fall below specified thresholds in any given semester, according to the evaluation points shown in the tables below, will be dismissed from the University.

Evaluation Points (% of MTF attempted*)	Required Minimum CGPA
	Dismissal Point
At 50% of MTF	Graduate - CGPA < 2.25 Undergraduate - CGPA < 1.25
At 75% of MTF	Graduate - CGPA < 2.50 Undergraduate - CGPA < 1.50

At 100% of MTF	Graduate - CGPA < 3.00 Undergraduate - CGPA < 2.00
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Evaluation Points (% of MTF attempted)	Required Minimum Completion Rate (% from all courses attempted)	Result if SAP Policy Is Not Met
At 50% of MTF	60%	Student is dismissed from program.
At 75% of MTF	65%	Student is dismissed from program.
At 100% of MTF	70%	Student is dismissed from program.

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. (See “**Reinstatement as a Regular Student**” policy below.)

Reinstatement as a Regular Student

A student who has been dismissed from the University may petition to be readmitted. In order to be considered for readmission, the student must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be forwarded to the Dean of Academic Programs at least two weeks before the beginning of the semester for which the student requests readmission. The Dean of Academic Programs and the Registrar will determine if the student has demonstrated likelihood for future success in the program of study. If not, the student will not be readmitted. If the University determines that there is a likelihood of future success, the student will be placed on academic probation for a period of one semester. The student may then be permitted to retake previously failed, incomplete, or withdrawn courses in order to improve his or her CGPA and course completion percentage and to re-establish satisfactory academic progress. During the academic probationary period, these students may not be eligible to receive financial assistance, and they may be responsible for all costs incurred during this semester.

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

Change of Program or Concentration

A student who is pursuing an academic program and who decides to change his or her program of study must apply for the new program as a regular applicant. If the student is admitted, the student may transfer only those courses taken at BAU that count towards the *new* degree program, and may apply grades received only from those courses in the CGPA calculations and course completion percentages. The student’s normal program length will be recalculated. He or she will start with the recalculated CGPA and credits attempted and completed for the purpose of determining satisfactory academic progress. BAU International University limits the number of times a student can change programs to a maximum of two. That means that the student must fully complete and graduate from his or her third program of study.

Upon completion of the above, a student changing academic programs may meet with the Registrar to request a transfer credit re-evaluation if desired.

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

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

Program and Course Prerequisite Policy

The primary purpose of the program and course prerequisite policy is to enhance students' success. Program and course prerequisites are designed to ensure that students registered for a course have the required minimum background for study of the course content. This background may be obtained through courses equivalent to the listed prerequisites or through other educational and/or professional experiences. If a student wishes to use professional experience to satisfy prerequisites, the student should consult with the Director of the Office of Institutional Research and Effectiveness for advice and guidance, and a prerequisite may be waived with the appropriate approval. The approval of the waiver, including documentation, will be maintained in the student's file in the Registrar's Office.

Attendance Policies

Good academic standing requires the presence of students at all class and lab meetings. Therefore, course attendance at BAU International University is mandatory. There are only two acceptable reasons for absence from class or lab: 1) serious illness of the student or 2) a family emergency. In cases of the former, the student must submit a doctor's or clinic note explaining the reason for the absence to the appropriate instructor(s). Once proper documentation is provided, instructors will mark the student's absence(s) as excused. In cases of the latter, the student must submit a note to his/her instructor explaining the reason for the absence. Explanations for excused absences must be received no later than one week after the last missed class. However, exceptions can be made by the instructor for prolonged emergencies when a student does not have means or opportunity to inform the University of his or her situation. If students are absent for more than one (1) class meeting time, the instructor may require them to complete an extra make-up assignment.

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

Unexcused absences may negatively affect the student's final course grade. More importantly, at faculty members' discretion, unexcused absences in excess of 25% of total class and/or lab time may result in failure of the course. If a student does not attend any of his/her classes for twenty calendar days (including holidays and weekends), he/she will receive a warning from the University and a request for an explanation. The student and the University may then discuss the student's circumstances and establish a course of action. However, if the student still does not return to his/her classes or respond to the University warning within an additional seven (7) calendar days, he/she will be put on academic probation. After thirty-five (35) total calendar days without attending courses or contacting the University, the student will automatically receive failing grades for his/her courses. If the student does not return or make contact by the end of the semester, he/she may be dismissed from the university. Students may appeal the University's decision in extreme cases of medical or family emergency, and may be re-admitted to the program at a future date.

All students are expected to arrive at class on time. Tardiness is disruptive to both the instructor and to other students. Instructors are responsible for determining the tardiness policy of their own classes. Any student who is more than one (1) minute late for class may be marked tardy. However, instructors must mark a student tardy if he/she arrives after 10% of class time has passed. Should the instructor deem a student's tardiness unreasonable, such that the student is unable to reasonably complete the course, the instructor will report the issue to the Dean of Academic Programs for appropriate action.

All instructors are required to record attendance and tardiness at each class meeting. Overall student attendance will be tracked and monitored in the University's learning management system (LMS).

Leave of Absence

Students who, for whatever reason, plan to be absent from the University, must fill out a **Leave of Absence Form** and have it approved by the Director of the Office of Institutional Research and Effectiveness. If a leave of absence is

unavoidable, it is best to finish the current semester before taking a leave. Students who begin a leave of absence during a semester prior to the eighth week will be assigned a grade of “W.” If a student takes a leave of absence after the eighth week of the semester, he or she will receive a failing grade. The maximum permitted duration of an approved leave of absence is normally one academic year; however, students must file a leave of absence each semester. Students may not take leaves of absence for more than a cumulative two years (four regular semesters). The leave of absence is not counted as part of the student’s period of residence or for any other requirement of the student’s program. Students desiring a leave of absence must submit a completed **Leave of Absence Form** (available online or from the Registrar’s Office). A leave of absence has no effect on satisfactory academic progress if, during the leave period, no credits are attempted.

After the leave of absence is completed, students are expected to return to school on the day of their first class the semester immediately following their leave of absence. If a student does not return within the first two weeks of classes, the student will be subject to disciplinary action such as academic probation or suspension. The student is entitled to a fair hearing.

As a general rule, because their primary goal in the U.S. is to obtain an academic degree, F-1 visa students must go back to their home country when taking a leave of absence. If a student is on a leave of absence due to a medical reason, a doctor’s note must be submitted together with the Leave of Absence Form.

Make-up policy

If a regularly scheduled class meeting is cancelled, it is the instructor’s responsibility to arrange a make-up class which will best fit the schedule of the majority of students in his/her class. Instructors are NOT allowed to schedule a make-up class solely based on their own availability, without discussing and forming a consensus among the students. At least half of the class should agree and commit to attending the make-up class.

- a. Make-up classes must be scheduled at least 15 days in advance during regular teaching session, so that timely notices and reminders can be posted on student bulletin boards, and timely e-mail reminders can be sent. At minimum, an e-mail reminder must be sent out to all students three (3) days before the makeup session.
- b. Instructors may NOT plan for future make-up classes during a current make-up class.
- c. Instructors must take attendance.
- d. If fewer than 3 students show up for a make-up class, the instructor should consult with the Dean of Academic Programs regarding how to handle the case. The Dean of Academic Programs must keep a copy of materials documenting the make-up class and file that information in a program folder designed for that specific purpose.

Grade Appeals & Grade Change

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

The following are examples of appropriate reasons for grade appeals:

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

A student who believes that his/her efforts and achievement have not been reflected by the final grade obtained may file a grade appeal in writing with the faculty member within two weeks of receiving the grade. A grade can be changed by the faculty regardless of whether the change was requested by a student. Faculty should complete a “Grade Change Form” and submit it to the Registrar’s office with supporting documentation.

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

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

Academic Honor Roll (President’s List)

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

#	Requirements	Graduate Students	Undergraduate Students
1	GPA (minimum)	3.90 & up	3.5 & up
2	Minimum credits attempted	9	12
3	Min grade	B+	B+
4	Other requirements	<ul style="list-style-type: none"> ● No I, U or F ● Grades are for the courses required for the enrolled program only 	<ul style="list-style-type: none"> ● No I, U or F ● Grades are for the courses required for the enrolled program only

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 BAU International University’s website.

Transferability of BAU International University Credits

Transfer of BAU International University credits to other institutions is at the discretion of the receiving institution, and no guarantee of credit transfer can be made by BAU International University.

STUDENT RIGHTS & RESPONSIBILITIES

Students at BAU International University enjoy certain rights and have certain responsibilities. The submission of an application for admission to BAU International University represents a voluntary decision on the student's part to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of BAU International University. University approval of that application, in turn, represents the extension of a privilege to join BAU International University and remain a part of it so long as the student meets the required academic and social standards of BAU International University.

BAU International University is a learning community with specific expectations concerning the conduct of its students. The University strongly believes that students are adults who are expected to take personal responsibility for their own conduct.

Acceptance into any of the University's programs means that the student has the following rights and responsibilities:

1. To pursue the student's educational goals through the resources and the opportunities made available to him or her by the University.
2. To challenge any university ruling or other sanction by appealing to due process, except as hereinafter provided.
3. To inquire, express views, and assemble with others as long as the student does not interfere with the rights of others or the University's effective operation.
4. To receive a professional and non-biased review of the student's academic ability and performance.
5. To recognize the safety and protection of property and the continuity of the educational process.
6. To help the University maintain good relations with its neighbors and the surrounding community by, among other things, obeying all traffic regulations, not littering or causing any disturbance, and respecting private property.

Grounds for Warning, Suspension, or Dismissal

The following may be considered as cause for probation, suspension, or dismissal:

1. Academic dishonesty of any kind;
2. Failure to maintain satisfactory academic progress;
3. Violation of institutional rules and regulations;
4. Failure to meet financial obligations.

Academic Misconduct Policy and Procedures

*"All BAU International University students are expected to perform with integrity and respect for the high rigors of academic excellence espoused by BAU International University. Academic integrity includes the maintenance of a learning environment where everyone is given an opportunity to succeed through their own efforts. Violations to the **Code of Academic Excellence** are not tolerated by the learning community."*

Those students who engage in academic dishonesty are subject to possible disciplinary actions ranging from admonition to dismissal, along with any grade penalty the instructor might impose. Academic dishonesty, as a general rule, involves one of the following acts:

1. Cheating on an examination or quiz, including the giving, receiving, or soliciting of information and the unauthorized use of notes or other materials during the examination or quiz;
2. Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material;
3. Substituting for another person during an examination or allowing such substitution for oneself;
4. Plagiarizing: This is the act of appropriating passages from the work of another individual or one's own self, either word for word or in substance, and representing them as one's own work;
5. Colluding with another person in the preparation or editing of assignments submitted for credit, unless such collaboration has been approved in advance by the instructor.
6. Other forms of academic dishonesty include selling or purchasing examinations, papers or other assignments

and submitting or resubmitting the same paper or substantial parts thereof for two different classes.

Reporting and Resolving Academic Misconduct

When an instructor suspects cheating, plagiarism, and/or other forms of academic or non-academic dishonesty, the faculty member exercises her/his academic judgment in light of the particular circumstances and the student's academic history. Consultation with the Dean of Academic Programs is encouraged.

There are two levels of academic and non-academic misconduct: A) misconduct resulting from an honest mistake and B) intentional breach of the rules.

A. Unintentional Breach Dishonesty Policy: When a faculty member determines that an instance of academic dishonesty/misconduct resulted from insufficient academic skills or awareness, the faculty member (in consultation and close cooperation with the Dean of Academic Programs) uses his/her discretion to determine appropriate action. Examples of possible disciplinary actions are listed below:

1. The faculty member may advise the student on the nature of the student's breach of academic expectations;
2. The faculty member may require the student to redo the assignment;
3. The faculty member may require that the student complete one or more additional assignments that meet the standards of academic honesty;
4. The faculty member may lower the grade for the work in question;
5. The faculty member may assign a failing grade for the work in question;
6. The faculty member may give the student a failing grade for the course.

Once an action(s) is taken, after close consultation with the faculty member, the Dean of Academic Programs will inform the student in writing about the decision and instruct the student regarding the next steps and timeline of future tasks.

The student has the right to appeal the action taken. To do so, the student must appeal in writing to the Director of Institutional Research and Effectiveness within five (5) working days and provide substantial evidence for his/her appeal. The Director will then send the case back to the Dean of Academic Programs with her/his recommendation. The final decision will then be reached by the instructor and the Dean.

If the school decides to refer the student to the Discipline Committee, then the misconduct will be treated as an intentional breach (see below).

B. Intentional Breach Dishonesty Policy: Having provided guidance to the student, the faculty member remains alert to the possibility of further breaches. If the faculty member discovers instances of problematic behavior, he or she determines whether the breach is an intentional/knowing act or if it resulted from a need for further skills development. If the faculty member concludes that the instance(s) was an intentional and/or knowing act of dishonesty, he or she proceeds as follows:

1. The faculty member will meet with the student to present and discuss evidence for the particular violation, giving the student an opportunity to refute or deny the charge(s);
2. The instructor informs the Dean of the breach and may schedule an appointment with the student to discuss the matter further;
3. If the faculty member and the Dean both confirm that the breach is fully intentional, then the student is referred to the Discipline Committee (DC).

The Discipline Committee (DC) is composed of the following members: the Dean of Academic Programs, a senior faculty member, a Student Government Association (SGA) member, the Registrar, and the Director of Institutional Research and Effectiveness as the chair of the committee. The DC must meet at least once in a semester to review policies and procedures. However, it may meet more frequently when necessary.

Upon written request, the Director of Institutional Research and Effectiveness will call the DC for a meeting within ten (10) working days. The committee will review all aspects of the case to ensure fair treatment. During the hearing process,

which should not last more than five (5) working days, the student may be called for a short defense and presentation of his/her side of the story only if the majority of the committee members decide the student may do so. After a careful review and thorough discussion of the breach committed, the DC, with a simple single majority vote, may choose to impose one or more of the following possible penalties:

1. **Reprimand:** A reprimand is a formal written notice from the Dean of Academic Programs to the student expressing disapproval of the behavior. It describes the nature of the breach of academic honesty standards, expectations for future behavior, and any specific educational requirements. The letter of reprimand is not included in the student's official university record.
2. **Academic Warning:** An academic warning for academic dishonesty is a formal written notice from the Dean of Academic Programs to the student setting forth conditions for continued enrollment in the University. The academic warning for academic dishonesty is included in the student's official university record. A breach of academic honesty expectations after an academic warning for academic dishonesty normally leads to dismissal. An academic warning for academic dishonesty remains active on the student's academic record until graduation. While the University retains information about the academic warning after graduation for internal purposes, the University clears the official record. If the student pursues additional study with the University, the information is available to university personnel who may consider it if the student breaches academic honesty expectations again.
3. **Academic Dismissal:** An academic dismissal for academic dishonesty is an indefinite separation from the University. The formal written notice describes the nature of the breach of academic honesty expectations. The academic dismissal for academic dishonesty is included in the student's official university record (including transcript).

The student will be notified in writing about the committee's decision within three (3) days of the meeting. Copies of the notification letter will be placed in the student's file and forwarded to the Dean of Academic Programs and the Registrar. The DC's decision is **final** and may not be appealed unless compelling evidence is subsequently submitted to the committee.

Non-Academic Dishonesty/Misconduct

By enrolling in the University, the student recognizes that the following types of behavior are prohibited and that being found guilty of engaging in any of them can serve as grounds for certain sanctions, including expulsion or involvement of the local police department.

1. Violation of any federal, state, and local laws or any published or decreed university policies will be reported to the proper authorities.
2. Copyright: Most printed materials, photographs, motion pictures, sound recordings, and computer software are protected by copyright. Copyrighted works may not be reproduced, distributed, performed, or adapted by students without the copyright owner's permission. For more information please see the Copyright & Fair Use Policies for Software & Other Materials section in this catalog.
3. Computer Use: Software is protected by copyright. Students may not copy the institution's software without permission of the copyright holder. Additionally, students may not place personal software on the institution's computers or damage or destroy either software or computers. For more information please see the Copyright & Fair Use Policies for Software & Other Materials section in this catalog.
4. The manufacture, sale, dispensation, possession, or use of any controlled substances or illegal drug paraphernalia on university premises or at university sponsored events is considered an illegal activity and is prohibited on all university property.
5. Use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all university property.
6. Use, possession, or sale of firearms or other weapons or any dangerous explosives or explosive elements or component parts on university property is strictly prohibited.
7. Any form of physical and/or psychological abuse, threat, or harassment of another person or fighting on university property will result in sanctions. If the abuse is judged severe enough, the local police department may be consulted.

8. Littering, defacing, destroying, stealing, or damaging university property (or attempting to do so), initiation of, or causing to be initiated, any false report, warning or threat of fire, explosion, or other emergency under the University's jurisdiction, is prohibited.
9. Gambling or holding a raffle or lottery at the University without proper approval is forbidden.
10. Use of profanity and disorderly, obscene conduct are strictly prohibited.

Students are expected to familiarize themselves with the University's policies on the following activities: unauthorized entry or presence in any university building or facility; solicitation and sales; smoking; sexual harassment; physical or psychological assault/abuse of others; and unauthorized or disorderly assemblies that hamper the effective functioning of the University, its students, staff, and visitors, and its daily routine operations.

The University does not excuse any violation of its policies on the basis that the student was not aware of these policies and their subsequent penalties and sanctions.

If a student is suspected of violating any of the above student conduct policies, a formal report must be submitted to the Director of the Office of Institutional Research and Effectiveness. Following the filing of a report, the Discipline Committee (DC) will meet with the student in question and then discuss possible penalties. The University reserves the right to expel any student for illegal activity and/or for any action outlined above. Throughout this process, the student may communicate directly with the Director of Institutional Research and Effectiveness to request information, either through email, phone, or in person.

Disruptive Students

In general, classroom management is the responsibility of the instructor. The learning environment of the entire class should not be jeopardized for the sake of a single student or group of students. Inappropriate classroom behavior includes, but is not limited to:

1. Disruption of the classroom atmosphere;
2. Engaging in non-class activities, for instance, talking to another student, using a cell phone, using the internet for non-class related purposes, or working on an assignment for another class;
3. Use of profanity in classroom discussion; or
4. Use of abusive or disrespectful language toward the instructor or a student in the class, or about other individuals or groups.

Instructors have the right to dismiss a student temporarily from class when the student's behavior distracts other students or disrupts their learning.

Civil Rights and Sexual Harassment

BAU International University does not and will not tolerate sexual harassment of students, faculty, and/or staff. This policy is part of the University's effort to maintain a learning, and working, environment free from sexual harassment, exploitation, or intimidation. Violation of this policy will subject individuals to disciplinary actions, up to and including dismissal for employees and students. Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. In keeping with the guidelines provided by the US Equal Employment Opportunity Commission on sexual harassment in employment, BAU International University defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an individual, or action taken in retaliation for reporting such behavior, regardless of where such conduct may occur. 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 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 employee's work performance or an affected student's academic performance or participation in educational pursuits; or
 4. The conduct has the purpose or effect of creating an intimidating, hostile, or offensive work or study environment.

Sexual harassment is a serious offense. As a consequence, any faculty or staff member who engages in such conduct or encourages such behavior by others shall be subject to disciplinary action that may include dismissal. A student who engages or assists in such conduct shall be subject to disciplinary measures, including reprimands, suspensions, or dismissal, when justified, to remedy violations of this policy. Students, faculty, or staff accused of sexual harassment will meet with the Discipline Committee, who will then make a decision on which penalties, if any, to impose. Throughout this process, the student, faculty, or staff member may communicate directly with the Director of the Office of Institutional Research and Effectiveness to request information, either through email, phone, or in person.

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, PL 101-226 20 USC's 1145g, Higher Education Act of 1965, Section 1213, BAU International University has adopted the following safe and drug-free school policy for the protection and welfare of all students, faculty and staff:

1. BAU International University will make a strong effort to maintain an alcohol-free and drug-free workplace.
2. BAU International University will not tolerate the unlawful possession or use of alcohol or controlled substances (drugs) on its premises.
3. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol and controlled substances is prohibited on and off property owned by or under the control of BAU International University.
4. 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.
5. 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.
6. Students and employees should also be aware that the health risks associated with the abuse of alcohol and the unlawful use of controlled substances include, but are not limited to, memory loss, depression, seizures, falls, accidents, heart and lung diseases, frequent infection, and sudden death.

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.

Copyright & Fair Use Policies

BAU International University, its students, faculty, and employees must comply with the provisions of the United States Copyright Act (Title 17 of the United States Code). 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.

BAU International University employees shall use computer software only in accordance with the terms of the BAU International University Computer Software Policy and the licensing agreement for the software. The University does not condone or support the use of any unauthorized copies of software. All software used by university employees to

perform their responsibilities shall be purchased through appropriate procedures.

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

Violations of BAU's copyright and fair use policies will be dealt with in the same manner as violations of other university policies and may result in disciplinary review by the Discipline Committee. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, dismissal from the University, and legal action.

Student Records and Release of Information - FERPA

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

BAU International 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. FERPA authorizes the release of "Directory Information" without the student's prior consent under certain conditions which are set forth in the Act. Students who wish to withhold their directory information must submit a **Directory Information Withhold Form** to the Registrar's Office.

In compliance with FERPA, BAU International University has adopted policies and procedures that permit students the opportunity to view their educational records upon request. Student may do so by contacting the Registrar's Office via email, phone, or in person. Educational records mean those records, files, documents, and other materials that contain information directly related to a student. The institution will not permit access to or release of confidential information from a student's records to any individual or agency without the written consent of the student, except for the following situations:

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

Definition of Student Records

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

- Enrollment Agreement Form at the time of initial enrollment for each program, which includes the enrollment contract and other information relating to the payment for educational services
- Copy of passport or ID card that indicates the student name
- 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 BAU International 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

BAU International University has the right to keep all documents that a student submits to the University.

Document Retention and Destruction Policy

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

Record and Descriptions	File Numbers	Retention Period	Disposition Method
Human Resource Records			
[300]-001-999			
Employee Records: Employment Contracts Promotion, Demotion, or Discharge Grievance Records Exit Interviews Retirement & Pension Plan Faculty Transcripts Foreign Credential Evaluations Employee Handbook Consents / Assurances		Permanent. All hard-copy documents are to be converted into soft-copy after 10 years.	Not Disposed. In HR Office
Trademark / Copyright Registration		Permanent. All hard-copy documents are to be converted into soft-copy after 10 years	Not Disposed. In HR Office
Legal, Insurance and Safety Records		10 Years After Expiration	Non-Confidential Destruction
Lease Contracts		10 Years After Expiration	Non-Confidential Destruction
OSHA Documents: Inspection Reports, OSHA Correspondences, Accident Reports		5 Years	Confidential Destruction

and Worker's Compensation Records			
Lease Contracts		5 Years	Non-Confidential Destruction
Employment Application and Supporting Documents		3 Years	Non-Confidential Destruction
I-9 Forms		3 Years After Termination	Non-Confidential Destruction
Salary Schedule		3 Years	Non-Confidential Destruction
Professional Development Docs		3 Years	Non-Confidential Destruction
Performance Evaluations		3 Years	Non-Confidential Destruction

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

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

Electronic Documents and Records

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

recovery methods will be tested on a regular basis.

Emergency Planning

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

Document Destruction

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

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

Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against BAU and its employees and possible disciplinary action against the 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.

Program and Policy Changes

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

Holidays

The University acknowledges the following holidays. On these days, there will be no classes, and administrative offices will be closed:

- New Year's Day (January 1st)
- Martin Luther King Day (the third Monday in January)
- Memorial Day (the last Monday in May)
- Independence Day (July 4th)
- Labor Day (the first Monday in September)
- Thanksgiving Day (the fourth Thursday in November)
- The day after Thanksgiving
- Christmas Day (December 25th)
- Winter Break (as specified on Academic Calendar)
- Spring Break (as specified on Academic Calendar)

Conversely, the University does not observe the following holidays, on which classes are held:

- Presidents' Day (the third Monday in February)
- Columbus Day (the second Monday in October)
- Veterans Day (November 11 or closest business day)

Inclement Weather Policy

- a. **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.
- b. **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.

Disclosure of Performance Information

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

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

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

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

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

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

Although BAU does not yet participate in any Title IV programs, in order to meet ACICS's expectation of transparency and integrity in all information shared by the member institution, is releasing the following information from the 2067-2017 Campus Accountability Report:

Information	Source	Value
Institutional Retention Rate	2015-2016 CAR Report	97%

Institutional Placement Rate	2015-2016 CAR Report	N/A
Graduation Rate	2015-2016 CAR Report	N/A
Student-Faculty Ratio	2015-2016 CAR Report	6:1

These are the data reported to ACICS by the institution in its most recent Campus Accountability Report.

Consistent with ACICS guidelines, 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 majority of which skills being documented in the graduate’s job description). The skills list is published on the program website and/or in the Academic Catalog; or,
- The graduate is deemed “placed” when the graduate was hired based upon the benefit of the campus's TRAINING, when the graduate improved job-related skills, maintained a current job, or received a promotion.

BAU follows ACICS’s calculation method to report placement rates as follows:

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

** 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.*

Formal Grievance Procedure

BAU International University faculty and staff attempt to create, in all areas, an atmosphere that is conducive to learning. The President and all other administrative team members maintain an open-door policy. Students may freely express concerns to any administrator. For this reason, we have established a procedure that we hope will address any school-related problem, concern, or complaint. Most academic concerns will be handled by instructors. Students should first discuss the problem with the instructor. If the problem is not resolved at that level, the student is then advised to contact the relevant administrator with a written request. Student should fully complete and submit BAU’s **General Grievance Form**, which is available online and at the Registrar’s office.

The administrator, within 5 days after receiving the Grievance Form, shall contact the party against whom the grievance is being submitted. The relevant administrator, after collecting testimonials and other relevant artifacts, including any eyewitness accounts, will forward the dossier to the office of the Director of Institutional Research and Effectiveness. The Director, within 10 days of receiving the complaint file, will form an Ad-Hoc Grievance Committee to address concerns which remain unresolved. The **Grievance Committee** will be comprised of the Dean, one senior faculty member, the Director of Institutional Research and Effectiveness, one SGA member, and one HR officer. The student will be notified of the committee’s decision within three days of the meeting. If, after following the above stated procedure, the student still feels that his or her concerns have not been resolved, he or she may elevate the issue to the Vice President or the President of the University. At their discretion, the Vice President or President may choose to listen to the student and other related parties. Any decision made by the Vice President or President is final and cannot be further appealed. If the grievant student still remains unsatisfied, she or he can address these concerns in writing, as a last resort, to the Higher Education Licensure Commission of the District of Columbia:

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

BAU International University will ensure that no student will be subjected to unfair action as a result of initiating a

complaint proceeding.

ACADEMIC PROGRAMS

Bachelor of Arts Degree Programs

BAU International University offers two Bachelor of Arts degree programs. They are as follows:

1. Bachelor of Arts in Economics
2. Bachelor of Arts in International Relations and Affairs

The BAU BA program is designed not only to prepare students for careers in the above fields, but also to produce well-rounded global citizens. BAU's general education requirements emphasize the Liberal Arts and an understanding of global cultures and diversity. The program as a whole requires 120 credits, with 39 general education credits, 63 core credits (45 credits of core requirements, and 18 credits of core electives), and 18 pure elective credits. Through these requirements, students prepare for careers in the fields of economics and international relations and affairs. Students also hone their critical writing and thinking abilities; quantitative and scientific reasoning skills; public speaking abilities; foreign language skills; and information and computer literacy.

Bachelor of Arts in Economics

The BAU BA program in Economics is designed not only to prepare students for careers in economics related fields, but also to produce well-rounded global citizens. BAU's general education requirements emphasize the Liberal Arts and an understanding of global cultures and diversity. Students hone their critical writing and thinking abilities; quantitative and scientific reasoning skills; public speaking abilities; foreign language skills; and information and computer literacy. The program as a whole requires 120 credits, with 39 general education credits, 63 core credits (45 credits of core requirements, and 18 credits of core electives), and 18 pure elective credits. Through these requirements, students prepare for careers in the field of economics. Students will qualify for jobs including Economist, Program Analyst, Research Analyst, Manager, Treasury Analyst, Financial Planner, Media Analyst, Claims Officer, Project Manager, Purchasing Agent, Risk Analyst, Banker, Economic Developer, Broker, and Budget Analyst.

Graduation Requirements

The BA degree in Economics is earned by completing the program course requirements of 120 credit hours. Of these credit hours, 63 credits are major or core courses, 39 are general education credits, and 18 are pure elective credits. Students must meet their core requirements as well as their general education requirements. In addition, students must meet the following criteria:

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

General Education Requirements

Breadth of knowledge is a foundational element of the American higher education tradition. As such, BAU undergraduate students are expected to complete the following general education requirements, *in addition to* their core requirements. These can be categorized in three broad areas: Humanities, Social Sciences, and Mathematics & the Sciences. A student's core requirements may not apply toward his or her general education requirements. In total, these general education requirements fulfill a minimum of 39 credits.

Humanities (HM) [five courses]

- **Writing:** Written expression and critical analysis are essential skills for students of all disciplines. Students are required to take one (1) of the following introductory writing courses, based on English language and writing abilities, *within the first three (3) semesters of study*: ENGL 122 or ENGL 123. Students will take BAU's English

composition examination to place into one of the two levels. If a student scores below the minimum requirement to place into ENGL 122, that student will be required to take ENGL 121 before taking ENGL 122.

- **Literature:** Students must complete any one (1) literature course (ENGL 222, ENGL 251, ENGL 235, or ENGL 237).
- **Modern Languages:** Students must complete two (2) courses in Spanish, French, German, or Turkish.
- Any one (1) additional course in the following disciplines: English, Philosophy, or Modern Language.

Mathematics & the Sciences (MS) [three courses]

- **Quantitative Reasoning:** The ability to conduct quantitative reasoning is essential for fields such as Political Science, Business, and Economics. These courses may not count toward the major area of study. Students must successfully complete one (1) quantitative reasoning course *within their first two (2) years of study* (MATH 103, MATH 110, or MATH 132).
- **Natural Science:** Any one (1) 100-level course in the department of Environmental Studies.
- Any one (1) additional course of the following: MATH 103, MATH 110, MATH 132, ENVS 105, ENVS 110, or ENVS 115.

Social Sciences (SS) [five courses]

- **History:** Two (2) History courses, one of which *must* be either a non-Western or transregional history course (HIST 166, HIST 168, or HIST 169).
- **Human Behavior:** One (1) course in the disciplines of Anthropology, Psychology, or Sociology (ANTH 101, PSYC 101, SOCI 101, or SOCI 221).
- Any two (2) courses either (a) from the department of Political Science or the department of International Relations or (b) ENVS 231.

Bachelor of Arts in Economics: Course Listing

A. Core Requirements: 45 Credits

Core Requirements: Economics			
Course Code	Course Name	Prerequisites	Credit
PHIL 101	First Year Seminar		3
ACCT 112	Financial Accounting		3
ACCT 212	Managerial Accounting		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 351	International Economics	ECON 111	3
ECON 437	Econometrics	ECON 221, ECON 222	3
FINC 221	Introduction to Financial Management		3
FINC 331	Financial Analysis	FINC 221	3
MATH 131	Calculus I		3
MATH 225	Spreadsheet Applications for Business, Accounting & Economics		3
MATH 335	Business Analytics	ACCT 112	3
ENGL 324	Technical Writing and Presentation Skills for Economics & Finance		3

B. Core Electives: 18 Credits (students must choose six courses, three of which must be at the 400 level)

Core Electives: Economics			
Course Code	Course Name	Prerequisites	Credit
ECON 315	Political Economy	ECON 111	3
ECON 336	Game Theory	ECON 111	3
ECON 353	Globalization & the World Economy	ECON 111	3
ECON 355	Sustainable Economic Development	ECON 222	3
ECON 371	The Development of Economic Thought	ECON 101, ECON 111	3
ECON 432	Money & Markets	ECON 111	3
ECON 435	Public Finance & the Economy	ACCT 112	3
ECON 456	International Financial Crises	ECON 222	3
ECON 473	Keynes vs. Friedman	ECON 221, ECON 222	3

C. General Education Courses

General Education Courses Humanities Cluster			
Students must take at least five courses in the Humanities: two modern language courses (TURK 101/121, GERM 101/121, FREN 101/121, SPAN 101/121), one composition (ENGL 122/123), and one literature course (ENGL 222/251/235/237).			
Course Code	Course Name	Prerequisites	Credit
ENGL 121	English Composition I		3
ENGL 122	English Composition II	ENGL 121 or English composition exam score	3
ENGL 123	Academic Writing	ENGL 122 or English composition exam score	3
ENGL 222	Five American Novels	ENGL 122 or ENGL 123	3
ENGL 235	African-American Literature	ENGL 122 or ENGL 123	3
ENGL 237	Asian-American Literature	ENGL 122 or ENGL 123	3
ENGL 251	Persian Literature, From Epic Poetry to the Graphic Novel	ENGL 122 or ENGL 123	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
GERM 101	Elementary German I		3
GERM 121	Elementary German II	GERM 101	3
TURK 101	Elementary Turkish I		3
TURK 121	Elementary Turkish II	TURK 101	3
PHIL 105	Introduction to Philosophy		3
PHIL 108	Moral Dilemmas and Social Ethics		3

General Education Courses Mathematics and the Sciences Cluster			
Students must take at least three classes in Mathematics and the Sciences. At least one must be ENVS 105, ENVS 110, or ENVS 115. At least one must be either MATH 103, MATH 110 or MATH 132.			
Course Code	Course Name	Prerequisites	Credit
ENVS 105	Introduction to Environmental Science		3
ENVS 110	Geology and the Environment		3
ENVS 115	Aquatic Systems		3
MATH 103	College Mathematics		3
MATH 110	Introductory Statistics		3
MATH 132	Calculus II	MATH 131	3

**General Education Courses
Social Sciences Cluster**

Students are required to select 5 courses in the Social Sciences. At least two must be in the History department, with at least one being a non-Western or transregional history course. Students must also choose one of the following four courses: ANTH 101/SOCI 101/PSYC 101/SOCI 221. The two remaining courses must be either (a) from the department of International Relations or the department of Political Science or (b) ENVS 231.

Course Code	Course Name	Prerequisites	Credit
ANTH 101	Introduction to Cultural Anthropology		3
ENVS 231	Environmentally Sustainable Development		3
HIST 162	Europe and the Mediterranean World, Antiquity to 1400 CE		3
HIST 164	European History, 1400 to Present		3
HIST 166	Atlantic History, 1492 - 1815		3
HIST 168	The Islamic Middle East, 624 - 1258 CE		3
HIST 169	Asian History, 1550 - 1950		3
INTL 161	Diplomatic History		3
INTL 253	International Organizations	INTL 161	3
INTL 257	International Relations	INTL 161	3
INTL 271	Gender, Development & Globalization	INTL 161	3
INTL 350	The Government and Politics of Britain	INTL 161	3
INTL 351	The Politics of the Middle East	INTL 161	3
INTL 352	The Politics of India and Pakistan	INTL 161	3
INTL 353	The Government and Politics of China	INTL 161	3
INTL 354	International Development and Emerging Markets	INTL 161	3
INTL 355	Latin American Politics	INTL 161	3
INTL 356	Politics and Society in Present-Day Russia	INTL 161	3
INTL 359	The European Union	INTL 161	3
INTL 451	World Politics and World Order	INTL 161	3
INTL 458	Introduction to International Human Rights	INTL 161	3
INTL 459	International Security	INTL 161	3
POLS 101	An Introduction to Politics and Political Science		3
POLS 105	Writing and Editing the News		3
POLS 115	Political Ideologies		3
POLS 121	Government and Politics of the United States		3
POLS 227	Media Ethics	POLS 101	3
POLS 251	Comparative Politics of Industrialized Societies	POLS 101	3
POLS 252	Comparative Politics of Transitional Societies	POLS 101	3
POLS 321	Political Parties in America	POLS 121	3
POLS 359	The Spreading of Democracy	POLS 115	3
POLS 363	Ancient, Medieval & Renaissance Political Thought	INTL 161	3
POLS 373	Modern Political Thought	POLS 115	3
PSYC 101	Introduction to Psychology		3
SOCI 101	Introduction to Sociology		3
SOCI 221	Social Class, Gender & Inequality		3

Course Outline Per Term – Economics (Generic Outline)			
Year 1		Year 3	
Semester 1		Semester 1	
Core Requirement 1	3 credits	Core Requirement 10	3 credits
Core Requirement 2	3 credits	Core Requirement 11	3 credits
Gen Ed 1	3 credits	Core Requirement 12	3 credits
Gen Ed 2	3 credits	Gen Ed 12	3 credits
Gen Ed 3	3 credits	Gen Ed 13	3 credits
Semester 2		Semester 2	
Core Requirement 3	3 credits	Core Requirement 13	3 credits
Core Requirement 4	3 credits	Core Requirement 14	3 credits
Gen Ed 4	3 credits	Core Elective 1	3 credits
Gen Ed 5	3 credits	Pure Elective 1	3 credits
Gen Ed 6	3 credits	Pure Elective 2	3 credits
Year 2		Year 4	
Semester 1		Semester 1	
Core Requirement 5	3 credits	Core Requirement 15	3 credits
Core Requirement 6	3 credits	Core Elective 2	3 credits
Core Requirement 7	3 credits	Core Elective 3	3 credits
Gen Ed 7	3 credits	Pure Elective 2	3 credits
Gen Ed 8	3 credits	Pure Elective 3	3 credits
Semester 2		Semester 2	
Core Requirement 8	3 credits	Core Elective 4	3 credits
Core Requirement 9	3 credits	Core Elective 5	3 credits
Gen Ed 9	3 credits	Core Elective 6	3 credits
Gen Ed 10	3 credits	Pure Elective 5	3 credits
Gen Ed 11	3 credits	Pure Elective 6	3 credits

Bachelor of Arts in International Relations & Affairs

The BAU BA program in International Relations & Affairs is designed not only to prepare students for careers in fields related to international affairs and government, but also to produce well-rounded global citizens. BAU's general education requirements emphasize the Liberal Arts and an understanding of global cultures and diversity. Students hone their critical writing and thinking abilities; quantitative and scientific reasoning skills; public speaking abilities; foreign language skills; and information and computer literacy. The program as a whole requires 120 credits, with 39 general education credits, 63 core credits (45 credits of core requirements, and 18 credits of core electives), and 18 pure elective credits. Through these requirements, students prepare for careers in the field of international affairs. Students will qualify for jobs including Foreign Service Officer, Intergovernmental Affairs Officer, Project Manager, Consultant, Gender and Equality Expert, Program Assistant, Liaison Officer, and Global Coordinator.

Graduation Requirements

The BA degree in International Relations & Affairs is earned by completing the program course requirements of 120 credit hours. Of these credit hours, 63 credits are major or core courses, 39 general education credits, and 18 pure elective credits. Students must meet their core requirements as well as their general education requirements. In addition, students must meet the following criteria:

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

General Education Requirements

Breadth of knowledge is a foundational element of the American higher education tradition. As such, BAU undergraduate students are expected to complete the following general education requirements, *in addition to* their core requirements. These can be categorized in three broad areas: Humanities, Social Sciences, and Mathematics & the Sciences. A student's core requirements may not apply toward his or her general education requirements. In total, these general education requirements fulfill a minimum of 39 credits.

Humanities (HM) [five courses]

- **Writing:** Written expression and critical analysis are essential skills for students of all disciplines. Students are required to take one (1) of the following introductory writing courses, based on English language and writing abilities, *within the first three (3) semesters of study*: ENGL 122 or ENGL 123. Students will take BAU's English composition examination to place into one of the two levels. If a student scores below the minimum requirement to place into ENGL 122, that student will be required to take ENGL 121 before taking ENGL 122.
- **Literature:** Students must complete any one (1) literature course (ENGL 222, ENGL 251, ENGL 235, or ENGL 237).
- **Modern Languages:** Students must complete two (2) courses in Spanish, French, German, or Turkish.
- Any one (1) additional course in the following disciplines: English, Philosophy, or Modern Language.

Mathematics & the Sciences (MS) [three courses]

- **Quantitative Reasoning:** The ability to conduct quantitative reasoning is essential for fields such as Political Science, Business, and Economics. These courses may not count toward the major area of study. Students must successfully complete one (1) quantitative reasoning course *within their first two (2) years of study* (MATH 103, MATH 110, MATH 131 or MATH 132).
- **Natural Science:** Any one (1) 100-level course in the department of Environmental Studies.
- Any one (1) additional course of the following: MATH 103, MATH 110, MATH 131, MATH 132, ENVS 105, ENVS 110, or ENVS 115.

Social Sciences (SS) [five courses]

- **History:** Two (2) History courses, one of which *must* be either a non-Western or transregional history course (HIST 166, HIST 168, or HIST 169).
- **Human Behavior:** One (1) course in the disciplines of Anthropology, Psychology, or Sociology (ANTH 101, PSYC 101, SOCI 101, or SOCI 221).
- Any two (2) of the following courses:
 - ECON 111, ECON 221, ECON 222, ECON 336, ECON 371, ECON 432, ECON 435, ECON 437, ECON 456, ECON 473
 - POLS 105, POLS 115, POLS 227, POLS 251, POLS 252, POLS 321, POLS 363
 - ENVS 231

Bachelor of Arts in International Relations & Affairs: Course Listing

A. Core Requirements: 45 Credits

Core Requirements: International Relations & Affairs			
Course Code	Course Name	Prerequisites	Credit
PHIL 101	First Year Seminar		3
ECON 111	Introduction to Macroeconomics		3
ECON 315	Political Economy		3
ECON 353	Globalization & the World Economy	ECON 111	3
POLS 101	An Introduction to Politics and Political Science		3
POLS 121	Government and Politics of the United States		3
INTL 161	Diplomatic History		3
INTL 253	International Organizations	INTL 161	3
INTL 257	International Relations	INTL 161	3
INTL 271	Gender, Development and Globalization	INTL 161	3
INTL 354	International Development and Emerging Markets	INTL 161	3
INTL 451	World Politics & World Order	INTL 161	3
INTL 458	Introduction to International Human Rights	INTL 161	3
INTL 459	International Security	INTL 161	3
ENGL 326	Technical Writing and Presentation Skills for Political Science & International Relations	ENGL 122 or ENGL 123	3

B. Core Electives: 18 Credits (students must choose six courses, three of which must be from the Department of International Affairs)

Core Electives: International Relations & Affairs			
Course Code	Course Name	Prerequisites	Credit
ECON 351	International Economics	ECON 311	3
ECON 355	Sustainable Economic Development	ECON 222	3
INTL 350	The Government and Politics of Britain	INTL 161	3
INTL 351	The Politics of the Middle East	INTL 161	3
INTL 352	The Politics of India and Pakistan	INTL 161	3
INTL 353	The Government and Politics of China	INTL 161	3
INTL 355	Latin American Politics	INTL 161	3
INTL 356	Politics and Society in Present-Day Russia	INTL 161	3
INTL 359	The European Union	INTL 161	3
POLS 359	The Spreading of Democracy	POLS 115	3
POLS 373	Modern Political Thought	INTL 161	3

C. General Education Courses

General Education Courses Humanities Cluster			
Students must take at least five courses in the Humanities: two modern language courses (TURK 101/121, GERM 101/121, FREN 101/121, SPAN 101/121), one composition (ENGL 122/123), and one literature course (ENGL 222/251/235/237).			
Course Code	Course Name	Prerequisites	Credit
ENGL 121	English Composition I		3
ENGL 122	English Composition II	ENGL 121 or English composition exam score	3
ENGL 123	Academic Writing	ENGL 122 or English composition exam score	3
ENGL 222	Five American Novels	ENGL 122 or ENGL 123	3
ENGL 235	African-American Literature	ENGL 122 or ENGL 123	3
ENGL 237	Asian-American Literature	ENGL 122 or ENGL 123	3
ENGL 251	Persian Literature, From Epic Poetry to the Graphic Novel	ENGL 122 or ENGL 123	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
GERM 101	Elementary German I		3
GERM 121	Elementary German II	GERM 101	3
TURK 101	Elementary Turkish I		3
TURK 121	Elementary Turkish II	TURK 101	3
PHIL 105	Introduction to Philosophy		3
PHIL 108	Moral Dilemmas and Social Ethics		3

General Education Courses Mathematics and the Sciences Cluster			
Students must take at least three classes in Mathematics and the Sciences. At least one must be ENVS 105, ENVS 110, or ENVS 115. At least one must be either MATH 103, MATH 110, MATH 131 or MATH 132.			
Course Code	Course Name	Prerequisites	Credit
ENVS 105	Introduction to Environmental Science		3
ENVS 110	Geology and the Environment		3
ENVS 115	Aquatic Systems		3
MATH 103	College Mathematics		3
MATH 110	Introductory Statistics		3
MATH 131	Calculus I		3
MATH 132	Calculus II	MATH 131	3

**General Education Courses
Social Sciences Cluster**

Students are required to select 5 courses in the Social Sciences. At least two must be in the History department, with at least one being a non-Western or transregional history course. Students must also choose one of the following four courses: ANTH 101/SOCI 101/PSYC 101/SOCI 221. The remaining two courses must be from among the following: ECON 101, ECON 221, ECON 222, ECON 336, ECON 371, ECON 432, ECON 435, ECON 437, ECON 456, ECON 473, POLS 105, POLS 115, POLS 227, POLS 251, POLS 252, POLS 321, POLS 363, ENVS 231.

Course Code	Course Name	Prerequisites	Credit
ANTH 101	Introduction to Cultural Anthropology		3
ECON 101	Introduction to Microeconomics		3
ECON 221	Intermediate Microeconomics	ECON 101	3
ECON 222	Intermediate Macroeconomics	ECON 111	3
ECON 336	Game Theory		3
ECON 371	The Development of Economic Thought	ECON 101, ECON 111	3
ECON 432	Money and Markets	ACCT 112	3
ECON 435	Public Finance and the Economy	ECON 111	3
ECON 437	Econometrics	ECON 221, ECON 222	3
ECON 456	International Financial Crises		3
ECON 473	Keynes vs. Friedman	ECON 221, ECON 222	3
ENVS 231	Environmentally Sustainable Development		3
HIST 162	Europe and the Mediterranean World, Antiquity to 1400 CE		3
HIST 164	European History, 1400 to Present		3
HIST 166	Atlantic History, 1492 - 1815		3
HIST 168	The Islamic Middle East, 624 - 1258 CE		3
HIST 169	Asian History, 1550 - 1950		3
POLS 105	Writing and Editing the News		3
POLS 115	Political Ideologies		3
POLS 227	Media Ethics	POLS 101	3
POLS 251	Comparative Politics of Industrialized Societies	POLS 101	3
POLS 252	Comparative Politics of Transitional Societies	POLS 101	3
POLS 321	Political Parties in America	POLS 121	3
POLS 363	Ancient, Medieval & Renaissance Political Thought	INTL 161	3
PSYC 101	Introduction to Psychology		3
SOCI 101	Introduction to Sociology		3
SOCI 221	Social Class, Gender & Inequality		3

Course Outline Per Term – International Relations & Affairs (Generic Outline)			
Year 1		Year 3	
Semester 1		Semester 1	
Core Requirement 1	3 credits	Core Requirement 10	3 credits
Core Requirement 2	3 credits	Core Requirement 11	3 credits
Gen Ed 1	3 credits	Core Elective 1	3 credits
Gen Ed 2	3 credits	Gen Ed 12	3 credits
Gen Ed 3	3 credits	Gen Ed 13	3 credits
Semester 2		Semester 2	
Core Requirement 3	3 credits	Core Requirement 12	3 credits
Core Requirement 4	3 credits	Core Requirement 13	3 credits
Gen Ed 4	3 credits	Core Elective 2	3 credits
Gen Ed 5	3 credits	Pure Elective 1	3 credits
Gen Ed 6	3 credits	Pure Elective 2	3 credits
Year 2		Year 4	
Semester 1		Semester 1	
Core Requirement 5	3 credits	Core Requirement 14	3 credits
Core Requirement 6	3 credits	Core Requirement 15	3 credits
Core Requirement 7	3 credits	Core Elective 3	3 credits
Gen Ed 7	3 credits	Pure Elective 3	3 credits
Gen Ed 8	3 credits	Pure Elective 4	3 credits
Semester 2		Semester 2	
Core Requirement 8	3 credits	Core Elective 4	3 credits
Core Requirement 9	3 credits	Core Elective 5	3 credits
Gen Ed 9	3 credits	Core Elective 6	3 credits
Gen Ed 10	3 credits	Pure Elective 5	3 credits
Gen Ed 11	3 credits	Pure Elective 6	3 credits

Course Listings by Department

Department of Accounting

ACCT 112: Financial Accounting (QR1) (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 212: Managerial Accounting (QR2) (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: Corporate Financial Reporting I (QR2) (3 credits)

Prerequisite: ACCT 112

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

ACCT 315: Accounting Information Systems (3 credits)

Prerequisites: ACCT 212, MATH 225

Accounting information systems can be used for the collection, organization, and analysis of accounting data. This course focuses on the need for security and documentation of all aspects of the system as internal controls required. Commercial accounting information systems are introduced during the course.

ACCT 317: Federal Income Tax Accounting (3 credits)

Prerequisite: ACCT 315

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 322: Corporate Financial Reporting II (3 credits)

Prerequisite: ACCT 222

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

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

Prerequisites: ACCT 317, ACCT 322

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

ACCT 435: Accounting Decision Making Control (3 credits)

Prerequisites: ACCT 212

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

ACCT 437: Auditing (3 credits)

Prerequisites: ACCT 212, ACCT 322

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

ACCT 452: International Accounting & Financial Reporting (3 credits)

Prerequisites: ACCT 317, ACCT 322

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

Department of Business and Management

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 372: Business in America (3 credits)

Prerequisite: BUSN 101

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 375: Entrepreneurship (3 credits)

Prerequisite: BUSN 101

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.

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

Prerequisites: MATH 225, MGMT 201

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

MGMT 337: Strategic Management (3 credits)

Prerequisites: MGMT 201

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

MGMT 433: Negotiation (3 credits)

Prerequisites: MGMT 201

In 1996, Chester Karrass published a book called *In Business As in Life, You Don’t Get What You Deserve, You Get What You Negotiate*. In 1987, Donald Trump published a book called *The Art of the Deal*. Both of these books are on the course reading list. Perhaps these two authors have given the term “negotiation” a bad reputation, but negotiating does not have to be a zero-sum game, as these gentlemen suggest. This course examines techniques and strategies of negotiating as well as some of the game theory aspects of the activity.

MGMT 453: Cross-Cultural Management (3 credits)

Prerequisites: MGMT 201

A culturally sensitive, ex-patriot American manager in Thailand leases a small Suzuki hatchback to avoid the “ugly American” image. A month later his subordinates request that he lease a Mercedes-Benz, because traditionally no employee can drive a more expensive car than the boss, and his Suzuki has meant they must ride to work on motor scooters. This anecdote illustrates the vagaries of cross-cultural management. In this course, students examine the characteristics of 10 different cultures according to the parameters laid out by Geert Hofstede and Fons Trompenaars. Students will apply them to leadership, communications, business ethics, motivation, and managerial issues.

Department of Computer Science & Information Technology

CMPS 110: Introduction to Computer Science (QR1) (3 credits)

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

CMPS 122: Introduction to Java I (QR1) (3 credits)

Prerequisite: CMPS 110 or permission of instructor

An introductory course in Java 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 Java programs during labs.

CMPS 222: Java II (QR2) (3 credits)

Prerequisites: CMPS 110, CMPS 112

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

CMPS 226: Programming in C (QR2) (3 credits)

Prerequisite: CMPS 122 or permission of instructor

Programming for students with prior knowledge of some higher-level language (e.g., one semester of Java). The course treats C as a machine-level language, and as a general-purpose language. It covers number representation, masking, bitwise operations, and memory allocation, as well as general topics, such as dynamic data structures, file I/O, separate compilation, program development tools, and debugging.

ISIT 101: 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 102: Introduction to Computers and Information Systems (QR1) (3 credits)

This class offers a broad coverage of technology concepts and trends underlying current and future developments in information technology, and fundamental principles for the effective use of computer-based information systems. There will be a special emphasis on networks and distributed computing, including the World Wide Web. Other topics include: hardware and operating systems, software development tools and processes, relational databases, security and cryptography, enterprise applications, and electronic commerce. Hands-on exposure to Web, database, and graphical user interface (GUI) tools. This course is intended for students with little or no background in computer technology.

Department of Economics

ECON 101: Introduction to Microeconomics (QR1) (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 (QR1) (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 315: Political Economy (QR2) (3 credits)

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 221: Intermediate Microeconomics (3 credits)

Prerequisites: ECON 101

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

ECON 222: Intermediate Macroeconomics (3 credits)

Prerequisites: ECON 111

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

ECON 351: International Economics (3 credits)

Prerequisite: ECON 111

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

ECON 353: Globalization & the World Economy (3 credits)

Prerequisite: ECON 111

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

ECON 355: Sustainable Economic Development (3 credits)

Prerequisite: ECON 222

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 371: The Development of Economic Thought (3 credits)

Prerequisites: ECON 101, ECON 111

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

ECON 435: Public Finance and the Economy (3 credits)

Prerequisites: ECON 111

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

ECON 437: Econometrics (3 credits)

Prerequisites: ECON 321, ECON 222

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 473: Keynes vs. Friedman (3 credits)

Prerequisites: ECON 321, ECON 222

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.

Department of English

ENGL 007: Pre-College English Composition (3 credits)

Pre-College English Composition is a required course for all students whose score on the BAU English placement test was unsatisfactory. The course focuses on improving the student's basic writing skills by reviewing grammar, sentence structure, and writing mechanics. Upon satisfactory completion of this course, students are eligible to enroll in ENGL 121.

ENGL 121: English Composition I (WR) (3 credits)

Prerequisite: ENGL 097 or moderate score on BAU English composition test

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 (WR) (3 credits)

Prerequisite: high score on BAU English composition test

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 (WR) (3 credits)

Prerequisite: ENGL 121 or high score on BAU English composition test

This course is open to students with high scores on the BAU English composition test, or students who have completed ENGL 121. Academic writing and research abilities are essential for college students and professionals. During this course, students will hone their research skills and complete a short research paper on a subject of their own choice. Throughout the course, students will participate in peer-review, learn to create research paper outlines and drafts, learn to use citations properly, and learn about research and writing resources at BAU and around D.C.

ENGL 222: Five American Novels (HM) (3 credits)

Prerequisites: ENGL 121, ENGL 122, or ENGL 123

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 (HM, DV) (3 credits)

Prerequisites: ENGL 121, ENGL 122, or ENGL 123

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 (HM, DV) (3 credits)

Prerequisites: ENGL 121, ENGL 122, or ENGL 123

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 (HM, DV) (3 credits)

Prerequisites: ENGL 121, ENGL 122, or ENGL 123

A survey of major contributions to Persian literature, from the 10th century *Shahnameh* or *Epic of Kings* to modern authors Sadeq 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 322: Technical Writing & Presentation Skills for Business & Management (3 credits)

Prerequisites: ENGL 121, ENGL 122, or ENGL 123

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.

ENGL 324: Technical Writing & Presentation Skills for Economics & Finance (3 credits)

Prerequisites: ENGL 121, ENGL 122, or ENGL 123

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

ENGL 326: Technical Writing & Presentation Skills for Political Science & International Relations (3 credits)

Prerequisites: ENGL 121, ENGL 122, or ENGL 123

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.

Department of Environmental Studies

ENVS 105: Introduction to Environmental Science (NS) (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.

ENVS 110: Geology and the Environment (NS) (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 (NS) (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.

ENVS 231: Environmentally Sustainable Development (SS) (3 credits)

Prerequisites: POLS 101, ECON 103, ENVS 105, ENVS 110, or ENVS 115

Can humans continue to develop the planet without causing irreparable environmental harm? In this course on sustainable development, students will learn about engineers', activists', and policymakers' efforts to do just that. We

will examine case studies from transitional and developed economies to assess successful and failed methods within the field. Students will also assess the sustainability of projects in the DMV area.

Department of Finance

FINC 221: Introduction to Financial Management (QR2) (3 credits)

Prerequisite: ACCT 112

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

FINC 331: Financial Analysis (3 credits)

Prerequisites: FINC 221, MATH 225

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 355: International Financial Institutions (3 credits)

Prerequisite: ECON 222

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.

FINC 432: Money and Markets (QR2) (3 credits)

Prerequisite: ACCT 112

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.

FINC 455: International Finance (QR2) (3 credits)

Prerequisite: ACCT 112

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.

FINC 456: International Financial Crises (3 credits)

Prerequisites: FINC 455

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.

Department of History

HIST 162: Europe and the Mediterranean World, Antiquity to 1400 CE (HM) (3 credits)

This course examines European and Mediterranean civilizations from ancient Mesopotamia and Egypt through the Classical period and the Medieval era. 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, 1400 to Present (HM) (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 166: Atlantic History, 1492 - 1815 (HM, DV) (3 credits)

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

HIST 168: The Islamic Middle East, 624 - 1258 CE (HM, DV) (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 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 (HM, DV) (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.

Department of International Relations**INTL 161: Diplomatic History (SS) (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 253: International Organizations (SS) (3 credits)

Prerequisite: INTL 161

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

INTL 257: International Relations (SS) (3 credits)

Prerequisite: INTL 161

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 271: Gender, Development & Globalization (SS, DV)

Prerequisite: INTL 161

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 350: The Government and Politics of Britain (SS) (3 credits)

Prerequisite: INTL 161

The course will provide an introduction to contemporary British government, notably relevant institutions and the processes of policy-making. The first part of the course will explain the evolution of British government from its earliest history, including the philosophical ideas that have come to underpin contemporary politics. The key institutions of British government will be described and analyzed, focusing on factors that explain the functioning of a complex modern State. By the end of the course, students will have a practical understanding of the entire system of British government and the influences that affect it.

INTL 351: The Politics of the Middle East (SS, DV) (3 credits)

Prerequisite: INTL 161

This course will provide an overview of political structures and processes of the Middle East with an emphasis on elites, political parties, interest groups, and bureaucracies. Themes such as inter-regional relations, nationalism, colonialism, the impact of religion and the Arab-Israeli conflict will be considered. Problems of nation-building, regional cooperation, as well as super- and great-power penetration, will also be explored.

INTL 352: The Politics of India and Pakistan (SS, DV) (3 credits)

Prerequisite: INTL 161

This course will provide an overview of the politics of the Indian Sub-Continent since the early twentieth century. It will begin with an overview of the British Raj in India; the birth of Indian nationalist movements and the Hindu-Muslim struggle; Partition of India and Pakistan in 1947; political systems in India and Pakistan; the creation of an independent Bangladesh in 1971; and linguistic, economic, and social issues in South Asia. There will be a special focus on the federal system in India, the role of the major parties and the challenges to development, including: population size, poverty, poor public administration standards, regional conflicts, and corruption.

INTL 353: The Government and Politics of China (SS, DV) (3 credits)

Prerequisite: INTL 161

This course will impart a solid grounding in the dynamic evolution of the Chinese state, Chinese nationalism, and China's self-identified problems of weakness and underdevelopment, from 1900 to present day. This course will stress how China's legacy offers both opportunity and constraint for the present Chinese politics. This course will focus on the trajectory of politics during the late Qing era, the Republic, the revolutionary People's Republic, and economic reforms since Deng Xiaoping. The course will focus on politics in different sectors (the impact of globalization, rural China, urban reform), and special policy arenas (environment, public health, corruption, and poor governance), before concluding with sessions on democratization in Taiwan and China's own limited experiments with village democracy.

INTL 354: International Development and Emerging Markets (SS, DV) (3 credits)

Prerequisite: INTL 161

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 (SS, DV) (3 credits)

Prerequisite: INTL 161

This course will provide an interdisciplinary introduction to contemporary Latin America, drawing on scholarly articles, literature, popular press accounts, and other research. Topics include economic development, ethnic and racial identity, religion, revolution, democracy, transitional justice, and the rule of law. Examples draw on a range of countries in the region, especially Mexico, Chile, and Brazil. We will also focus on the uneven process of democratization and the difficult path towards economic development and social inclusion, with special reference to the treatment of indigenous people in the Andes.

INTL 356: Politics and Society in Present-Day Russia (SS) (3 credits)

Prerequisite: INTL 161

This course introduces students to the history, politics, and government of the Russian Federation, from the disintegration of the Soviet state to present day. It will focus on party systems, civil society and human rights,

democratization in theory and practice, the nature of post communism, and Russian nationalism. It will examine the primary actors and institutions involved in state and institution building within Russia and the post-Soviet states, political change in Russia, and Russian foreign policy (especially vis-a-vis the EU).

INTL 359: The European Union (SS) (3 credits)

Prerequisite: INTL 161

This course will focus on the development the EU and its legal and political system. Students will learn about EU structure and major challenges facing the EU. Students will assess both historical and current developments in the EU. This course will include an analysis of: the European Union vis-à-vis Europe and the world; the history of European integration and enlargements; and the decision-making process within European Parliament and the European Commission.

INTL 451: World Politics and World Order (SS) (3 credits)

Prerequisite: INTL 161

This course will examine strategies for dealing with international conflict, with emphasis on law and organization, regionalism, economic independence, and arms control. There will be special focus on UN Peacekeeping missions, regional initiatives under the auspices of NATO (Bosnia, Kosovo, Afghanistan), and military deployments authorized by the African Union. It will also focus on interventions of “coalitions of the willing,” including the First Gulf War and current operations in Syria and Iraq against ISIL.

INTL 458: Introduction to International Human Rights (SS, DV) (3 credits)

Prerequisite: INTL 161

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 459: International Security (SS) (3 credits)

Prerequisite: INTL 161

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.

Department of Marketing

MKTG 101: 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)

Prerequisites: MKTG 101

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 427: Marketing for Not-for-Profit Organizations (3 credits)

Prerequisites: MKTG 101

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.

MKTG 435: Brand Management (3 credits)

Prerequisites: MKTG 101

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.

Department of Mathematics & Statistics

MATH 097: Pre-College Mathematics

Pre-College Mathematics is required for all students whose score on the Mathematics placement test was unsatisfactory. The course focuses on improving students' basic mathematics skills by reviewing nomenclature, operations, percent, problem solving techniques, measurement, and algebra. Upon satisfactory completion of this course, students are eligible to enroll in MATH 103.

MATH 103: College Mathematics (QR1) (3 credits)

Mathematical calculations underlie the development of theories, the evaluation of trends, and the assessment of progress in all aspects of society. This course starts with algebra and prepares students for Statistics for Business & Economics (STAT 115), Calculus for Economics (MATH 223), and Spreadsheet Applications (MATH 225). It will cover linear, quadratic, and simultaneous equations and the graphing of lines, circles, exponential functions, and polynomial functions.

MATH 131: Calculus I (QR2) (3 credits)

Prerequisites: MATH 103

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

MATH 132: Calculus II (3 credits)

Prerequisite: MATH 131

This course builds on skills learned in MATH 140. It covers subjects such as techniques of integration; applications of integration; conics, parametric curves, and polar curves; partial differentiation; and multiple integration.

MATH 223: Calculus for Economics (QR2) (3 credits)

Prerequisites: MATH 103

Statistics is a set of mathematical tools that can be used to extract actionable information from “noisy” data; for this reason, statistics is particularly helpful in economics where the data can be extremely noisy. Likewise, the calculus techniques of differentiation and integration applied to mathematical functions and their graphical representations, can contribute to the understanding of parameters such as profit optimization and marginal cost.

MATH 225: Spreadsheet Applications for Business, Accounting & Economics (QR2) (3 credits)

Prerequisite: MATH 103

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

MATH 335: Business Analytics (3 credits)

Prerequisites: ACCT 212, MATH 223

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.

MATH 336: Game Theory (QR2) (3 credits)

Prerequisite: MATH 103

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.

STAT 110: Introductory Statistics (QR1) (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

STAT 115: Statistics for Business and Economics (QR1) (3 credits)

Statistics is a set of mathematical tools that can be used to extract actionable information from “noisy” data; for this reason, statistics is particularly helpful in business and economics where the data can be extremely noisy. Using statistical software, this course examines the organization of data, probability, descriptive statistics, hypothesis testing, statistical interference, and regression.

Department of Modern Languages**FREN 101: Elementary French I (ML) (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 (ML) (3 credits)

Prerequisite: FREN 101 or permission of instructor

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

SPAN 101: Elementary Spanish I (ML) (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 (ML) (3 credits)

Prerequisite: SPAN 101 or permission of instructor

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

TURK 101: Elementary Turkish I (ML) (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 (ML) (3 credits)

Prerequisite: TURK 101 or permission of instructor

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

GERM 101: Elementary German I (ML) (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 (ML) (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.

Department of Philosophy & Religion

PHIL 101: First Year Experience (FYE) (3 credits)

This course serves as an introduction to college and to ethics. The course will also provide an introduction to helpful resources on campus, including the library, research resources, and academic, career, and health services. It will also cover important college policies, including academic honesty, sexual misconduct and assault, and alcohol and drug addiction and abuse. The seminar will continue into the realm of ethics and morality, including defining right and wrong, and discussing lying, bioethics, and civil rights. Throughout the semester, students will discuss the bestselling book, *What Money Can't Buy: The Moral Limits of Markets*, by Michael J. Sandel. The First Year Experience course is offered every year in the Fall semester.

PHIL 105: Introduction to Philosophy (HM) (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 (HM) (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.

Department of Political Science & Government

GOVT 121: Government and Politics of the United States (SS) (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 101: An Introduction to Politics and Political Science (SS) (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 105: Writing and Editing the News (SS) (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.

POLS 115: Political Ideologies (SS) (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 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 205: Politics, Journalism & Business (SS) (3 credits)

Prerequisite: POLS 101

A principal subject of journalism is politics, but much of political writing involves the relationships among government, business, and journalists. This course will examine those relationships. It will examine how government officials use the media in attempts to control public opinion and affect control over business activities, as well as how business use journalism to their own advantage. This course will allow students to be better positioned to derive advantages in that relationship.

POLS 227: Media Ethics (SS) (3 credits)

Prerequisite: POLS 101

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 251: Comparative Politics of Industrialized Societies (SS) (3 credits)

Prerequisite: POLS 101

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

POLS 252: Comparative Politics of Transitional Societies (SS, DV) (3 credits)

Prerequisite: POLS 101

This course examines theoretical and empirical approaches to understanding the process of economic development. Topics include the role of the state in alleviating or exacerbating poverty, the politics of industrial policy and planning, and the relationship between institutional change and growth. How over the past century have some of the world's poorest nations achieved wealth? How have others remained mired in poverty? What are the social consequences of alternative strategies of development? What about the quality of governance? POLS 252 will answer these questions and more.

POLS 321: Political Parties in America (SS) (3 credits)

Prerequisite: GOVT 121

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

POLS 359: The Spreading of Democracy (SS, DV) (3 credits)

Prerequisite: POLS 115

This course provides an overview of the literature in comparative politics on democratization. We will address longstanding conceptual questions including definitions of democracy, democratic transitions, and consolidation. This course will also tackle debates related to the preconditions for democratization and as well as different accounts for democratic successes and failures. The course will examine a variety of the analytic approaches and methodologies of comparative politics.

POLS 363: Modern Political Thought (SS) (3 credits)

Prerequisite: POLS 115

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 373: Ancient, Medieval & Renaissance Political Thought (SS) (3 credits)

Prerequisites: INTL 161

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.

Department of Social Sciences

ANTH 101: Introduction to Cultural Anthropology (SS, DV) (3 credits)

What is culture, and how have humans formed cultural groups? This class will introduce students to key theories and research methodologies of cultural anthropology. We will explore themes such as belief systems, kinship, artistic expression, political economy, gender and sexuality, and technology. Students will learn about a variety of Western and non-Western societies, often in comparative contexts.

PSYC 101: Introduction to Psychology (SS) (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 101: Introduction to Sociology (SS, DV) (3 credits)

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

SOCI 221: Social Class, Gender & Inequality (SS, DV) (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.

Master of Business Administration (MBA) Program

BAU International University offers a Master of Business Administration (MBA) degree with three concentrations:

1. Entrepreneurship
2. Global Affairs
3. International Law & Economics

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

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

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

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

Graduation Requirements for the MBA

The MBA degree is earned by (1) completing the program course requirements of 36 credit hours (12 courses, 3 credit hours each) and (2) successfully completing a non-credit bearing Capstone Project. To qualify for the MBA degree, students must meet all core, concentration, and elective credit and non-credit requirements, as described below.

1. Students enrolled in the graduate program must maintain a Cumulative Grade Point Average (CGPA) of at least 2.3 (C+) out of 4.0, and earn a minimum grade of not less than 2.7 (B-) out of 4.0 on all courses to qualify for the MBA degree and to graduate.
2. The Maximum Time Frame (MTF) permitted for the completion of any graduate program is 54 semester credits.
3. Only graduate-level courses may be applied toward the degree. A master's student may transfer up to 18 credit hours of graduate credit earned at accredited institutions.
4. Beyond the prerequisites, the student must have completed 36 semester credit hours.
5. No degree credit is earned by a graduate student for any grade received in a graduate-level course that is below 2.7 (B-) out of 4.0. However, any grade lower than 2.7 (B-) out of 4.0 will be calculated in the Grade Point Average.
6. Credit earned with undergraduate courses taken as required prerequisite courses by the graduate student will not be counted toward the total credit requirement for degree completion.

The Capstone Project

BAU's MBA program includes a Capstone Experience, which is comprised of (a) CAPS 501 Capstone Research Methods, a 3-credit course, and (b) a non-credit Capstone Project. Students have four options for completing their Capstone Project: (i) writing a thesis or in-depth case study; (ii) starting or developing their own business; (iii) doing an internship at an international organization, development bank, non-profit organization, small business, etc.; or (iv) doing an action research project at their place of employment. The Capstone Project is discussed in detail in CVAPS 501 Capstone Research Methods. Students complete a portfolio and deliver a final presentation of their project before a faculty panel. Throughout the project, students receive guidance and mentoring from designated BAU faculty members. Students also meet regularly with peers to discuss how their projects are developing and advise one another.

Structure of the MBA

The BAU MBA program has two coursework components: core requirements and concentration electives. In order to graduate with an MBA degree, students must successfully complete a minimum of 36 credit hours, of which 24 credit hours are core courses and 12 credit hours are concentration electives.

A. Core Courses: 24 Credits

Core Requirements			
Course Code	Course Name	Prerequisites	Credit
ACCT 507	Managerial Accounting		3
CAPS 501	Capstone Research Methods		3
CMPS 514	Management Information Systems		3
ECON 505	Economics		3
FINC 509	Financial Management		3
MGMT 502	Leadership & Organizational Behavior		3
MGMT 532	Strategic Management	ECON 505, MKTG 512	3
MKTG 512	Marketing Management		3

B. Concentration Electives: 12 Credits

1. Entrepreneurship Concentration			
Course Code	Course Name	Prerequisites	Credit
BUSN 601	The Art of Entrepreneurship		3
BUSN 616	Developing Breakthrough Products		3
BUSN 641	Survey of Innovations around the World		3
MGMT 611	The Entrepreneurial Manager		3
MGMT 614	Managing Innovation		3
MGMT 615	Intrapreneurship		3
MKTG 614	Brand Management		3
MKTG 622	Pricing	MKTG 512	3

2. Global Affairs Concentration			
Course Code	Course Name	Prerequisites	Credit
BUSN 642	Corporate & National Trade & Investment Security Issues		3
BUSN 647	Emerging Markets		3
BUSN 654	Globalization and Business Strategy		3
BUSN 659	Risk Assessment in Conflict Regions		3
ECON 655	Economics of International Development		3
FINC 647	International Financial Institutions		3
POLS 643	World Energy Politics		3
POLS 645	Transnational Security		3

3. International Law & Economics Concentration			
Course Code	Course Name	Prerequisites	Credit
BUSN 644	Intellectual Property in International Business		3
BUSN 645	Regional Trade Issues		3
BUSN 646	Competition Policy Across Nations		3
ECON 657	International Economics	ECON 505	3
FINC 649	Global Securities and International Finance		3

POLS 642	International Trade Law and Regulations		3
POLS 647	International Law		3
POLS 659	International Courts Tribunal, Commercial Arbitrations, & the WTO		3

MBA Course Descriptions

ACCT 507: Managerial Accounting (3 credits)

This course helps students learn to boost the profitability of their companies through the use of accounting analysis to address business problems. It uses a problem-solving approach to achieve this goal and focuses not just on theory but on the practical *application* of accounting tools. The theoretical foundation of this class is that the art of business involves moving assets from lower-valued uses to higher-valued uses. Using this concept, the class develops students' ability to perform accounting analysis and to approach business problems from a management point of view.

BUSN 601: The Art of 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: Developing Breakthrough Products (3 credits)

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: Intellectual Property in International Business (3 credits)

This course introduces students to the basic principles and legal instruments of international intellectual property law, including examination of the Paris Convention for the Protection of Industrial Property, the Berne Convention for the Protection of Literary and Artistic Property and the WTO Agreement on Trade-Related Aspects of Intellectual Property (TRIPS). The course serves as a basic introduction to the field of intellectual property, as well as to the international dimension of the field.

BUSN 645: Regional Trade Issues (3 credits)

This course covers the transactional approach to legal problems encountered in commercial and financial business ventures that cross national borders. Topics include form of doing business, including formation of contracts and the range of issues presented—such as choice of law, choice of forum, commercial terms, force majeure, sales, distribution and agency law, franchise, licensing arrangements, and foreign direct investments; the operations of the 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 646: Competition Policy Across Nations (3 credits)

This course introduces students to competition policy in a global context. Over 90 countries have competition policies. The focus here will be on Canada, the U.S., the E.U., China, Japan, and South Korea. Students will learn which business practices are apt to get their company in trouble in domestic and international markets. The economic rationale for prohibiting such practices will be explained to enhance understanding of the policies that they will encounter. Strategies for avoiding antitrust violations will be discussed and evaluated. In order for students to get a good appreciation for international antitrust law and the economic analysis that drives it, reading includes some case excerpts as well as some economic analyses of market structure and business practices.

BUSN 647: Emerging Markets (3 credits)

This class provides an introduction to doing business in emerging markets. The unique aspects of emerging markets and challenges for businesses will be assessed. Having explored and examined common issues in global emerging markets, students apply and analyze these issues in different country contexts.

BUSN 654: Globalization and Business Strategy (3 credits)

This course creates the political, economic and technological context for business in 2015. 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 659: Risk Assessment in Conflict Regions (3 credits)

This course is a specially designed, interactive seminar to introduce students in the field of Business Management to the impact of geopolitics on economic and financial interests and strategic investments. The seminar focuses on several regions experiencing conflicts to project the major trends to expect in the coming year and decade. It covers areas such as the Greater Middle East, North Africa, Sahel, Europe, Russia and the Caucasus as well as parts of Latin America. The seminar will bring input and information from the field of comparative conflict to the field of economic strategic planning. A unique offering of BAU, the seminar is comprised of lectures, interactive exercises and guest speakers.

CAPS 501: Capstone Research Methods (3 credits)

This course constitutes the credit-bearing half of the MBA program's Capstone Experience. It introduces students to the academic resources available to them through the university, informs them of their responsibilities as students, and provides them an introduction to master's level scholarship. The course presents in detail the options students have for completing the Capstone Project and scaffolds their early progress towards developing and executing their projects. Beyond these, the primary function of the course is to introduce students to commonly-used quantitative and qualitative research methods in social sciences. Students will gain an appreciation for the scientific method and principles and develop an understanding of various research designs and their use. Students will develop the ability to identify a problem and formulate research questions; conduct a literature review and design a study; create a data collection tool; understand basic statistical concepts and their applications; collect and analyze data; read, understand and critically evaluate others' research; and write a research paper. Students will have a chance to gain hands on experience in "reading" and analyzing data from various sources. At the end of the course, students will be educated consumers of social science data.

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.

ECON 505: Economics (3 credits)

This course encompasses both Microeconomics (the impact of economic decisions made by individuals and firms) and Macroeconomics (the study of large-scale economic factors). As such, the course examines (a) the concepts of supply, demand, market equilibrium, and competition and the impact that external forces such as taxation, government policy, and globalization have on them; and (b) economic growth, inflation, unemployment, savings, and investment to

understand how these factors interact to impact the business cycle and overall national income.

ECON 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 657: International Economics (3 credits)

Prerequisite: ECON 505

This course is an introduction to the field of international economics. It is designed to familiarize students with basic concepts about the international dimensions of economics in today's world. It affords a strong foundation for more advanced courses, addressing a variety of topics in international economics, including analysis of modern trade theories and issues concerning international competitive strategy. It also investigates the effect of trade patterns and commercial policy on domestic business activity and the influence of macroeconomic policies across nations. Other topics include gains from trade and their distribution; analysis of protectionism; strategic trade barriers; trade deficits vs. surpluses; exchange rate determination; and government intervention in foreign exchange markets.

FINC 509: Financial Management (3 credits)

Knowledge of financial principles is beneficial to managers in nearly all business settings. This course combines both conceptual and mathematical information. It analyzes and discusses cases, comprehensive problems, and current events to give students experience using and applying financial tools. Attention is given to the functioning of capital markets, different securities and financing instruments, and the management of cash flow. The course also focuses on the topics of risk, working capital management, leverage, forecasting, and the analysis of financial statements and ratios. Through this course, students will obtain basic financial math skills and a thorough introduction to financial management concepts.

FINC 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 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 Securities in International Finance (3 credits)

The purpose of this course is to extend the principles of finance from a single-country setting to a multinational setting. This includes capital allocation and tax management within a multinational firm, foreign exchange (spot and future), swaps, synthetic securities, and parity relationships. Regarding parity, we will examine the impact of government intervention on interest rate and purchasing power parities, explore parity relationships along the yield curve, and consider quality spreads arising from differences in default risk. The role of the global financial markets in accomplishing an optimal allocation of economic resources around the world is a central issue.

MGMT 502: Leadership and Organizational Behavior (3 credits)

It's a familiar scene in organizations today: a new competitive threat or a big opportunity emerges. You quickly create a strategic initiative in response and appoint your best people to make change happen. And it does—but not fast enough. or effectively enough. Real value gets lost and, ultimately, things drift back to the default status. Why is this scenario so frequently repeated in industries and organizations across the world? This course explores a framework for competing and winning in a world of constant turbulence and disruption. It also delves into understanding why change is so hard. Modifying an organization's structure and operations is difficult enough, but to bring about real change you need to also affect people's *behavior*. And that is never easy. To bring theory to life, the course utilizes real-life stories of how successful organizations were able to connect with people's emotions, help them to think and *feel* differently, and inspire them to achieve shared goals.

MGMT 532: Strategic Management (3 credits)

Prerequisites: ECON 505, MKTG 512

The performance of firms is rarely uniform. Some do better than others. Strategy differences help explain this phenomenon. The scope of a firm's operations (that is, its product and service markets) and how it competes within that scope are two issues relating to its strategy. This course is a theoretical, quantitative exploration of industry structure, industry dynamics, and business and corporate strategy. It evaluates firm competition, strategy, and performance from a

firm-centric perspective, and it assumes a familiarity with finance, accounting, information technology, and marketing. Grounded in economics and quantitative analysis, this course uses concepts such as supply and demand curves, equilibrium points, and marginal, average, and total costs and revenues as a conceptual framework for understanding strategy in modern, for-profit firms.

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 614: Managing Innovation (3 credits)

This course introduces students to the dynamics of industries driven by technological innovation. It enables students to think strategically about technological innovation and new product development and deployment. The course addresses topics such as fiercely competitive industries; choosing optimal innovation projects; choosing between remaining independent or forming partnerships, along with considerations for developing the best strategies for collaboration; choosing between protecting proprietary technologies or promoting rapid dissemination in order to take advantage of potential accompanying benefits; the advantages and limitations of increasing flexibility and, thereby, responsiveness; and improvement of new product development capabilities.

MGMT 615: Intrapreneurship (3 credits)

This course considers the rising practice of *Intrapreneurship*, which, in general terms, is the application of entrepreneurship to developing new ventures within an existing firm. Examining Intrapreneurship as a corporate strategy, the course relates Intrapreneurship to other functions such as Corporate Venturing, New Product Development (NPD), Research & Development (R&D) and Corporate Labs; examines Entrepreneurship for clues to the successful practice of Intrapreneurship; explores actual Intrapreneurial ventures with practicing executives; and helps students develop an “Intrapreneurial Toolset.”

MKTG 512: Marketing Management (3 credits)

This course is designed to introduce students to the principles and practices of marketing. After completing this course students will be to: assess market opportunities by analyzing customers, competitors, collaborators, context, and the strengths and weaknesses of a company; develop effective marketing strategies to achieve organizational objectives; and design a strategy implementation program to maximize success.

MKTG 614: 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.

MKTG 622: Pricing (3 credits)

(Prerequisite: MKTG 512)

Smart pricing is a critical aspect of a company’s efforts to create value for the customer. It is a matter of significant importance to marketing executives. A thorough understanding of pricing strategies constitutes critical knowledge for anyone interested in running their own business or pursuing a career in product management, financial management, or various other areas. Through case analysis and real-world pricing problems, this course addresses the practical needs of the marketing manager.

POLS 642: International Trade Law and Regulations (3 credits)

While this is not a law class, students will learn of the origins, evolution, complexities and trends in international trade law. This necessarily requires understanding of trade theory, 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.

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.

ADMINISTRATIVE NOTICE

The purpose of this Academic Catalog is to present academic programs, services, policies, procedures, and regulations, all of which may be altered from time to time. The provisions of the BAU International University Academic Catalog do not constitute an irrevocable contract between the University and its students. Nevertheless, this catalog serves as an official document of BAU International 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 catalog in effect at the time a student enters the university provides the basis for the academic contract between the student and 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.

BAU International 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 them 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 Ethan Sewall, Director of the Office of Institutional Research and Effectiveness, at +1 (202) 644-7210 or email him at esewall@bauinternational.com.

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