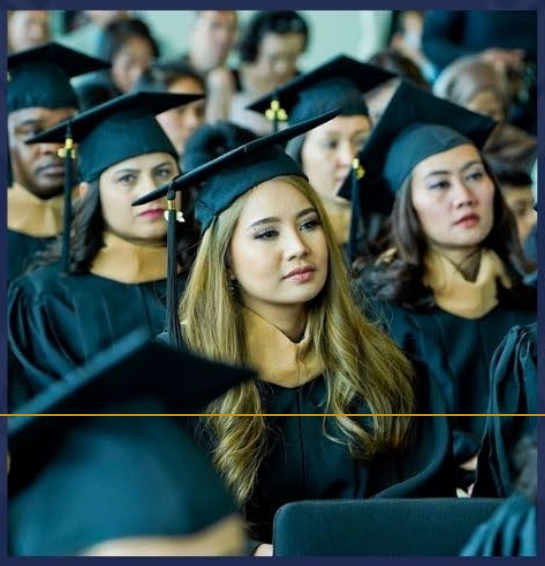
BAU
Bay Atlantic University

CONCORDIA PER ERUDITIONEM

2025/2026 Academic Catalog







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PUBLIC DISCLOSURE

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

Information in this Catalog is accurate as of July 2025. The University reserves the right to change the academic calendar or to make other changes deemed necessary or desirable, giving advance notice of change when possible.

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

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

PRESIDENT'S WELCOME



Dear BAU Family,

A decade ago, Bay Atlantic University was founded with a vision to provide excellence in education, nurture talent, and empower individuals to become leaders in their respective fields. It started with the dream of an entrepreneur, our founder, Enver Yucel, who once said: "Those who do not have dreams will not reap a reality".

We started with an MBA program with a small cohort of 16 and with the growing number and specialty of programs, we have created a diverse environment with a student body of 850 in all program offerings; we are accredited by the most prestigious accreditations in the country: NECHE, and more importantly, have made higher education more accessible by offering almost 20 million dollars of scholarships with the support of our founder, Mr. Yucel, and his family. We have worked hard to make BAU one of the highly recognized universities in this region, one of which you will be proud and privileged to graduate.

As we reflect on the past, we are reminded of the countless challenges we've overcome, the successes we've achieved, and the invaluable contributions of everyone who has been a part of this incredible journey. From our dedicated faculty and staff to our passionate students and supportive alumni, each one of you has played a pivotal role in shaping the identity and spirit of Bay Atlantic University.

As we look ahead to the next ten years and beyond, I am confident that Bay Atlantic University will continue to thrive and make a positive impact on the world; for the betterment of individuals and our society. Together, let us embark on this journey with courage, determination, and a commitment to excellence.

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

Now I invite you all to "Dare to Dream", just like all BAU members will do in our second decade to innovate boldly, embrace challenges, achieve the extraordinary, and turn visions into reality.

Very truly yours,

Dr. Sinem Vatanartiran
President

ABOUT THE UNIVERSITY

HISTORY

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

BAU was incorporated as a non-profit in 2016. The name change of the university to Bay Atlantic University (still BAU) was approved by the HELC in January 2019. The same year, it was granted approval to offer programs via distance education.

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

BAU received NECHE accreditation in March 2023 with a comprehensive visit scheduled for fall 2027.

IDENTITY

MISSION

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

a) enable BAU students to enhance and achieve their academic potential;
b) help them obtain the knowledge, skills, experience, and qualifications necessary to advance their professional careers; and
c) cultivate among them the intellectual curiosity, critical thinking abilities, and creativity that are urgently needed in the global community.

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

CORE VALUES

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

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

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

INSTITUTIONAL STUDENT LEARNING OBJECTIVES

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

I **Master Foundational Skills with broad and integrated knowledge** (Academic Achievement)

- i Apply critical thinking to analyze, integrate, and evaluate information.
- ii Make informed decisions using numeric and scientific information.
- iii Communicate with clarity and precision using oral, nonverbal, and/or written language, expressing an awareness of audience, situation, and purpose.

II **Develop Professional Competence through specialized knowledge** (Academic Achievement)

- i Demonstrate a depth of knowledge in their program of study.
- ii Use tools, terminology, and methods related to their program of study.
- iii Apply the standards and practices of their program of study.

III **Develop an Understanding of Civic Values to be a responsible citizen and make ethical decisions.** (Integrity)

- i Evaluate the social, economic, political, and environmental consequences impacting sustainability.
- ii Demonstrate knowledge and capacity to engage in civic, social, and political activities needed to be a responsible citizen and make ethical decisions.

IV **Strengthen the Capacity to Interact with others both domestically and globally** (Diversity, Respect)

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

Consistent with the mission and the commitment to continuous improvement. Each ISLO is mapped to the curriculum and assessed annually to evaluate and improve program success.

NEW GENERATION UNIVERSITY

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

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

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

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

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

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

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

COAT OF ARMS

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

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

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

MASCOT

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

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

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

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

STATE APPROVAL, ACCREDITATION, AND SEVP CERTIFICATION

Bay Atlantic University is certified by the Higher Education Licensure Commission (HELC) to operate as an institution of higher education to offer degrees, certificates, or diplomas in Washington, D.C.

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

Office Hours
Monday to Friday, 8:30 a.m.-5 p.m.
1050 First Street NE
Washington, DC 20002
(202) 727-6436

Accreditation: BAU is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.). Accreditation of an institution of higher education by the Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Inquiries regarding an institution's affiliation status with the Commission should be directed to: The New England Commission of Higher Education
301 Edgewater Place, Suite 210
Wakefield, MA 01880
Direct line to Commission offices: (781) 425-7785
E-mail: info@neche.org
Website: www.neche.org

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

LOCATION, FACILITY, AND HOURS OF OPERATION

Bay Atlantic University is located at 1510 H Street NW in the nation's capital city, steps away from Lafayette Square and the White House. It is surrounded by businesses, restaurants, and shopping centers, and offers an ideal setting for students who are looking to learn about the ins and outs of the cultural and political fabric of the United States. BAU is in a 9-story building within a safe and friendly community.

All classrooms are equipped with computers and projectors and seat 15 to 40 students.

BAU regular hours of operation are Monday through Friday 8:30 am to 9:30 pm

CAMPUS POLICIES

CIVIL RIGHTS COMPLIANCE

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

Title IX

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

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

1) Submission to harassment is either explicitly or implicitly a term or condition of an individual's employment or academic performance; or
2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions, including, but not limited to promotion, transfer, selection for training or performance evaluation, or used as the basis for academic evaluation; or
3) The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance or academic performance or participation in educational pursuits; or
4) The conduct has the purpose or effect of creating an intimidating, hostile, or offensive academic environment.

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

Consensual Relationship Policy

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

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

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

Complaints

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

Americans with Disabilities Act

Bay Atlantic University is committed to the Americans with Disabilities Act of 1992's protection of people with disabilities from discrimination of any kind. According to the ADA, institutions such as schools and universities

"may not discriminate on the basis of disability" and must provide appropriate accommodations to people with disabilities. BAU's campus is an ADA-compliant building.

Age Discrimination

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

Retaliation

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

Safe and Drug-Free School Policy

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

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

Non-Smoking Policy

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

Copyright & Fair Use Policies

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

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

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

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

CAMPUS SECURITY

In compliance with Title II of **Crime Awareness and Campus Security Act of 1990**, Bay Atlantic University: compiles specified information on campus crime statistics and campus security policies; and makes timely reports to the campus community discussing crimes considered to be a threat to other students and employees.

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

STATEMENT OF LEGAL CONTROL AND GOVERNANCE

GOVERNANCE & OWNERSHIP

Bay Atlantic University is a non-profit university of higher education. The university is governed by a Board of Trustees.

BOARD OF TRUSTEES

Ahu Yildirmaz, Ph.D. in Economics**,** Chair
Enver Yucel, B.A. in Mathematics Education, Founder and Vice Chair
Joanne Dowdell, B.A. in Communications, Trustee
Oussama Khatib, Ph.D. in Electrical Engineering, Trustee
Heath W. Lowry, Ph.D. in History, Trustee
Baglan Rhymes, M.A. in Economics, Trustee
Michael Schneider, B.A in Communications, Trustee
Cihan Terzi, M.B.A, Trustee
David S. Saltzman, Esq., Trustee
Sinem Vatanartiran, Ph.D. in Educational Administration and Leadership (ex-officio)

ADMINISTRATION

Sinem Vatanartiran, *President/CEO*
Michelle Landa, *Chief Academic Officer and Institutional Effectiveness*
Selen Oz*, Chief of Staff , Board Professional*
Linh Truong, *Director of Marketing*
Adriana Garcia Sandoval, *Director of Admissions*
Shawneen Rene Jones, *Director of HR and Facilities*
Renee Mckie, *Director of Student Services*
Ratchata Niyomsimchai, *Director of I.T.*
Erin Hannan, *Director of Partnerships and Outreach*
Omari Itomi , *Director of Mentora College ESL Program*

FACULTY

Department Chairs

Sean Cox, *Chair of Political Science and International Relations;* Doctor of Philosophy, Comparative Politics; Master of Arts, Political Science and International Relations; Bachelor of Arts, Political Science; Certificate of International Relations.
Oonah Jaja-Wachuku, *Chair of General Education;* MA in Multilingualism, Linguistics and Education, MBA in International Business Management, BA in History and Diplomatic Studies
Bintou Lingani, Chair of Business and Economics; Doctor of Philosophy, international Economics and Development; Master of Arts, International Economics.

Pipop Nuangpookka, *Chair of Information Sciences and Engineering*; Doctor of Science, Cybersecurity; Master of Science, Computer Science; Doctor of Engineering Candidate, Engineering (AI)

Faculty

Micheline Al Harrack, Doctor of Science, Cybersecurity; Master of Business Administration, Management; Master of Science, Management with a Project Management
Geremew Begna, Doctor of Philosophy, Computer Science; Master of Science, Computer Science; Bachelor of Science, Information Science

Jarvis Curry, Doctor of Philosophy, Business and Strategic Management; MBA in Finance, Supply Chain Management, and Logistics; Juris Doctor (JD); BA Business Information Systems.
Dina Dahabi, Master of Science, International Financial Reporting Standard; Bachelor of Economics, Accounting & Auditing
Selin Germirli, Doctor of Philosophy, Marketing Master of Arts, Marketing; Bachelor of Arts, Economics;
Esref Mehmet Goksu, Doctor of Philosophy, Banking; Master of Arts, International Economics and Finance; Chartered Financial Analyst (CFA); Certified Internal Auditor (CIA), Certified Public Accountant (CPA, Turkey)
Adriene Hobdy, Doctor of Education, Leadership and Innovation; Master of Business, Human Resource Management; Master of Science, Budget and Finance
Chinedu Anumudu, Doctor of Philosophy, Adult, Professional and Community Education; Master of Arts, Communication Studies; Bachelor of Arts, Dramatic Arts
Zelalem Mengistu, Doctor of Science, Cybersecurity; Master of Science, Information Systems Security; Industry Certifications: CEH, ECSA, MCSE, MCSA, CCA, MCTS, SECURITY+, Stanford Advanced Computer Security
Mukul Sonwalkar, Doctor of Philosophy, Earth Systems and GeoInformation Sciences; Master of Science, Computer Science;
Tsige Tessema, Doctor of Science, Cybersecurity; Master of Science, Cybersecurity
Steven Tharp, Master of Science, Information Systems; Master of Science, Business Administration
Ecehan Genc Yildiz, Doctor of Philosophy, Political Science and International Relations; Master of Political Sociology
Zhouying He, Doctor of Philosophy, Polymer Engineering; Master of Science, Computer Science

LIBRARY

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

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

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

For more information, please contact Oonah Jaja-Wachuku at owachuku@bau.edu

LIBRARY HOURS

Monday-Friday	9:00 am – 5:00 pm

ONLINE LIBRARY LOG-IN

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

STUDENT SERVICES

NEW STUDENT ORIENTATION

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

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

CO-CURRICULAR ACTIVITIES

The University offers the following academic support services:

WRITING TUTORIALS

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

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

WORKSHOPS

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

CAREER SERVICES

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

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

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

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

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

At Handshake students receive direct messages from employers about new jobs and events or connect with alumni and other employees at organizations that may be of interest.

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

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

COUNSELING

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

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

HEALTH INSURANCE

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

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

SOCIAL LIFE AT BAU

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

STUDENT ORGANIZATIONS

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

DIVERSITY AND INCLUSION

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

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

STUDENT HOUSING

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

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

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

To reserve a room please email studenthousing@bau.edu or for additional inquiries please visit: https://bau.edu/student-services/mentora-housing/

Address:
614 Girard Street NE,
Washington, DC 20017

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

PLAGIARISM AND USE OF GENERATIVE AI POLICY

BAU holds all students to high standards of academic honesty. Students studying on-campus or online are expected to submit original work using their own ideas and words. Examples of plagiarism include, but are not limited to:

- Cutting and pasting an internet source.
- No in-text citations.
- No bibliography provided.
- Copying another student's work.
- Re-using work from a previous class.

Consistent with the University's expectations on academic integrity and student conduct, the use of Generative AI tools, unless explicitly directed by a faculty member, to draft or write any academic work is considered cheating.

Students who plagiarize or use generative Ai will face the following:

1st Offense: The student will receive a zero (0) on the assignment.

2nd Offense: The student will fail the class.

Both offenses will become part of the student's official record. Students who continue to use any software to produce work or plagiarize the work of others may face expulsion from the University for violating academic integrity expectations.

STUDENT CODE OF CONDUCT

Students are expected to embrace the Code of Conduct from the first day at Bay Atlantic University through graduation. The University expects the students to follow BAU values:

- **Commitment to academic integrity and inquiry:** students are honest and strive for academic excellence, and continually express intellectual curiosity.
- **Commitment to personal integrity and growth:** always behaving according to the moral principles that you believe in, and willingness to learn from different views and opinions.
- **Commitment to creating a community based on respect and support for others.**
- **Commitment to inclusion of others and respect for diversity in all its forms:** the belief that all people deserve to be treated equally, listened to, and given equal participation both in and outside of the classroom, regardless of:
  - ideas and opinions, including religious or political beliefs and philosophies;
  - personal identity and origin, including race, ethnicity, ability, gender or sexual identity, age, social class, immigration status, or nationality; and
  - individual experiences as human beings, such as academic and personal experiences.

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

DISCIPLINARY PROCESS

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

Complaint Process

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

The Director will then assemble a Disciplinary Committee meeting.

Committee Proceedings

The Disciplinary Committee will be comprised of the Director of Student Services, an administrative staff, registrar, a representative of SGA, and, if applicable, the Designated School Official. The Committee meets to review the fact-finding presented by the Director of Student Services and will subsequently hold a hearing with the accused student and the accuser and any witnesses, if necessary. The student may appeal the decision in writing within two weeks.

Disciplinary Consequences

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

Warning

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

Restitution

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

Fines

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

Limitations on Activities

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

Probation

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

by the Committee. Official notice of probation will be provided to the student and the student's program.

Postponement of Activity Participation and Conferring of Honors and Degrees

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

Suspension

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

Expulsion

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

Re-enrollment Process

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

STUDENT GRIEVANCE POLICY

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

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

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

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

PROCEDURES

Informal

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

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

Formal

1. If for any reason the grievance is not resolved informally to the satisfaction of the student within ten (10) business days, the student should contact the Director of Student Services.
2. The student shall prepare and submit a formal written complaint on a form which shall serve as the basis for all further consideration.
3. The Director of Student Services shall investigate the facts upon which the complaint is based. Within ten (10) business days, the Director shall notify the grievant of the results of the investigation.
4. If for any reason the student is not satisfied with the results of the investigation conducted by the Director of Student Services, he/she may ask the Director to submit the matter to the Director of Partnerships and Outreach [hereafter referred to as the Appeal Officer] as appropriate.
5. The Director of Student Services shall:
   - prepare a statement summarizing the actions taken;
   - append such statement to the student's complaint form;
   - forward the complaint form to the appropriate appeal officer.
6. Upon receipt of the formal complaint, the Appeal Officer shall consult with the University official having authority over the area or subject matter of the grievance. Within 30 days following receipt of the complaint, the Appeal Officer shall render a decision and convey such decision to the student in writing.
7. If the student is not satisfied by the decision obtained by the Appeal Officer, he/she may ask the Appeal Officer to appeal to the President of the University or designee on the student's behalf.
8. The Appeal Officer shall apprise the President or designee of the details of the grievance and serve the President or designee with a copy of the written complaint within ten (10) business days.
9. After the receipt of the written complaint, the President or designee shall render a final decision which shall be conveyed in writing to the student within thirty (30) days.

Miscellaneous General Provisions

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

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

Last Resort Complaint

If a student remains unsatisfied after a formal grievance process, the student can address these concerns in writing, as a last resort, to the following Higher Education Licensure Commission of the District of Columbia and/or The New England Commission of Higher Education:

Higher Education Licensure Commission
1050 First St. NE, Fifth Floor
Washington, DC 20002
https://helc.osse.dc.gov/topic/helcadmin/community-stakeholders/public-complaints

The New England Commission of Higher Education
301 Edgewater Place, Suite 210
Wakefield, MA 01880
Direct line to Commission offices:
(781) 425-7785
E-mail: info@neche.org
Website: www.neche.org

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

STUDENT RECORDS AND RELEASE OF INFORMATION - FERPA

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

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

Educational records mean those records, files, documents, and other materials that contain information directly related to a student.

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

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

DEFINITION OF STUDENT RECORDS

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

- Enrollment Agreement Form at the time of initial enrollment for each program, which includes the enrollment contract and other information relating to the payment for educational services
- Copy of passport or ID card that indicates the student's name (international students only)
- Permanent (home) and/or local addresses
- Social Security Number and date of birth
- Admission-related documents as well as an acceptance letter issued by the University
- Copy of diploma/certificate
- Copy of transcript, which shows the graduation date, and the degree/certificate obtained at Bay Atlantic University
- Records of warning, probation, dismissal, or termination, if applicable

- These additional records are kept in a student file when applicable:
  - Copy of I-20 for F-1 visa students
  - Copy of non-immigrant visa for foreign students
  - Veterans Administration records for veterans

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

DOCUMENT RETENTION AND DESTRUCTION POLICY

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

Academic Records [500*]-001-999

Record and Descriptions	**Retention Period**	**Disposition Method**
Course/ Curricular Records: - Academic Catalog - Thesis/ Dissertation - Student Transcripts Issued - Faculty Transcripts Received	**Permanent** All hard-copy documents are to be converted into soft copy after 5 years.	Not disposed. **In Academic Storage**
Accreditation Records Academic Licensures and Certificates	**Permanent**	Not disposed. **In Academic Storage**
Accreditation Supporting Documents	5 years after last action	Non-Confidential Destruction
Academic Honors and Scholarships	3 years after the end of academic year	Non-Confidential Destruction
Class Rolls and Grade Sheets	3 years after the end of academic year	Confidential Destruction
Student Sponsorship Information	3 years after graduation	Non-Confidential Destruction
Application/ Admission Records: - Passport Information - Visa Information - Previous Transcripts & Diploma - Financial Information - Credential Evaluations - Admissions Test Scores	5 years after graduation/ leaving	Confidential Destruction

Electronic Documents and Records

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

Emergency Planning

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

Document Destruction

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

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

Compliance

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

OBTAINING ACADEMIC AND FINANCIAL RECORDS

ACADEMIC RECORDS

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

Bay Atlantic University issues transcripts at the written request of the student. Students may request transcripts by completing a Transcript Request Form, paying the transcript request fee, and submitting the form and receipt to the Registrar's Office. The Registrar will process the transcripts within 3 business days and mail them to the requested address.

Unofficial transcripts are always available digitally to students through MY BAU, BAU's Student Information System.

Diplomas are conferred within 60 days of the student's degree completion. The graduation application form must be completed, and all tuition and graduation fees paid before the degree is conferred. Diplomas cannot be re-issued.

FINANCIAL RECORDS

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

DISCLOSURE OF PERFORMANCE AND PLACEMENT INFORMATION

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

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

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

CPT/OPT PROGRAM PROCEDURES FOR F1 STUDENTS

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

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

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

Eligibility: You may be eligible for CPT if you:

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

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

Eligibility:

- The student must be in valid F-1 status at the time of application and must have been enrolled full-time for at least one academic year preceding the application.
- If not enrolled full-time, the student must have an under-enrollment form completed by his or her academic advisor.
- The student must be in the final semester of his or her academic program (unless applying for pre-completion OPT).
- The student must have no holds on the student record and no balance owed to the university. Having a hold or balance could delay the processing of the OPT request.
- The student must not have already been approved for OPT for the same education level.
- The student must apply in the time period between 90 days before and 60 days after completion of the study.
- Students in STEM (Science, Technology, Engineering and Mathematics) fields who wish to apply for the 17-month OPT extension have additional eligibility requirements.

Dates:

- The earliest students can apply for OPT is 90 days before completion of the study.
- Students do NOT have to have a job offer in order to apply for OPT and are encouraged to apply early.

- Students may also apply within 60 days after completion of the study. However, the OPT application must be **receipted** by U.S. Citizenship and Immigration Services (USCIS) by day 60 in order to be eligible. It may take 2-3 weeks from the time the OPT is mailed for USCIS to receive and receipt it. Students who apply after completion of study should allow sufficient time for mailing and receipting at USCIS.
- Students can choose any date within 60 days after completion of the study as the start date of OPT, but they must complete OPT within 14 months after completion of the study.
- Applying on the last day will not extend a student's OPT. USCIS processing times may take up to 90 days. Therefore, students who apply late may lose some of their allotted 12 months of OPT.
- Students may not begin working without receiving the official EAD card in hand.

During OPT:

- Students are not permitted to enroll in academic coursework during OPT or Academic Training except on a part-time basis in post-baccalaureate or post-graduate admission status. Such enrollment is not permitted for the purpose of enrollment in a program of study. Transient enrollment during OPT is not permitted at all since it would require full-time enrollment elsewhere, which negates eligibility for OPT.
- If a student transfers to another school or begins another degree program during OPT, the OPT work authorization will automatically end, even though the EAD card still appears valid.
- Students must adhere to unemployment limits (90 days for students on post-completion OPT, 120 days for students on STEM extension).
- Students on OPT must report changes in employment or address via MyBAU within 10 days of the change. Please refer to the signed copy of the “OPT Statement of Understanding” (completed with the DSO upon applying) for more information.
- Students may travel outside the United States during OPT but may return only if they have a job. Students must have proof of employment, a valid (unexpired) F-1 visa, a valid passport and an I-20 signed for travel in order to return. Travel signature requests must be submitted to the DSO at least two weeks in advance of travel.
- Students on STEM extension have additional reporting requirements; please refer to the "Optional Practical Training: STEM Extension" policy for more information.

After OPT:

During the 60 days after OPT has expired, students must do one of the following:

- Depart the United States,
- Become accepted into and receive, in hand, an Initial-status I-20 form for a new degree program or educational level at a SEVIS-approved school in the United States,
- Transfer from BAU to another degree program at a SEVIS-approved school in the United States, or
- Apply for a change of status from F-1 to another non-immigrant visa category.

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

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

you are authorized to participate in pre-completion OPT, you may work part time (20 hours or less per week) while school is in session. You may work full time when school is not in session.

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

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

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

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

Properly file Form I-765, Application for Employment Authorization with USCIS, accompanied by the required fee and the supporting documentation as described in the form instructions.

ACADEMIC REGULATIONS

All regulations within this section are general and apply to all students. Always check the undergraduate or graduate sections for specific requirements or policies related to a degree level.

COMMUNICATION

MY BAU (OPERATIONS INFORMATION SYSTEM)

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

MY BAU provides a username and password for all students, faculty, and staff.

MY BAU manages information such as:

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

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

STUDENT EMAIL ACCOUNT

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

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

- Access to **Wi-Fi** on campus
- Access to **MY BAU**
- Access to **BAU Hub** (Learning Management System)
- Access to **Office 365** (BAU.EDU account allows students to download Office programs free up to 5 devices)

UNIVERSITY PRESENCE

ATTENDANCE

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

Attendance may be recorded in a variety of ways, such as (but not limited to) student self-sign in on an attendance sheet, faculty records those in attendance at the start of class, etc. Students must be physically present in class to be recorded as present, otherwise the student will be recorded as absent. Under no circumstances may a student sign the attendance sheet for another student. Violating this policy is a breach of integrity by both students (the student signing in and the student not present). Consequences for violating this policy for both students will be:

- First offense: an unexcused absence for the day on which the sign-in occurred.
- Second offense: failing the class for which the sign-in occurred.
- More than two offenses may face expulsion from BAU, and notification will be sent to SEVIS (for international students with an I20) for violating academic integrity expectations.

The violation of integrity offense will become part of the student's official record.

Students are strongly advised to e-mail instructors regarding absences prior to the class session to be missed. If prior contact is not possible, the student must contact each instructor and arrange to make up work

immediately upon returning to the University. All make-up work is assigned by the instructor(s). Instructors are not obligated to provide make-up work for unexcused absences.

Unexcused absences may negatively affect the student's final course grade. Unexcused absences from more than one class and/or lab time (equal to three hours) during a fifteen-week semester may result in failure of the course.

Faculty are required to record attendance records in MyBAU (the Student Information System). Attendance is taken and accumulated for each class separately from one another. After a student misses one class of a given course, if the student is on an F-1 visa, the student will receive a warning. If the behavior continues to be a second absence, the F-1 visa student will fail the course and be considered out of status which may result in removal from the University.

As an F-1 student, you must ensure that your attendance is accounted for. You must check your attendance in MyBAU and/or communicate with your instructor if you are unsure whether your attendance was recorded accurately. For students on F-1 status, there are only three acceptable reasons for absence from class or lab: (1) serious illness of the student, (2) a family emergency, or (3) any legal obligation that occurs at the same time as class. Non-emergency appointments and non-emergency travel do not count as excused absences. In cases of illness, the student must submit a doctor's or clinic note explaining the reason for the absence to the Registrar.

The doctor or clinic note excusing the student is subject to verification. Falsifying medical notes is a breach of integrity. Consistent with the University's expectations on academic integrity and student conduct, students who falsify medical notes will fail all classes for which the note is falsified.

The violation of integrity offense will become part of the student's official record. Students who continue to falsify medical notes will face expulsion from the University and notification will be sent to SEVIS (for international students with an I20) for violating academic integrity expectations.

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

TARDINESS

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

Students who are late twice to a class as written above will automatically receive an absence.

LEAVE OF ABSENCE

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

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

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

residence or for any other requirement of the student's program.

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

Students with an F-1 visa who take a leave of absence may not remain in the United States during the leave unless the reason for the leave is an illness.

F-1 students may request a leave of absence due to emergency circumstances. All leave requests **must be approved in advance** by a Designated School Official (DSO) to qualify as a Leave of Absence. Approval for this leave may involve the **temporary termination** of the student's SEVIS record.

A new SEVIS ID and SEVIS fee may be required, depending on the length of the absence.

Students who leave without DSO approval will be considered Unauthorized Withdrawals, lose their status immediately, and may face difficulties returning to the U.S.

LEAVE WITH CONSENT FROM THE UNIVERSITY

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

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

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

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

ADMISSIONS

APPLICATION FOR ADMISSION

The application process is conducted online and starts with completing an online Application Form on www.bau.edu. An application will not be considered complete, and thus will not be reviewed, until all application materials have been uploaded to the application system.

Once admitted to the university, students are notified via email. Documents include an admission letter, scholarship or tuition assistance letter (if applicable), and admission confirmation deposit. International students will receive I-20 after the 200USD non-refundable admission confirmation deposit is confirmed by Finance.

If an applicant submits a document that does not meet requirements, the Admissions Officer will include a comment in the application system explaining the reason for the rejection. The system will then automatically notify the applicant, allowing them to update and resubmit the correct document.

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

Application deadlines:

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

See the undergraduate or graduate section for specific details pertaining to that degree level.

GENERAL REQUIREMENTS

To complete the application, the applicant must submit the following documents:

1. Official Transcripts & Diploma

- Undergraduate Applicants: Submit high school (Secondary and high Secondary) transcripts.
- Graduate Applicants: Submit bachelor's transcripts along with the diploma.

2. Valid Government-Issued Identification:

Provide a clear photocopy of one of the following:

- U.S. Driver's License (DMV)
- Passport (mandatory for international students)
- U.S. Residence Card

3. Proof of English Proficiency *(*Waived if Medium of Instruction was English)*

Applicants whose first language is not English must provide proof of English proficiency. This requirement is waived if the applicant submit a Medium of Instruction in English document from a previous institution.

ADDITIONAL DOCUMENTS REQUIRED FOR INTERNATIONAL APPLICANTS

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

- Financial statement demonstrating adequate financial resources to cover tuition, living expenses, and travel.
- A sponsorship letter with the sponsor's contact information if the financial statement is not in the applicant's name.
- If the financial statement is from a company, the applicant must provide proof of ownership, tax returns or any other legal document that links the sponsor with the financial statement.

F-1 TRANSFER APPLICANTS (WITHIN THE U.S.)

If the applicant is currently in the United States under F-1 status and wishes to transfer to BAU, they must meet all international student admission requirements and submit the following additional documents:

1. Current Immigration Documents:
- I-20 Form (Continued Attendance from current institution)
- Copy of Visa / Notice of Action or Adjustment of Status or Notice of Action (if applicable)
- I-94 Form

2. BAU SEVIS Transfer Form:
- Student must complete "Part 1" of the **BAU SEVIS Transfer Form** and submit it to their current Designated School Official (DSO).
- Once the DSO) at the current institution returns the complete SEVIS Transfer Form and releases the SEVIS record to BAU, the student will receive a new Form I-20 from BAU.

Once the applicant receives academic admission to BAU, the applicant is required to complete the Admission Confirmation deposit payment to accept the admission offer. Students must then request the SEVIS transfer record to BAU by submitting the **BAU SEVIS Transfer Form** along with BAU admission letter to the applicant's current institution.

CHANGING TO F-1 STATUS (WITHIN THE U.S.)

If the applicant is currently in the United States under a different immigration status and is applying for a Change of Status to F-1 through USCIS, they must meet all international student admission requirements and submit the following additional documents:
- Copy of Visa
- Copy Of DS 2019 Form (Only if applicant hold a J-1)
- I-94 Form

REQUIRED DOCUMENTS FOR INTERNATIONAL STUDENT REGISTRATION

To complete the registration, students must provide the following documents to the admissions office prior to New Student Orientation (see the academic calendar for dates):

- Copy of Visa
- Official Transcripts and Diploma: Must be in English or official translation and notarized copies of the official transcripts are accepted.
- I-94 Form
- US Address
- US phone number
- Course by Course Evaluation: Graduate Applicants must provide a bachelor's degree equivalency evaluation is required for graduate applicants whose transcripts were issued by a foreign institution outside the U.S. The evaluation must be completed by a NACES or AICE member service.

ADMISSION CONFIRMATION DEPOSIT

In order to accept the admission, offer and confirm admission, the student is required to pay a non-refundable $200 admission confirmation deposit. This $200 deposit will be deducted from tuition once the student successfully registers for classes.

All students must submit the deposit payment receipt to deposits@bau.edu within 5 days of receiving their Admission, Tuition Assistance (if applicable), and Admission Confirmation letters. For international students, the I-20 will only be issued once the admission confirmation deposit is received and processed by the Finance department.

The Admission Confirmation deposit of $200 is required to secure a student's place in the program and is non-refundable, regardless of whether the student completes registration or later decides to withdraw. All fees at Bay Atlantic University are non-refundable. Failure to make the Admission Confirmation deposit payment or adhere to the statements in the Admission Confirmation form by the specified deadlines may result in the revocation of any admission offer, scholarship offer or previously issued I-20.

If a student is unable to complete registration for the current semester, Bay Atlantic University will retain the Admission Confirmation deposit for up to two additional semesters. After this time, if the student wishes to defer their application, a new Admission Confirmation deposit will be required, along with any other necessary steps to complete the admission process or deferral.

Confirming admission is an important step in the enrollment process at Bay Atlantic University. After confirming their admission, students can proceed to the next steps.

By making the $200 admission confirmation fee payment, the student indicates that they have read and understood each aspect of the BAU admission confirmation process. They declare that all information provided in the application is true and correct and that they have agreed to the terms and conditions outlined in the Admission Confirmation Form, the admission letter, and any scholarship letter received. Any willful dishonesty will result in the immediate revocation of the admission offer and scholarship decision.

PROVISIONAL ACCEPTANCE

A provisional acceptance (also known as Conditional Acceptance) may be granted to applicants who are in the process of completing their academic program or fulfilling specific admission requirements at the time of application. This policy applies to the following applicants:

1. High school students in their final year applying to undergraduate programs.
2. Bachelor's degree students in their final semester applying to graduate programs.
3. International students who are either:
   - In the process of obtaining Proof of English Language Proficiency, or

- Planning to apply for a student loan but are temporarily unable to provide a financial statement demonstrating adequate financial resources.

When provisional admission is granted, BAU will issue a *Conditional Admission Letter* that clearly outlines:

- The specific documents or requirements that are pending.
- A deadline by which the applicant must submit the missing documentation.

All students who receive a Conditional Admission Letter must submit all pending documents before registering for classes.

Once the student fulfills the conditions outlined in the provisional admission letter, their status will be upgraded to full acceptance, and the Official Admission Letter will be issued accordingly.

RE-ENROLLMENT APPLICATION

Former students who were previously enrolled at Bay Atlantic University and wish to return after an absence of one or more semesters must contact the Admissions department to start the application. The Re-enrollment is subject to review and approval by the Admissions, Academic, and Finance departments.

Eligibility:

- The student left the university in good academic and disciplinary standing.
- Any outstanding financial balances must be cleared before re-enrollment can be initiated.

For international students, SEVIS records must be active, or the F-1 visa must still be valid if the student is currently outside the U.S.

Required Documents:

- Updated Government-Issued ID.
- Completed Re-Enrollment Application Form for Dismissed Students.

Additional Requirements for International Students:

- Updated Visa and I-94 Form.
- Updated U.S. address and phone number.
- Updated Financial statement demonstrating adequate financial resources to cover tuition, living expenses, and travel.
- Official transcripts from any institution attended since leaving BAU (if applicable).
- Students seeking Re-enrollment through transfer from other school must follow the guidelines under "F-1 Transfer Applicants."
- Re-enrolled students are subject to the current academic catalog, tuition rates, and scholarship or tuition assistance policies effective at the time of re-entry.
- A $200 (non-refundable) Admission Confirmation Deposit is required to secure registration.
- The semester in which the student completes re-enrollment will be counted as a new semester in terms of academic progression.
- International students who re-enroll and begin their studies in the Spring semester are required to enroll in courses during the summer session to maintain full-time status and SEVIS compliance.

Note: International students are responsible for maintaining valid SEVIS status and must consult with the International Student Advisor to ensure compliance with immigration regulations.

TRANSFER CREDIT STUDENT ADMISSIONS POLICY

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

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

Accepting credits earned at another university is

the prerogative of the receiving university. No college, school or accrediting agency can require another university to accept transfer credit earned somewhere else. Even when the sending university is accredited by the same agency as the receiving school, there is no guarantee credits will transfer. See transfer credit policy for undergraduate and graduate under those headings.

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

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

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

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

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

Undergraduate applicants can transfer up to 90 credits, while Graduate applicants can transfer up to 9 credits.

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

UNDOCUMENTED INDIVIDUAL POLICY

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

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

APPLICATION AS AN UNDOCUMENTED INDIVIDUAL

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

To apply to BAU as an undocumented individual, simply follow the standard application process

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

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

REFUGEE AND ASYLEE ADMISSIONS POLICY

Bay Atlantic University deeply values diversity and acceptance and supports all individuals in the quest to obtain post-secondary education. BAU welcomes students designated as "Refugee" or "Asylee" on the Arrival-Departure Record (I-94). The application process for Refugee and Asylee individuals follow the same admissions requirements and English language requirements of all prospective students except for the high school diploma (undergraduate) or the undergraduate transcript requirement (graduate).

UNDERGRADUATE REQUIREMENTS

In the event a Refugee or Asylee cannot obtain a copy of the high school diploma the following must be furnished:

- Proof of the attempt to obtain documentation of completion of a secondary school education in a foreign country (i.e., a copy of an e-mail or letter, including proof of mailing)
- A signed and dated statement that indicates the completion of secondary school education in a foreign country, the name and address of the foreign high school where the secondary school education was completed, and the date when the foreign high school diploma was awarded.
- If applicable: A copy of the entry status documentation that identifies the current or prior status as a refugee or an asylee and that entrance to the United States was after the age of 15.

GRADUATE REQUIREMENTS

In the event a Refugee or Asylee cannot obtain a copy of the official undergraduate transcript a notarized copy of the official transcript will be accepted, provided it has been evaluated by NACES or AICE member credential evaluation service to establish US equivalency. An evaluated transcript in which verification cannot be obtained will be accepted.

DEFERRAL PROCESS FOR INTERNATIONAL STUDENTS

International students requesting a deferral must provide the following information to proceed with the request:

- An updated financial statement (issued within the last three months)
- An updated sponsorship letter (if applicable)
- Payment of a $45 (non-refundable) deferral fee OR confirmation of an upcoming visa appointment
- SEVIS I-901 Form (SEVIS Fee Payment Confirmation)

Bay Atlantic University retains the Admission Confirmation deposit for up to two additional semesters after the initial application for students who are unable to complete registration. To receive a new, I-20, the student must submit a new non-refundable $200 Admission Confirmation deposit along with a confirmation receipt and any other necessary steps to complete the admission or deferral process.

The Admission Confirmation deposit is required to secure a place on the program and remains non-refundable, regardless of whether the

student completes registration or later decides to withdraw. All fees at BAU are non-refundable.

Applicants are encouraged to submit the required documents via email to admissions@bau.edu as soon as possible to ensure timely processing of their deferral request. This deferral process is also applicable for Mentora ESL students.

REGISTRATION

Prior to registration, up to a $7,500 non-refundable tuition deposit is required. This deposit is applied toward tuition and must be paid in full 30 days before the start date. Additionally, students must confirm that all information on the I-20 and admission documents issued by the university are correct 30 days prior to the class start date. After this deadline, any requests for updates or changes to the admission documents and I-20 will not be approved.

Failure to submit the receipt for the tuition deposit payment by the deadline will be considered an indication that the student is no longer interested in enrolling. As a result, Bay Atlantic University may revoke the admission offer and cancel the student's I-20.

Students may also be removed from classes for non-payment or failure to submit all required registration documentation by the stated deadlines. Course registration occurs before the beginning of each semester and is open only to students formally admitted to the University by the appropriate admitting office. Registration is not considered complete until all financial obligations have been met. Individuals without valid registration may not attend class or earn any course credit.

Tuition and fees must be paid in full by the first day of the University's fall and spring semesters and summer sessions, as indicated in the Academic Calendar. While students may be removed from classes for non-payment, failure to drop registration or attend classes does not exempt them from financial obligations.

Scholarships and Admission Conditions: Any scholarship amount, acceptance, and placement in a bachelor's or master's program are subject to review upon receipt of official transcripts and course-by-course evaluations. Admission and/or scholarship decisions may be revoked if these documents are not provided by registration day.

Tuition Deposit Policy: The tuition deposit fee is required to secure a place in the program and is non-refundable, regardless of whether the student completes registration or later decides to withdraw. All fees at BAU are non-refundable.

If a student is unable to complete registration for a given semester, Bay Atlantic University will retain the tuition deposit for up to two additional semesters. After this period, the student must submit a new tuition deposit, along with any other necessary steps, to complete the admission process.

Administrative Services Fee for Withdrawals: Students who withdraw from their program at Bay Atlantic University after initiating enrollment to pursue studies at another institution will be charged a $2,000 Administrative Services Fee (non-refundable). This fee covers administrative costs related to processing the withdrawal. Tuition deposits and other fees do not apply to this fee, as they are intended for securing enrollment and covering tuition-related expenses, not withdrawal procedures.

Continuous Enrollment: All students in degree-seeking programs (full-time or part-time) are required to maintain enrollment in consecutive semesters of consecutive academic years until completing their program. Exceptions may be made only for an officially authorized leave of absence. The summer semester is optional for current students, except for new international students on an F-1 visa, who begin their studies in the Spring semester. They must enroll as a full-time student during the summer session (9 credits for undergraduate programs and 6 credits for graduate programs).

GENERAL OPERATIONS

SEMESTER AND CREDIT SYSTEM

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

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

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

MODE OF INSTRUCTIONAL DELIVERY

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

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

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

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

TURNITIN

Turnitin is a plagiarism detection service that integrates with BAU Hub. The software compares student papers to Turnitin's content database to determine the percentage of unoriginal content in the paper. It allows instructors and students to easily determine any problems in citation or referencing and assists in

determining the originality of a submitted work. The Originality Report is a flexible document that allows students and instructors to review matches between a submitted work and the database scanned by Turnitin. Citations, quotations, and bibliographic material are all scanned to determine an overall similarity percentage as well as specific matches to similar text.

In addition, Turnitin also detects AI writing. The software helps instructors and students identify text that might be prepared by a generative AI tool.

LOCKDOWN SOFTWARE

BAU uses a third-party lock down software that locks down the testing environment within BAU Hub for securing online exams in classrooms or proctored environments. This system will be monitoring and recording the entire testing session on the student's webcam and uses software to detect possible cheating behaviors (for example, looking at a phone or other computer, talking to another person in the room, having another person take the test).

TECHNICAL SUPPORT SERVICES

Technical support is available 24/7 by staff at the university during business hours Monday - Friday 9 am (EST) to 9 pm (EST). Support is available via the QR code or submit a ticket directly to support@bau.edu. After hours and weekend monitoring is for emergency tickets (missing passwords, failed login, account creation) and will be resolved as quickly as possible. Nonemergency tickets will be responded to on the following Monday.

MINIMUM HARDWARE REQUIREMENTS

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

- Speakers and Microphone
- Headphones (not required but recommended)
- Webcam
- USB Ports
- Network Card (10/100/1000 Mbps Ethernet)
- Wireless Network Card (2.4, 5.0 and 6 GHz)
- Operating Systems:
  - Windows 10 64-bit or Later
  - Mac OS Catalina or Later

Devices running mobile operating systems (such as iPadOS or Android OS) are not compatible with the required systems and should not be used as a primary device for distance learning at BAU.

VERIFICATION OF STUDENT IDENTITY FOR ONLINE COURSES

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

BAU utilizes three identity providers, including MY BAU (SIS); BAU Hub, the Learning Management System (BAU Hub), and Microsoft Office 356, to ensure the separation of credentials by accessing sensitive data and course materials. The goal is to maintain and monitor privacy, security, and safety, allowing the university to confidently provide the confidentiality, availability, and integrity of student data and resources to the correct and authorized person. Accordingly, the university implements methods to verify student identity

suggested by the United States Federal Higher Education Opportunity Act (HEOA), including:

- An individual secure username and password
- Proctored activities

Verification is ensured through the following steps:

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

Fees for ID Verification:

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

PROGRAM AND COURSE PREREQUISITE POLICY

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

Course Codes and Levels

A course is recognized by its prefix (e.g., “ENGL 121”), and its full title (e.g., “English Composition I”). The prefix is composed of two parts, letters indicating a field of study, and numbers indicating the level to which the course belongs. Course codes are as follows:

ACCT	Accounting
BGDA	Big Data
BIOL	Biology
BUSN	Business
CAPS	Capstone Project
CHEM	Chemistry
CMPS	Computer Science
COMM	Communications
ECON	Economics
ENGL	English
ENVS	Environmental Science
FINC	Finance
FREN	French
HIST	History
INTL	International Relations
ISIT	Information Systems/Information Technology

MATH Mathematics
MGMT Management
MKTG Marketing
PHIL Philosophical Studies
PHYS Physics
POLS Political Science
PSYC Psychology
SOCI Sociology
SPAN Spanish
TURK Turkish
UNIV University General

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

001 – 099 College Prep Courses
100 – 199 Freshman Courses
200 – 299 Sophomore Courses
300 – 399 Junior Courses
400 – 499 Senior Courses
500 – 699 Graduate Courses

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

ACADEMIC ADVISING

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

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

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

ADDING AND DROPPING COURSES

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

WITHDRAWING FROM COURSES

Withdrawing from course results in a "W" on the academic transcript with no effect to the cumulative GPA, however, are considered in the credits attempted calculation of SAP.

A student who wishes to withdraw from a course must complete a Course Withdrawal Request Form. The date of withdrawal from each course is based on the date that the student submits the form. If the last date of attendance is after the last day to drop a class (as indicated on the academic calendar) and before the end of the tenth week of class (or equivalent in non-traditional sessions), the student will receive a "W" on the academic transcript.

If a student drops all courses before the tenth day of classes and does not enroll in other courses, the student will be administratively withdrawn from the university. Discontinuation of attendance in a course or notification to the instructor is not sufficient to constitute an official drop from a course and may result in an "F" on the academic transcript.

Students charged with a violation of the Student Code of Conduct Policy may not qualify for a "W".

If the last date of attendance is after the tenth week of class, the student may not withdraw and should expect to receive failing grades for that term.

Students on an F1 visa cannot withdraw if they

fall below the full-time course load requirements after the withdrawal.

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

CHANGES IN PROGRAM OF STUDY

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

The student's normal program length will be recalculated for the new major. The student will start with the recalculated CGPA, and credits attempted and completed for the purpose of determining satisfactory academic progress. All credits (all courses attempted) will remain on the transcript.

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

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

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

TRANSFER OUT TO ANOTHER UNIVERSITY

Students who wish to transfer their immigration status (SEVIS record) from Bay Atlantic University (BAU) to another institution in the United States before completing graduation requirements must follow the following guidelines:

Instructions to Request a Transfer Out:

1. Contact the Registrar's Office to initiate the transfer-out process.
2. Obtain the Transfer-Out Form from the Registrar's Office or via BAU HUB.
3. Complete all the requirements outlined in the Transfer-Out Form.
4. Gather signatures from all relevant departments as indicated on the form.
5. Return the completed and signed Transfer-Out Form to the Registrar's Office.

The completed and signed Transfer-Out Form must first be submitted to the Registrar. If the student is on an F-1 visa, the form will finally be directed to the DSO (Designated School Official) at the end of the process. The student is responsible for making any remaining payments before requesting any official document. If the student withdraws from the enrolled program to transfer to another institution, they are required to repay any tuition assistance or scholarship amounts received from BAU for the credits completed so that the funds can be reallocated to other students. A non-refundable $2,000 Administrative Services fee applies to all F-1 visa students who withdraw from BAU to transfer to a different institution.

Important: Admission to a new school does not automatically allow an international student in F-1 status to begin studying full-time at the new school. Before starting full-time studies at the new school, the student must request that BAU transfer/release their SEVIS I-20 record to the new institution. This process is referred to as a "SEVIS transfer" (which is different from an academic transfer). The U.S. government

considers the following as possible "SEVIS transfer" situations:

- Completing a program at one school and starting a new program at a different school.
- Currently studying at one school and deciding to transfer to another school before completing the program.
- Currently enrolled in OPT and starting a new program of study at a different school.

Important: Transferring your SEVIS record does not automatically terminate your academic status at BAU. You must notify your academic advisor and submit all necessary forms to officially terminate your status. Tuition and fees will continue to accrue until this process is completed.

Eligibility for a SEVIS Record Transfer

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

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

How to choose a SEVIS I-20 Transfer/Release Date: The transfer release date is the date when access to the student's SEVIS record will shift from the DSO at the transfer-out school (BAU) to the DSO at the transfer-in school. According to 8 CFR 214.2 (f)(8)(ii)(C), the transfer release date is either "the current semester or session completion date, or the date of expected transfer if earlier than the established academic cycle." (See https://studyinthestates.dhs.gov/sevis-helphub/student-records/transfers/managetransfer-of-f-1-sevis-record)

For currently enrolled students (not graduating): Transfer requests can be processed at the end of an academic semester or session, or before the beginning of the new semester or session. Transfers during an ongoing academic semester or session are generally not permitted, except under special circumstances. The student must continue studying at BAU until the Transfer Release Date to complete the remainder of the semester or session.

For graduating students (in their final academic term): Transfers can be processed within the 60-day grace period for F-1 visa holders after completing their program.

For students on active Post-completion Optional Practical Training (OPT) or STEM OPT Extension: Transfers may be processed at any time, even during the 60-day grace period following the end of OPT.

Important: Students transferring during their OPT period must stop employment at least one day before the chosen transfer-out date. Their OPT status will automatically terminate on the transfer-out date in the SEVIS system.

General Guidelines**:**

- Allow the DSO ten (10) business days for processing after you submit your completed and signed Transfer Out Form.
- The DSO cannot set a past date for the SEVIS I-20 transfer/release date.
- The DSO at the transfer-out school (BAU) sets the Transfer Release Date in SEVIS.
- If you are discontinuing studies at BAU without completing your degree, the recommended transfer date is one day

after the end of finals in your current semester at BAU, according to the academic calendar.
- International students on an F1 visa should consult the DSO for further requirements.
- The university's refund policy applies to determine if the student still owes money to BAU.

Reenrolling at BAU after transferring out: If a student who has transferred from BAU wishes to reenroll to the University, the student must fill out the Reenrollment Form and submit it to the Admission Office.

FINANCIAL GOOD STANDING; NO HOLDS ON RECORD

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

Students who are noncompliant with payments will be immediately suspended from all services.

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

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

1. Students are not allowed to register for courses or attend classes if financial obligations are not met. In addition, students with outstanding financial obligations will not be cleared for graduation or receive official transcripts or diplomas or request any F-1 status documents.
2. BAU withholds the release of the student's academic records or any information on the records.
3. If the student's account remains delinquent, BAU reserves the right to terminate enrollment and administratively withdraw the student.
4. All payments are subject to the following fees:
   - Late fee: Failure to make any payment on or before the due date results in a $25 per credit late fee. The late fee will apply only to the tuition and installment fees. Other fees (for example, the technology fee) will be deducted before payment for tuition is applied.
   - Return Check Fee: A $35 fee will be charged for each returned check.

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

BOOKS

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

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

FINANCIAL

PAYMENT

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

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

Check: Made payable to "Bay Atlantic University" with the student's ID number written on the front. Previously endorsed checks are not accepted. Checks must be payable in US dollars with an intermediary bank in the U.S. Checks may be mailed to Bay Atlantic University, Attention: Accounts Receivable at 1510 H St NW Washington, DC 20005, or hand delivered to the Finance Office.

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

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

BAU offers two payment options: Upfront payment and payment plan.

If students pay all tuition and fee balance upfront during the semester course registration dates as shown below, BAU offers a 5% discount on the tuition:

Fall 2025 : August 5 to August 15, 2025

Spring 2026 : January 2 to January 16, 2026

Summer 2026 : May 12 to May 22, 2026

Students can choose to pay with a payment plan by signing a Financial Responsibility Agreement. The payment plan dates for fall 2025, spring 2026 and summer 2026 are shown below:

Fall 2025 Payment Plan Dates and Amounts

Installment	Date	Amount
1	August 5 to August 15, 2025 (Semester Course Registration Dates)	40% of the semester balance
2	October 6, 2054	35% of the semester balance
3	November 17, 2025	25% of the semester balance

Spring 2026 Payment Plan Dates and Amounts

Installment	Date	Amount
1	January 2 to January 16, 2026 (Semester Course Registration Dates)	40% of the semester balance
2	March 6, 2026	35% of the semester balance
3	April 10, 2026	25% of the semester balance

Summer 2026 Payment Plan Dates and Amounts

Installment	Date	Amount
1	May 12 to May 22, 2026 (Semester Course Registration Dates)	40% of the semester balance

2	June 19, 2026	35% of the semester balance
3	July 10, 2026	25% of the semester balance

Any initial international student who paid the $7,500 tuition deposit for Fall, Spring and Summer, will pay the remaining amount in TWO (2) installments; the first installment (50% of the semester balance) during the semester course registration days and the second installment (50% of the semester balance) on the 2nd installment day of the semester they are enrolled in.

Students who select the payment plan are required to carefully review and become fully knowledgeable of all disclosures on the Financial Responsibility Agreement, which constitutes an entry into a promissory note once submitting it to BAU.

TUITION AND FEES

TUITION

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

Undergraduate Tuition	
per credit	$650
per semester (full time – 15 credits)	$9,750
Graduate Tuition	
per credit	$1,270
per semester (full time - 9 credits)	$11,430
Online per credit	$800

If students re-take any classes for any reason, exceed the total number of credits required for a degree, or choose to complete a double concentration, they will be obligated to pay for those courses in full and tuition assistance/scholarship will not be applied to those credits.

FEES

BAU's fee schedule is as follows (fees are not refundable):

Application/Admissions Fees	
Application Fee	$45
Deferral Fee	$45
Admission Confirmation Deposit (applied to tuition)	$200
Tuition Deposit	$1,500
Class A Tuition Deposit	$7,500

Mandatory Semester Fees	
Student Activities and Services Fee	$135
Technology Fee	$165
Mandatory One-Time Fee	
Student ID card	$20

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

As-Applicable Fees	
Late Registration Fee (per credit)	$25
BAU English Proficiency Test	$45
Replacement Student ID Card	$20
Transcript Fee (per transcript)**	$20
Returned Check Fee	$35
Late Payment Fee (per credit)	$25
International Postage and shipping	$130
Domestic Postage and shipping	$65
Student Housing Security Deposit	$350
Transportation Fee (airport pickup)	$150
Shuttle Fee	$70
U-Pass Fee	$150
Student Enrollment Verification**	$10
Graduation Fee	$200
Diploma Processing Fee**	$150
Administrative Services Fee*	$2,000
Cancellation Fee	$100

** The BAU Administrative Services Fee applies to students who receive full tuition assistance or scholarships, as outlined in the tuition assistance and scholarship section, and students who withdraw from BAU degree programs to pursue studies at another institution. In these situations, university resources have already been committed. The administrative services fee helps offset the operational costs associated with (1) processing a student's withdrawal and (2) managing attendance with full tuition assistance. These costs include updating records, providing student support services, managing financial transactions, and preparing necessary documents. This ensures that the university can*

maintain its operational efficiency without affecting current students or resources.

*** These fees are paid to Parchment the company that prepares such official documents for BAU.*

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. See specific policies within the undergraduate and graduate sections. Note that *fees are non-refundable.*

Fall and Spring Semester

Time of written notice of withdrawal	**Tuition refund**
Before the semester starts	100% of tuition paid
1st and 2nd week of the semester	50% of tuition paid
3rd and 4th week of the semester	25% of tuition paid
After 4th week	No refund

Summer semester

Time of written notice of withdrawal	**Tuition refund**
Before the semester starts	100% of tuition paid
1st week of the Semester	50% of tuition paid
2nd week of the Semester	25% of tuition paid
After 3rd week	No refund

Consistent with BAU's delivery of services policy, in the event that BAU determines it must suspend or alter its operations in whole or in part due to epidemic, pandemic, other public health emergency, extreme weather, natural disaster, acts, or threatened acts of terrorism or war, or any single act or combination of events beyond the University's control, BAU may suspend, reduce, terminate and/or modify its operations in whole or in part, which may or may not include offering online or other alternative learning options, in its discretion. In any such event, BAU is under no obligation to refund or credit any portion of tuition, fees, or other charges paid or owed, but it may do so in its discretion.

FINANCIAL AID

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

TUITION ASSISTANCE AND SCHOLARSHIP

BAU is committed to making higher education more affordable and accessible. To achieve this, BAU offers the following tuition assistance and scholarship programs. All programs are strictly used for tuition payments and do not cover fees or living expenses. See the BAU website or an admissions officer for specific information, requirements, and eligibility for each program.

IMPORTANT NOTICE: During the admission process, if we discover any instance of plagiarism, the use of AI writing assistance, or any deliberate dishonesty in any part of your application, your scholarship or tuition assistance application will be automatically rejected. Bay Atlantic University reserves the right to withdraw any previously granted tuition assistance or scholarship decision if such violations are detected at a later stage.

TUITION ASSISTANCE

D.M.V. Tuition Assistance

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

Merit-Based Tuition Assistance

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

New Generation Tuition Assistance

All students who apply to Bay Atlantic University may be automatically reviewed/verified by the Admissions Team and/or Scholarship Committee to receive the New Generation Tuition Assistance.

Institutional Agreements

BAU makes agreements with governments, embassies, government offices, NGOs, private companies, and other educational institutions (Bahcesehir and Ugur Educational Institutions, Mentora College, etc). During the student's application process, they can consult with the admissions officer to see if there is an institutional agreement signed with their institution.

Alumni also receive tuition assistance if they pursue a second degree with BAU.

See an admission officer for more information on all tuition assistance and scholarship programs.

SCHOLARSHIPS

Global Scholarship Exam

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

James Wormley Scholarship

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

See an admission officer for more information on all tuition assistance and scholarship programs.

TUITION ASSISTANCE RE-EVALUATION

Undergraduate students who complete 15 credits and graduate students who complete 9 credits at BAU after their initial scholarship or tuition assistance was granted can request a re-evaluation.

Submit your completed application to tuitionassistance@bau.edu by the following deadlines:

Semester	Deadline
Fall	July 1
Spring	October 1
Summer	April 1

NOTE:

- Only submit your completed application once you have collected all required documents. Incomplete applications will not be reviewed.
- If plagiarism (above 10%), AI writing assistance, or any willful dishonesty is found in the application, it will automatically be rejected. Each student can only apply for the tuition assistance re-evaluation **ONCE** during their program.

Disclaimer and policy:

All prospective and current students may apply for a scholarship or tuition assistance, regardless of their nationality, enrollment status (part or full-time), or academic history. In awarding scholarships, we do take financial need into consideration, but our scholarship system is based primarily on merit (demonstrated academic achievement or other personal accomplishments). Scholarships are determined by the Scholarship Committee, which meets weekly (biweekly during holiday seasons) to review applications and award scholarships for the following academic semester. Application results are emailed to all applicants.

REQUIREMENTS IN MAINTAINING TUITION ASSISTANCE AND SCHOLARSHIPS

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

1) Continuously enroll in courses to meet graduation requirements (unless taking an approved Leave of Absence), and
2) Maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 (undergraduate) 3.0 (graduate) for any semester, and
3) Avoid any disciplinary action for any reason.

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

GRADES

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

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

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

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

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

See the undergraduate or graduate section for specific details pertaining to that degree level.

SYMBOLS ON TRANSCRIPT

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

AU Audited Course
ADW Administrative Withdrawal
CE Currently Enrolled
IP In-Progress
AV Attendance Violation
S / U Satisfactory / Unsatisfactory
TC Transfer-in Credits
W Withdrawal
***** Course not applicable to current degree

Auditing Courses (AU)

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

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

Administrative Withdrawal (ADW)

Students who (a) fail to register for classes for two consecutive semesters (Fall and Spring

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

Currently Enrolled (CE)

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

In-Progress (IP)

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

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

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

Repeat Course

If a student repeats a course the following rules will apply in posting to the student's cumulative record:

1) The repeated course(s), including the original attempt, must be counted toward the maximum time frame and hours completion ratio requirements, which can impact your satisfactory academic progress.
2) The GPA will be based only upon the grade for the repeated course attempted.
3) The first attempted grade will be flagged for exclusion from the CGPA calculation, and the repeat attempt will be flagged for inclusion in the CGPA calculation.
4) No scholarship covers the cost of the Repeat Course. If a student repeats a course for any reason the student is obligated to pay for those course credits in full.

Students may repeat a course one (1) time for a new grade if a previously unsatisfactory grade of C-, D+, D, or F was earned the first time. Eligible students may register for the class without special approval needed.

A student cannot be registered for any given course more than twice, except under special circumstances approved by the Chief Academic Officer.

Undergraduates may repeat no more than 18 credits and no more than 6 credits for graduates. Additionally, if a student withdraws from all courses during a semester, those courses are not included in this limit.

Satisfactory/Unsatisfactory (S/U)

Some courses are designated for grading on a Satisfactory/Unsatisfactory (S/U) basis. To fulfill the 120 undergraduate credits or 36 graduate credits required for graduation, all courses except CAPS 623 must be completed for a letter grade. However, if a required course is offered exclusively as S/U, it may be counted toward the

credit requirement with advisor approval. Any coursework completed beyond the minimum 120/36 credit requirement may be taken on an S/U basis.

Transfer-In Credits (TC)

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

Withdrawal (W)

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

GRADE APPEALS & GRADE CHANGE

In the academic community, grades are a measure of student achievement toward fulfillment of course objectives. The responsibility for assessing student achievement and assigning grades rests with the faculty, and, except for unusual circumstances, the course grade given is final. Bay Atlantic University's faculty members strive to conduct fair and just performance evaluations of student academic work and scholarly success.

The grade appeals system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned because of prejudice, caprice, or other improper conditions. Additionally, a student may challenge the reduction of a grade for alleged scholastic dishonesty.

The only University authorities empowered to change grades are the instructor or, in the case of the faculty of record's absence, the department chair in charge of the course in question and the Chief Academic Officer.

Informal attempts must be made to resolve grade grievances and appeals at the lowest possible level - through the course instructor.

Students may request a grade change published on the official academic record within two weeks of the "grades due by faculty" date published on the academic calendar, by using the grade change appeal form. The request must be based on verifiable information that demonstrates a lack of oversight by the instructor in the grading process. The course instructor will notify the student within seven (7) business days of the decision.

The following are appropriate reasons for grade changes:

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

In appealing a grade, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation.

If the student is not satisfied with the course instructor's decision, the student may appeal the first decision within seven (7) business days from the date of the course instructor's written notification to the student. The request must be in appeal to the grade change appeal form writing to the Chair of the Department using the. If the Department Chair is the faculty of record, the Chief Academic Officer will appoint another Department Chair to review the second appeal. The Department Chair will notify the students in writing within seven (7) business days of the decision. If, at that time, the instructor who originally gave the grade is not willing to initiate the recommended change, the Department

Chair shall designate a qualified faculty member to review the work under appeal. The work under review must be graded within seven (7) business days. The Department Chair shall file the directed change with the registrar who shall record the new grade within three (3) business days.

If the issue is again not resolved to the student's satisfaction, the final (formal) appeal must be submitted using the formal appeal to the grade change appeal form to the Chief Academic Officer within seven (7) business days of the Department Chair's written decision notification to the student. Within seven (7) business days of the date of receipt of the Formal Appeal to the Grade Appeal Form, the Chief Academic Officer will convene a hearing of the Academic Appeals Committee and notify the student of the date, time and location of the hearing. The hearing will be scheduled not more than 14 business days after receipt of the Formal Appeal to the Grade Appeal Form. After the hearing, the Academic Appeals Committee will vote for a resolution, and both the student and the instructor of record will be notified of the decision within seven (7) business days. The decision made by the Academic Appeals Committee is final and cannot be appealed further.

When a student initiates a formal grade appeal, the student should be prepared to state in what way the grade assignment was arbitrary, capricious, or otherwise improper.

PROCEDURE FOR THE ACADEMIC APPEALS COMMITTEE

The Committee will use the preponderance of evidence standard to determine whether the grade should stand or be changed. This process involves a review of the criteria, evidence and testimony, discussion and a vote. The Chief Academic Officer or designee will ensure that only evidence pertaining to the appeal is considered in reaching a decision and that the committee adheres to the standards of confidentiality.

The academic appeals committee will consist of an odd number of voting members to include the Chief Academic Officer, faculty and staff members. While the Chief Academic Officer may have input into the voting deliberations, the Chief Academic Officer will only vote in the case of breaking a tie.

The chairperson of the committee will be responsible for assuring adherence to established procedures, convening members, and maintaining records. The chairperson has the authority to grant a warranted time extension; however, written notification must be sent to all involved parties within 48 hours of an extension.

The hearing shall be closed, unless both parties agree in writing that it be open. The chairperson's determination of the hearing date, time, location and the number of individuals that can be conveniently accommodated shall be final. The student and the instructor are both entitled to be accompanied at the hearing by a silent observer of their choice. Because the hearings are administrative and not judicial in nature, the silent observers may not be lawyers. Each party is permitted to call a short recess to consult with their silent observer outside the hearing. The silent observer for both parties may speak only to the student or the instructor respectively; however, cannot be disruptive to the hearing, the silent observer is not to speak on behalf of the student or instructor and may not address the committee. One warning will be issued to the instructor and/or the student (each party is allowed one warning) concerning inappropriate behavior during the proceedings. Any subsequent inappropriate behavior will result in adjournment of the hearing and a ruling in favor of the other party. Both parties have the right to present evidence and witnesses on their behalf and to confront and question opposing witnesses. Witnesses are not allowed in the closed hearing and must be invited to speak on behalf of the student or instructor. Once concluded, witnesses will be excused and asked to leave the hearing.

If the duly notified student complainant does not appear for the hearing the complaint shall be dismissed, the case closed, and these actions not subject to further hearing or appeal. If, however, a duly notified faculty member (or their designee) does not appear, the hearing will continue under the presumption that there is no desire to challenge evidence, or witnesses presented by the student. The committee will allow a 15-minute grace period after the start time for each party. If no contact is made prior to the 15-minute grace period, it will be assumed that the party not in attendance has decided not to appear.

An official audio recording shall be made of the hearing and filed by the chairperson for at least one year. The recording will be confidential and used only under compulsion by an agency such as HELC or NECHE or legal.

At the conclusion of the hearing, the participants will be excused, and in closed session, a recommendation will be rendered by a majority vote of the committee. The committee may (by a majority vote of the committee membership) recommend rejecting the appeal, in which case the original grade will stand, or to accept the appeal and change the original grade. A written report of the committee's decision shall be sent to both parties no later than seven (7) business days after the conclusion of the hearing using the academic appeals committee decision form. The committee's written recommendation must include grounds for its decision. The decision made by the Academic Appeals Committee is final and cannot be appealed further. If, at that time, the instructor who originally gave the grade is not willing to initiate a recommended change, the chairperson of the Academic Appeals Committee shall file the directed change with the registrar who shall record the new grade. In the event of a grade change, a grade change form must be submitted to the registrar and recorded within three (3) business days.

ACADEMIC REGULATIONS FOR UNDERGRADUATE PROGRAMS

ADMISSION REQUIREMENTS FOR UNDERGRADUATE APPLICANTS

To review the general requirements, go to the "Admissions" section. To meet the Undergraduate transcript requirements the applicant must provide the documents listed in that section.

EXPLANATION FOR THE TRANSCRIPTS

The applicant must ensure that the official transcripts must comply with the following:

- The Copies of Secondary and High Secondary transcripts (in English) or a General Education Equivalency (GED) certificate with a score of 165-174.
- If the high school transcript is not in English, the applicant must provide a certified English translation.
- If the transcript does not clearly indicate high school completion, the applicant must provide a notarized copy of the high school diploma.

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

OSSE-DUAL ENROLLMENT AGREEMENT

Bay Atlantic University participates in the OSSE (Office of the State Superintendent of Education) Dual Enrollment Program, which offers eligible high school students in Washington, D.C. the opportunity to take college-level courses while completing their high school education. This program is designed to support academic advancement and college readiness by allowing students to earn college credit prior to high school graduation.

To be considered for the OSSE Dual Enrollment Program at BAU, applicants must submit the following:

- Online Application Form
- Copies of high school transcripts (GPA > 2.5)
- Dual Enrollment Personal statement essay
- Letter of recommendation from teacher
- Teacher recommendation form
- Student/Parent Release of Information form
- Bay Atlantic University Intent to Enroll Form

Additionally, for adult learners from DC PCS:

- GED ready or SAT/GRE/GMAT scores

INTERNATIONAL A LEVELS

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

TRANSFER IN CREDITS

For undergraduate transfer students, up to ninety (90) - 75% of credits may be transferred from another university. Transferring credits must meet the academic requirements of the program of study. Courses with a C grade or higher may be transferred to BAU. Courses must be three semester credits for transfer. Except in the case of an articulation agreement, if a student wishes to transfer in credits from an institution outside the United States, the transcript must be evaluated by an approved evaluation service.

ENGLISH LANGUAGE REQUIREMENTS FOR INTERNATIONAL STUDENTS

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

TOEFL (PBT, CBT, IBT) : 525, 194, 70

IELTS : 5.5
TOEIC : 650
BAU Proficiency : 70 (offered on campus)
Duolingo : 75
Pearson (PTE) : 48
Mentora College Intensive English Program: Pass 400C level

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

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

COURSE LOAD

Full-time Study*: Undergraduate students registered for fifteen (15) or more credits in fall and spring are considered full-time students. A first-time incoming freshman with no transfer credits may take thirteen (13) credits in the first or second semester (not both). Summer session is optional.

F-1 students must maintain full-time enrollment throughout their studies. An F-1 student entering the university in a spring or summer session must take a minimum of nine (9) credits in the summer session to be considered full time. After an F-1 student has completed two full semesters, the summer session is optional.

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

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

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

UNDERGRADUATE STUDENT GRADES

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

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY – UNDERGRADUATE

Satisfactory Academic Progress (SAP) is the process used to determine if a student is making acceptable progress toward completing a degree. All students must maintain Satisfactory Academic Progress. SAP is defined both qualitatively and quantitatively. A student's failure to meet any of the SAP standards may result in loss of BAU scholarships, title iv federal student aid, and/or dismissal from the institution.

SAP is evaluated after the final grades are recorded at the end of fall, spring, and summer sessions. Both standards must be met.

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

Standard 2: A Quantitative component which determines if students are completing the courses they attempt (Pace) at a rate that will ensure completion of the program within a

Maximum Timeframe (MTF) of 150% of the program length in credit hours.

STANDARD 1 QUALITATIVE COMPONENT: CGPA

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

1. Satisfactory Academic Progress requires that:
   i. At the end of the semester in which students complete 15 credits, including transfer credits, the minimum BAU CGPA is 1. 00
   ii. At the end of the semester in which students complete 30 credits, including transfer credits, the minimum BAU CGPA is 1.50
   iii. At the end of the semester in which students complete 45 credits, including transfer credits, the minimum BAU CGPA is 1.75
   iv. At the end of the semester in which students complete 60 credits, including transfer credits, the minimum BAU CGPA is 2.00
2. At the end of any semester in which students do not meet the CGPA requirements above, they are placed on Academic Warning for the next semester.
3. Students on Academic Warning remain eligible, if relevant, for any BAU scholarship they received for one semester.
4. If, at the end of the Academic Warning semester, students have achieved the required CGPA they are removed from Academic Warning.
5. If they have not achieved the required CGPA at the end of the Academic Warning semester, they are placed on Academic Probation, if relevant, are no longer eligible for any BAU scholarship, and they agree to an academic plan prepared individually for them with the Academic Advisor and/or Department Chair.
6. According to the academic plan, during the Academic Probation, students are suspended from enrolling in new classes for the following semester to include fall, spring, and summer. These students may only repeat the low-grade courses taken previously with the guidance of the Academic Advisor and/or any other course that could replace the low-grade courses as approved by the Academic Advisor in the probation semester.
7. If, at the end of the Academic Probation semester:
   i They have achieved the required CGPA, they are removed from Academic Probation and, if relevant, are eligible for a BAU scholarship.
   ii They have not achieved the required CGPA, but are meeting the requirements of the academic plan, they remain on Academic Probation for the next semester. They are still not eligible for the BAU scholarship.
   iii They do not meet the requirements of the academic plan; the student is dismissed from the University.
8. At the end of the semester in which students complete 60 credits, including transfer credits, the progress is reviewed and a BAU CGPA of at least 2.00 is required.

STANDARD 2 QUANTITATIVE COMPONENT: PACE RATE WITHIN MTF

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

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

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

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

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

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

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

1. Evaluation of progress is conducted at the end of every semester.
2. Students must successfully complete at least 67% of all credits attempted. Successful completion of a course means earning a grade of "A" through "D".
3. Students who are below the successful completion rate are placed on Academic Warning for the next semester.
4. Students on Academic Warning remain eligible, if relevant, for BAU scholarship for one semester.
5. If, at the end of the Academic Warning semester, students have achieved the required completion rate they are removed from Academic Warning.
6. If they have not achieved the required completion rate at the end of the Academic Warning semester, they are placed on Academic Probation and, if relevant, are no longer eligible for scholarship and agree to an academic plan for success.
7. According to the academic plan, during the Academic Probation, students are suspended from enrolling in new classes for the following semester to include fall, spring, and summer. These students may only repeat the low-grade courses taken previously with the guidance of the Academic Advisor and/or any other course that could replace the low-grade courses as approved by the Academic Advisor in the Probation Semester.
8. If, at the end of an Academic Probation semester:
   i. They have achieved the required completion rate, they are removed from Academic Probation and, if relevant, are eligible for BAU scholarship.
   ii. They have not achieved the required completion rate, but are meeting the requirements of the academic plan, they remain on probation for the next semester. They are still not eligible for BAU scholarship.
   iii. They do not meet the requirements of the academic plan, they are dismissed from the University.
9. If, at any time during enrollment, students can no longer graduate within the defined maximum time frame, the student is dismissed from the University.

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

APPEAL PROCESS

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

An appeal for Maximum Time Frame can only be completed one time. Students must contact their advisor to determine eligibility for appeal.

Important: Students must demonstrate mitigating circumstances to be eligible for an appeal.

Examples of mitigating circumstances:

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

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

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

1. Appeal Form
2. Personal statement from the student, either typed or legibly written, providing the following information:
   a. What was the cause for not meeting SAP requirements?
   b. What has changed that will allow for satisfactory academic progress in the term of appeal?
   c. For a maximum credit hour appeal, provide details on changes in major, including dates.
   d. To update the previous grade, submit the appeal with a brief statement.
3. Provide supporting documentation of the cause and of any changes that will solve the issues for the term of appeal. Documents can be death certificates, birth certificates, statements from doctor or counselors, police reports, and any other pertinent documents. The documents provided must support the timeframe being reviewed.

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

RE-ENROLLMENT

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

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

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

CGPA and course completion percentage.

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

ACADEMIC HONORS

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

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

A letter from the Office of the President is sent to students noting accomplishments and placement on the list. Each semester the lists are published on Bay Atlantic University's website. If a student wishes to opt out of the published list, the request must be made to the registrar via email.

GRADUATION REQUIREMENTS

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

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

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

Please note: if a student requests to participate in the commencement ceremony and has not fulfilled all graduation requirements, the student is not eligible for graduation honors at the ceremony. Only students that have fulfilled all graduation requirements at the time of the commencement ceremony will be issued an honor designation.

GRADUATION HONORS

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

Summa Cum Laude (with highest distinction)	3.85+
Magna Cum Laude (with great distinction)	3.70+
Cum Laude (with distinction)	3.50+

ACADEMIC REGULATIONS FOR GRADUATE STUDENTS

ADMISSION REQUIREMENTS FOR GRADUATE APPLICANTS

To review the general requirements, go to the "Admissions" section. To meet the Graduate transcripts requirements the applicant must provide the documents listed in that section.

EXPLANATION FOR THE TRANSCRIPTS

The applicant must ensure that the official transcripts and diploma must comply with the following:

- Undergraduate transcript - bachelor's transcripts along with the diploma, to complete the registration student need to submit an official or official notarized copy with a min 2.00 CGPA.
- If the bachelor's degree transcript is not in English, the applicant must provide a certified English translation.
- Applicants need to submit the original, or a notarized copy of the original, signed transcript from the university in which they are transferring.
- The issuing educational university must issue and email (admissions@bau.edu) or mail the official transcript directly to Bay Atlantic University. If the transcripts are from a foreign university, the student must also provide either an official or officially notarized evaluation of the transcripts (see below).
- **Official evaluation of transcripts:** For master's degree applicants, if the Bachelor's degree was issued by a foreign university of higher education, the applicant must provide an evaluation of the transcript by a NACES- (http://www.naces.org/) or AICE-member (http://aice-eval.org/) credential evaluation service to establish U.S. equivalency. If the evaluation shows the undergraduate degree is not equivalent to a U.S. undergraduate degree requirement, then the applicant is required to complete the necessary credits at BAU before taking graduate level courses. The evaluation must be a course-by-course evaluation of the transcript if the student wishes to transfer credits.

If the official evaluation shows the undergraduate degree is not equivalent to a 120 US credit undergraduate degree, the student may request in writing that the evaluated international transcript be reviewed by the department chair for acceptance into the graduate program. Further documentation may be requested such as the diploma, course descriptions, etc. Requesting a review of transcripts does not guarantee acceptance in the graduate program, students may be required to take pre-requisites or be required to complete the necessary credits at BAU to complete the 120 credit US undergraduate degree.

TRANSFER IN CREDITS

For graduate transfer students, nine (9) credits may be transferred from another university. Transferring credits must meet the academic requirements of the program of study. Courses with a B grade or higher may be transferred to BAU. Courses must be three semester credits for transfer. Except in the case of an articulation agreement, if a student wishes to transfer in credits from an institution outside the United States, the transcript must be evaluated by an approved evaluation service.

ENGLISH LANGUAGE REQUIREMENTS FOR INTERNATIONAL STUDENTS

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

TOEFL (PBT, CBT, IBT)	: 550, 214, 80
IELTS	: 6.0
TOEIC	: 700
BAU Proficiency	: 75 (offered on campus)
Duolingo	: 90

Pearson (PTE) : 53
Mentora College Intensive English Program: Pass 500C level

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

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

COURSE LOAD

Full-time Study*: Graduate students registered for nine (9) or more credit hours per semester are considered full-time students. Summer session is optional.

F-1 students must maintain full-time enrollment throughout their studies. An F-1 student entering the university in a spring or summer session must take six (6) credits in the summer session to be considered full time. After an F-1 student has completed two full semesters, the summer session is optional.

Students may request a reduced course load during the last semester if there are fewer than 15 credits to complete the graduation requirement. In that case, the student will contact the DSO for necessary SEVIS approvals.

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

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

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

GRADUATE STUDENT GRADES

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

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY - GRADUATE

STANDARD 1 QUALITATIVE COMPONENT: CGPA

At the end of every semester, BAU will evaluate the CGPA of each enrolled student. Satisfactory Academic Progress policy for graduate students requires that they maintain a cumulative grade point average of 3.00 and a completion rate of 67% at the end of each semester.

At the end of any semester in which students do not meet the CGPA or completion requirement, they are placed on Academic Warning for the next semester.

Students on Academic Warning remain eligible, if relevant, for BAU Scholarship for one semester. If, at the end of the Academic Warning semester, they have achieved the required CGPA or completion requirement, they are removed from Academic Warning and, if relevant, maintain the student's scholarship.

If they have not achieved the required CGPA at the end of the Academic Warning semester, they are placed on Academic Probation and, if relevant, are no longer eligible for any BAU

scholarship and agree to an academic plan for success.

According to the academic plan, during the Academic Probation, students are suspended from enrolling in new classes for the following semester to include fall, spring, and summer. These students may only repeat the low-grade courses taken previously with the guidance of the Academic Advisor and/or any other course that could replace the low-grade courses as approved by the Academic Advisor in the Probation Semester.

If, at the end of the Academic Probation semester:

i They have achieved the required CGPA, they are removed from Academic Probation and, if relevant, are eligible for a BAU scholarship.
ii They have not achieved the required CGPA, but are meeting the requirements of an academic plan, the student remains on Academic Probation for the next semester. The student is not eligible for a BAU scholarship.
iii The student is not meeting the requirements of the academic plan, the student is dismissed from the University.

At the end of the semester in which students complete 24 credits, including transfer credits, progress is reviewed and a BAU CGPA of at least 3.00 is required.

STANDARD 2 QUANTITATIVE COMPONENT: PACE RATE WITHIN MTF

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

The minimum grade acceptable in BAU's course completion policy is a B- for graduate programs. Transfer credits are included in the calculation as completed and attempted credits. In-Progress grades (IP), Withdrawals (W), and course repetitions (R) are considered attempted, but not satisfactorily completed in the Pace of Completion calculation.

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

Program of Study	Normal Program Length in Credits	MTF Allowed in Credits
Master's	36	54

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

1. Evaluation of progress is conducted at the end of every semester.
2. Students must successfully complete at least 67% of all credits attempted in each semester. Successful completion of a course means earning a grade of "A" through "B-".
3. Students who are below the successful completion rate are placed on Academic Warning for the next semester.
4. Students on Academic Warning remain eligible, if relevant, for BAU scholarship for one semester. Students are placed in Scholarship warning during this time.
5. If, at the end of the Academic Warning semester, students have achieved the required completion rate they are removed from Academic Warning.
6. If they have not achieved the required completion rate at the end of the Academic Warning semester, they are placed on Academic Probation and, if relevant, are no

longer eligible for a scholarship and agree to an academic plan.

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

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

APPEAL PROCESS

Examples of Mitigating Circumstances:

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

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

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

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

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

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

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

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

REENROLLMENT AS A REGULAR STUDENT

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

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

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

At the completion of this academic probationary semester, a student who increases the cumulative GPA to 3.0 at the end of the probation semester will return to satisfactory academic standing.

ACADEMIC HONORS

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

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

A letter from the Office of the President is sent to students noting accomplishments and placement on the list. Each semester the lists are published on Bay Atlantic University's website. If a student wishes to opt out of the published list, the request must be made to the registrar via email.

GRADUATION REQUIREMENTS

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

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

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

Please note: if a student requests to participate in the commencement ceremony and has not fulfilled all graduation requirements, the student is not eligible for graduation honors at the ceremony. Only students that have fulfilled all graduation requirements at the time of the commencement ceremony will be issued an honor designation.

Students enrolled in a graduate program must maintain a Cumulative Grade Point Average (CGPA) of at least 3.0 (B) out of 4.0 and earn a minimum grade of not less than 2.7 (B-) out of

4.0 on all courses to qualify for the graduate degree and to graduate.

Only graduate-level courses may be applied toward the degree. No credit is earned for any grade received in a graduate-level course below 2.7 (B-) out of 4.0. Any grade lower than 2.7 (B-) out of 4.0 is not calculated in the Grade Point Average. Credit earned with undergraduate courses taken as required prerequisite courses by the graduate student are not counted toward the total credit requirement for degree completion.

GRADUATION HONORS

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

Summa Cum Laude (with highest distinction)	3.90+
Magna Cum Laude (with great distinction)	3.80+
Cum Laude (with distinction)	3.70+

UNDERGRADUATE DEGREE PROGRAMS

Bay Atlantic University offers the following bachelor's degrees:

Bachelor of Arts

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

Bachelor of Science

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

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

GENERAL EDUCATION

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

GENERAL EDUCATION LEARNING OBJECTIVES

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

1. Demonstrate effective communication in various contexts, using appropriate verbal, non-verbal and written skills, to express ideas, exchange information and engage in meaningful interactions.
2. Develop proficiency in numerical analysis, data interpretation, and scientific and mathematical reasoning to solve problems, make informed decisions, and interpret data in different contexts.
3. Critically analyze social issues, identify personal roles and responsibilities as global citizens, and actively engage in ethical decision-making to develop an understanding of social responsibility and the importance of creating a just and sustainable society.
4. Develop and demonstrate information and digital literacy.
5. Demonstrate critical and analytical thinking skills through a comprehensive exploration of issues that engages in thoughtful analysis, evaluation, and synthesis of information, ideas, and arguments across diverse disciplines and contexts.

General Education Requirements

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

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

To complete the Humanities requirement, students must complete 15 credits: three (3) writing courses (ENGL 121, ENGL 122, and ENGL 123), PHIL 200 (not counted for general education credit) and two other courses selected from the cluster.

To complete the Mathematics and the Sciences requirement, students must complete 12 credits (4 courses) in this cluster. College Algebra is required in addition to 9 credits (3 courses) that may be selected from the cluster.

To complete the Social Sciences requirement, students must complete 15 credits (6 courses) in this cluster. UNIV 100, and UNIV 400 are required, and the remaining 12 credits (4 courses) can be selected from the cluster.

General Education: Course LISTING

Humanities Cluster			
Course Code	**Course Name**	**Pre-requisites**	**Credit**
ENGL 121	English Composition I*		3
ENGL 122	English Composition II*	ENGL 121	3
ENGL 123	Academic Writing*	ENGL 122	3
GNAI 180	Introduction to Generative AI & Prompt Engineering	ENGL 121	3
HIST 170	U.S. History		3
HIST 180	World History and Civilizations		3
HIST 200	Political Change & Islamic Reform		3
POLS 121	US Government		3
PHIL 200	Ethics ** (cannot be counted for gen ed)		3
SPAN 101	Elementary Spanish I		3
SPAN 121	Elementary Spanish II	SPAN 101	3
TURK 101	Elementary Turkish I		3
TURK 121	Elementary Turkish II	TURK 101	3
Mathematics and Sciences Cluster			
Course Code	**Course Name**	**Pre-requisites**	**Credit**
BIOL 100	Introduction to Biology		3
CHEM 100	Introduction to Chemistry		3
ENVS 105	Introduction to Environmental Science		3
ENVS 220	Environmental Sustainability		3
MATH103	College Mathematics		3
MATH104	College Algebra*	MATH103 or 2 years of HS algebra with a minimum grade of C	3
MATH 110	Introduction to Statistics		3
MATH 128	Linear Algebra		3
MATH 131	Calculus 1	MATH 104	3
MATH 132	Calculus II	MATH 131	3
MATH 140	Discrete Mathematics		3
MATH 212	Numerical Analysis	MATH 132	3
ASTR 101	Introduction to Astronomy		3
PHYS 200	Introduction to Physics	MATH 103	3
Social Sciences Cluster			
Course Code	**Course Name**	**Pre-requisites**	**Credit**
COMM 101	Fundamentals of Public Speaking		3
COMM 220	Interpersonal Communication		3
COMM 250	Literacy in the Age of Fake News		3
PSYC 101	Introduction to Psychology		3
SOCI 101	Introduction to Sociology		3
UNIV 100	First Year Seminar*		1
UNIV 400	Senior Seminar*		2

*denotes a required course

**requirement of all undergraduate programs

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION & MANAGEMENT

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

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

PROGRAM LEARNING OBJECTIVES

1. Understand fundamental concepts that influence the business world.
2. Practice an awareness of sound ethical values in various cultural and social environments.
3. Recognize the role of technology and information systems in data collection and quantitative analysis for business processes.
4. Employ analytical and critical thinking skills to conduct business research that informs decision making.
5. Demonstrate the integration of knowledge and professional skills across functional areas.
6. Demonstrate professional business communication skills for a global business environment.
7. Analyze internal business functions and capacity to determine appropriate growth and management strategies.

BUSINESS ADMINISTRATION & MANAGEMENT: COURSE LISTING

Core Requirements: 60 Credits (20 courses)

Course Code	Course Name	Pre-requisite	Credit
ACCT 112	Introduction to Financial Accounting		3
ACCT 114	Introduction to Managerial Accounting		3
BUSN 101	Introduction to Business		3
BUSN 210	Business Law		3
BUSN 375	Entrepreneurship		3
ECON 101	Introduction to Microeconomics		3
ECON 111	Introduction to Macroeconomics		3
ECON 353	Globalization and the World Economy	ECON101, ECON111	3
FINC 221	Introduction to Financial Management		3
FINC 455	International Finance	FINC 221	3
INTL 220	International Human Resources Management		3
MATH 110	Introduction to Statistics	MATH104	3
MGMT 200	Introduction to Project Management		3
MGMT 201	Leadership		3
MGMT 301	Organizational Behavior		3
MGMT 325	Operations Management	Math 110	3
MGMT 337	Strategic Management		3
MGMT 453	Cross-Cultural Management		3
MKTG 201	Introduction to Marketing		3
Phil 200	Ethics		3

Electives: 18 Credits (Choose 6 courses)

Course Code	Course Name	Pre-requisite	Credit
BUSN 301	Total Quality Control		3
ECON 251	International Economics	ECON 111	3
FINC 455	International Finance	FINC 221	3
MATH 335	Business Analytics	MATH 110	3
MGMT 303	Management Communications		3
MGMT 322	Problem Solving and Decision Making for Managers		3
MGMT 325	Operations Management	MATH110	3

MGMT 335	Project Management Knowledge Areas I		3
MGMT 336	Project Management Knowledge Areas II	MGMT 335	3
MGMT 433	Negotiation		3
MGMT 453	Cross-Cultural Management		3
MKTG 321	Marketing Management	MKTG 201	3
MKTG 435	Brand Management		3
MKTG 436	Principles of Advertising		3

Economics Concentration: 18 credits

Students must take all 6 courses

Course Code	Course Name	Pre-requisite	Credit
ECON 221	Intermediate Microeconomics	ECON101	3
ECON 222	Intermediate Macroeconomics	ECON111	3
ECON 251	International Economics	ECON111	3
ECON 371	The Development of Economic Thought	ECON101, ECON111	3
ECON 437	Econometrics I	MATH110	3
ECON 440	Economics of International Development	ECON101, ECON111	3

Finance Concentration: 18 credits

Students must take all 6 courses

Course Code	Course Name	Pre-requisite	Credit
FINC 222	Financial Markets and Institutions	FINC221	3
FINC 224	Corporate Finance I	ECON101, ECON111	3
FINC 373	Monetary Theory and Policy	ECON101, ECON111	3
FINC 421	Investment Strategies	FINC221	3
FINC 431	Derivative Markets	FINC221	3
FINC 455	International Finance	FINC221	3

Information Systems Concentration: 18 credits

Students must take all 6 courses

Course Code	Course Name	Pre-requisite	Credit
CMPS 211	Computer Networks		3
CMPS 318	Database Management Systems		3
CMPS 320	Computer Forensics		3
ISIT 224	Information Systems Analysis and Design		3
ISIT 226	Management Information Systems	ISIT 224	3
ISIT 401	Information Technology Audits & Controls	ISIT 224	3

BACHELOR OF ARTS IN ECONOMICS AND FINANCE

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

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

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

PROGRAM LEARNING OBJECTIVES

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

ECONOMICS AND FINANCE: COURSE LISTING

Core Requirements: 60 Credits

Course Code	Course Name	Pre-requisite	Credit
ACCT 112	Introduction to Financial Accounting		3
ACCT 114	Introduction to Managerial Accounting		3
ECON 101	Introduction to Microeconomics		3
ECON 111	Introduction to Macroeconomics		3
ECON 221	Intermediate Microeconomics	ECON101	3
ECON 222	Intermediate Macroeconomics	ECON111	3
ECON 251	International Economics	ECON111	3
ECON 437	Econometrics I	MATH110	3
ECON 479	Health Care Economics	ECON101	3
ECON 481	Education and Economic Development	ECON111	3
ENGL 324	Technical Writing and Presentation Skills	ENGL123	3
FINC 221	Introduction to Financial Management		3
FINC 224	Corporate Finance I	ECON101, ECON111	3
FINC 225	Corporate Finance II	FINC224	3
FINC 331	Financial Analysis	FINC221	3
MATH 110	Introduction to Statistics	MATH104	3
MATH 131	Calculus 1	MATH 104	3
MATH 225	Spreadsheet Applications for Business, Accounting, and Economics	MATH131	3
MATH 335	Business Analytics	MATH110	3
PHIL 200	Ethics		3

Electives: 18 Credits (Choose 6 courses)

Course Code	Course Name	Pre-requisite	Credit
ECON 315	Political Economy	ECON111	3
ECON 336	Game Theory	ECON101, ECON111	3
ECON 353	Globalization and the World Economy	ECON101, ECON111	3
ECON 371	The Development of Economic Thought	ECON101, ECON111	3
ECON 432	Money and Markets	ECON101, ECON111	3
ECON 435	Public Finance and the Economy	ECON101, ECON111	3
ECON 438	Econometrics II	ECON437	3
ECON 440	Economics of International Development	ECON101, ECON111	3
ECON 456	International Financial Crises	ECON101, ECON111	3
ECON 473	Keynes vs Friedman	ECON101, ECON111	3
ECON 480	Labor Economics	ECON101, ECON111	3
FINC 222	Financial Markets and Institutions	FINC221	3
FINC 373	Monetary Theory and Policy	ECON101, ECON111	3
FINC 421	Investment Strategies	FINC221	3
FINC 431	Derivative Markets	FINC221	3
FINC 432	Financial Markets	FINC221	3
FINC 455	International Finance	FINC221	3
MGMT 325	Operations Management	MATH110	3
MGMT 453	Cross-Cultural Management		3

BACHELOR OF ARTS IN POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

The Political Science and International Relations program offers a diverse array of courses that cater to students with varied interests in politics, governance, diplomacy, and global affairs. From the theoretical foundations of political to practical studies in foreign policy, public affairs, security studies, and international relations, the curriculum ensures a comprehensive understanding of the political landscape. Students have the opportunity to explore regional studies, public policy, human rights, and emerging global challenges, while engaging in interdisciplinary themes that bridge history, sociology, and environmental studies. Combining scholarly rigor with practical insights, faculty equip students with the skills to critically analyze contemporary issues which present numerous political challenges.

PROGRAM LEARNING OBJECTIVES

Upon completing the program, students will be able to:

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

POLITICAL SCIENCE AND INTERNATIONAL RELATIONS: COURSE LISTING

Core Requirements: 60 Credits (20 Courses)

Course Code	Course Name	Pre-requisite	Credit
ECON 101	Introduction to Microeconomics		3
ECON 111	Introduction to Macroeconomics		3
ECON 315	Political Economy	ECON 101, ECON 111	3
ECON 353	Globalization and the World Economy	ECON 101, ECON 111	3
INTL 161	United States Diplomatic History		3
INTL 257	International Relations		3
INTL 270	Global Public Health		3
INTL 272	United States Foreign Policy	INTL 257	3
INTL 339	International Organizations	INTL 257	3
INTL 348	Introduction to International Human Rights		3
INTL 354	International Development and Emerging Markets		3
INTL 370	Gender Development and Globalization		3
INTL 430	International Crisis Diplomacy		3
INTL 451	World Politics and World Order	POLS 101	3
INTL 459	International Security		3
PHIL 200	Ethics		3
POLS 101	Introduction to Politics and Political Science		3
POLS 121	Government and Politics of the United States	POLS 101	3
POLS 251	Introduction to Comparative Politics of Industrialized Societies	POLS 101	3
POLS 380	Research and Methods in Political Science	POLS 101	3

Electives: 18 Credits (Choose 6 courses)

Course Code	Course Name	Pre-requisites	Credit
INTL 300	Cybersecurity		3
INTL 340	Transnational Corporations		3
INTL 350	US and Europe	INTL 272	3
INTL 351	US and the Middle East	INTL 272	3
INTL 352	US and ASEAN	INTL 272	3
INTL 353	US and BRIC	INTL 272	3
INTL 355	Latin American Politics	INTL 272	3
INTL 388	Transnational Threats		3
INTL 460	Global Immigration and Asylum Policy	INTL 348	3
POLS 122	US Political History	POLS 121	3
POLS 215	Political Ideologies	POLS 101	3
POLS 253	Politics of Emerging Market Societies	INTL 257	3
POLS 321	Political Parties in America	POLS 121	3
POLS 335	Environmental Politics		3
POLS 210	Political Sociology		3
POLS 343	Public Policy		3
POLS 432	Religion and Politics		3
POLS 453	Political Behavior	POLS 101,	3
POLS 459	Global Perspectives on Democracy	INTL 348	3

BACHELOR OF SCIENCE IN DATA SCIENCE PROGRAM

This program is not accepting new students.

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

PROGRAM LEARNING OBJECTIVES

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

DATA SCIENCE PROGRAM COURSE LISTING

Core Requirements: 60 Credits (20 courses)

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

Electives: 18 Credits (Choose 6 courses)

Course Code	Course	Pre-requisites	Credit
CMPS 315	Operating Systems		3
CMPS 310	Introduction to Artificial Intelligence	CMPS 202	3
CMPS 332	Analysis of Algorithms	CMPS 202	3
CMPS 426	Bioinformatics	MATH 110	3
CMPS 433	Game Programming	CMPS 205	3
CMPS 477	Image Processing	CMPS 230	3
CMPS 480	Big Data	CMPS 318	3
ISIT 328	Data Warehouse Design	CMPS 318	3
ISIT 350	Advanced Web Application Design	CMPS 122	3
ISIT 355	Advanced Mobile Application Development	ISIT 248 or ISIT 350 or CMPS 222	3
ISIT 362	Social Network Analysis		3
ISIT 370	Agile Project Management	MGMT 200	3
MGMT 200	Introduction to Project Management		3

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY PROGRAM

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

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

Program Learning Objectives

1. Demonstrate proficiency in various aspects of information technology skills, including computer programming languages, computer network infrastructure, database management systems, cybersecurity principles, and software development.

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

MINIMUM HARDWARE REQUIREMENTS

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

- Memory/RAM (8 GB or Higher)
- Video Card
- Sound Card
- Speakers and Microphone
- Headphones (not required but recommended)
- Webcam
- USB Ports
- Network Card (10/100/1000 Mbps Ethernet)
- Wireless Network Card (2.4 and 5.0 GHz)
- Operating Systems:
    - Windows 10 64-bit or Later
    - Mac OS Catalina or Later

INFORMATION TECHNOLOGY PROGRAM COURSE LISTING

Core Requirements: 60 Credits (20 courses)

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

Electives: 18 Credits (Choose 6 courses)

Course Code	Course	Pre-requisite	Credits
CMPS 205	Data Structures and Algorithms II	CMPS 202	3
CMPS 310	Introduction to Artificial Intelligence	CMPS 202	3
CMPS 322	Machine Learning and Pattern Recognition	CMPS 202	3
CMPS 337	Information Retrieval Systems	MATH 110 & CMPS 122	3
CMPS 426	Bioinformatics	MATH 110	3
CMPS 433	Game Programming	CMPS 205	3

CMPS 438	Exploratory Data Analytics	CMPS 226	3
CMPS 477	Image Processing	CMPS 230	3
ISIT 248	Mobile Development	CMPS 122	3
ISIT 328	Data Warehouse Design	CMPS 318	3
ISIT 340	Business Intelligence		3
ISIT 350	Advanced Web Application Design	CMPS 122	3
ISIT 355	Advanced Mobile Application Development	ISIT 248 or ISIT 350 or CMPS 222	3
ISIT 362	Social Network Analysis		3
ISIT 370	Agile Project Management	MGMT 200	3
MGMT 200	Introduction to Project Management		3

BACHELOR OF SCIENCE IN SOFTWARE ENGINEERING PROGRAM

The program is designed to prepare students to become highly skilled technicians in software engineering who can produce computing solutions for various scales of software development projects. The SWE program focuses on all aspects of the Software Development Life Cycle (SDLC), including requirement analysis, design, implementation, testing, and maintenance to ensure the software and system applications' usability, operation, and security. The engineering process covers all types of software, such as standalone applications, web applications, mobile applications, etc., from small-scale software to enterprise level to ensure the effectiveness and efficiency of digital products. The market for the workforce in the industry, commercially and academically, is continually growing worldwide, which places our graduates in very high demand. BAU is in one of the largest areas for a collection of technology and software companies, which graduates will tremendously benefit from while they pursue their degrees for experiences and after graduation for job opportunities. This major will prepare students for job positions such as Software Engineer, Front-End Engineer, Back-End Engineer, Full-Stack Engineer, DevOps Engineer, Software Developer, Mobile Application Developer, Analyst/Programmer, Web Developer, Software Testers, etc.

Program Learning Objectives

1. Understand the theories and methodologies used in software engineering and architecture in various Software Development Life Cycle (SDCL) models.
2. Apply the foundation and principle of software engineering and SDLC to solve real-world problems with programmatic and computing approaches.
3. Utilize advanced tools for managing, designing, implementing, analyzing, and enhancing software solutions for various domains and industries.

4. Integrate new and advanced technological disciplines into software development, such as artificial intelligence, data mining, machine learning, the Internet of Things (IoT), etc.
5. Develop reliable and cost-effective software applications to ensure usability, availability, integrity, and security using multiple technologies, including database management systems, network and communication protocols, cloud computing, software frameworks, etc.
6. Communicate effectively orally and in writing with technical and non-technical stakeholders regarding computing solutions, project management, and ethical considerations to information systems decisions.
7. Assess technical skills and knowledge to pursue various professional technology certifications globally recognizable in the industry, such as CSSLP – Certified Secure Software Lifecycle Professional, IEEE Professional Software Developer Certification, Oracle Database SQL Certified Associate Certification, Java Certified Foundations Associate, ISACA – Data Science Fundamentals Certification etc.
8. Understand the role of responsible citizenship in the legitimate use of technology and digital data.

MINIMUM HARDWARE REQUIREMENTS

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

- Memory/RAM (8 GB or Higher)
- Video Card
- Sound Card
- Speakers and Microphone
- Headphones (not required but recommended)
- Webcam
- USB Ports
- Network Card (10/100/1000 Mbps Ethernet)
- Wireless Network Card (2.4 and 5.0 GHz)
- Operating Systems:
  - Windows 10 64-bit or Later
  - Mac OS Catalina or Later

SOFTWARE ENGINEERING PROGRAM COURSE LISTING

Core Requirements: 60 Credits (20 courses)

Course Code	Course	Pre-requisites	Credits
CMPS 122	Introduction to Programming I		3
CMPS 202	Data Structures and Algorithms I	CMPS 122	3
CMPS 205	Data Structures and Algorithms I	CMPS 202	3
CMPS 211	Computer Networks		3
CMPS 222	Programming II	CMPS 122	3
CMPS 315	Operating Systems	CMPS 122	3
CMPS 324	Software Design and Implementation with Object-Oriented	CMPS 222	3
CMPS 433	Game Programming	CMPS 205	3
ISIT 350	Advanced Web Application Design	CMPS 122	3
ISIT 351	Software Engineering	CMPS 122	3
ISIT 352	Web Development	CMPS 122	3
ISIT 353	Software User Interface Analysis and Design	CMPS 122	3
ISIT 354	Software Architecture		3
ISIT 355	Advanced Mobile Application Development	ISIT 248 or ISIT 350 or CMPS 222	3
ISIT 356	Software Quality and Testing	CMPS 122	3
ISIT 370	Agile Project Management	MGMT 200	3
MATH 110	Introduction to Statistics		3
MATH 140	Discrete Mathematics		3
MGMT 200	Introduction to Project Management		3
PHIL 200	Ethics		3

Electives: 18 Credits (Choose 6 courses)

Course Code	Course	Pre-requisite	Credits
CMPS 226	Introduction to Data Science		3
CMPS 310	Introduction to Artificial Intelligence	CMPS 202	3
CMPS 320	Computer Forensics		3
CMPS 322	Machine Learning and Pattern Recognition	CMPS 202	3
CMPS 350	Cyber Security Laws		3
ISIT 224	Information Systems Analysis and Design		3
ISIT 226	Management Information Systems	ISIT 224	3
ISIT 325	Cloud Data Storage Management	ISIT 225	3
ISIT 335	Cloud Security	ISIT 225	3
ISIT 357	Content Management Software		3
ISIT 360	Data Mining	CMPS 226	3

GRADUATE DEGREE PROGRAMS

Bay Atlantic University offers the following graduate degree programs:

Master of Business Administration

Master of Science in

- Artificial Intelligence Engineering
- Big Data Analytics
- Cloud Computing Engineering
- Cybersecurity
- Data Science and Public Policy
- Software Engineering

Dual Master Program

- Big Data Analytics
- Master of Business Administration

MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM

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

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

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

Bay Atlantic University's Master of Business Administration provides an opportunity for students to further their education by improving their professional management, leadership, and analytical skills, thus enhancing their career and earning potential. The program is intended to prepare career focused students with comprehensive knowledge of business principles.

Students are offered a comprehensive business education as they learn the key content areas of management, marketing, finance, accounting, economics, and law. The Master of Business Administration program provides high quality courses that are rigorous, transferable at the graduate level, and provided at a reasonable cost.

PROGRAM LEARNING OBJECTIVES

1. Employ advanced leadership and self-awareness to influence others.
2. Evaluate ethical issues and dilemmas faced by business leaders and managers.
3. Design decision-making processes using quantitative and qualitative data.
4. Develop a global perspective and an awareness of the cultural and social nuances that impact business around the globe.
5. Evaluate concepts from functional disciplines to identify and develop business strategies.
6. Incorporate diversity, international, and multicultural perspectives in the decision-making process.

MBA
COURSE LISTING

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

Course Code	Course Name	Pre-requisites	Credit
ACCT 507	Managerial Accounting		3
STAT 510	Data, Models, and Decisions		3
BUSN 601	Entrepreneurship		3
CAPS 623	Internship	All Cores	3
ECON 505	Economics		3
FINC 509	Financial Management		3
MGMT 502	Leadership and Organizational Behavior		3
MKTG 512	Marketing Management		3

Electives: 12 Credits (students must complete four courses)

Course Code	Course Name	Pre-requisites	Credit
BUSN 616	New Product Management	MKTG512	3
BUSN 641	Survey of Innovations around the World		3
BUSN 642	Corporate and National Trade and Investment Security Issues		3
BUSN 644	International Patents		3
BUSN 645	Regional Trade Issues		3
BUSN 646	Competition Policy Across Nations		3
BUSN 647	Emerging Markets		3
BUSN 654	Globalization and Business Strategy		3
BUSN 655	Conflict Analysis, Mediation and Negotiation		3
BUSN 659	Risk Assessment in Conflict Regions		3
CAPS 501	Research Methods		3
ECON 580	Human Resource Economics for Business	ECON505	3
ECON 605	Quantitative Methods in Business and Economics		3
ECON 655	Economics of International Development		3
ECON 656	Geographic Information Science (GIS)		3
ECON 657	International Economics	ECON505	3
ECON 665	U.S. Economic & Trade Policy		3
ECON 670	Urban Economics, Finance, and Governance		3
FINC 573	Money and Banking	ECON505	3
FINC 621	Financial Investment Strategies	ECON505	3
FINC 647	International Financial Institutions		3
FINC 649	Global Financial Markets		3
FINC 660	Global Financial Ethics		3
MGMT 532	Strategic Management		3
MGMT 533	Blockchain Technology and Business Management		3
MGMT 610	Advertising Management		3
MGMT 611	The Entrepreneurial Manager		3
MGMT 612	Non-Profit Management		3
MGMT 614	Managing Innovation		3
MGMT 615	Intrapreneurship		3
MKTG 615	Marketing Analytics		3
MKTG 618	Digital Marketing, Social Media & E-Commerce		3
MKTG 622	Pricing	MKTG512	3
MKTG 641	Brand Management		3
POLS 610	Global Affairs and Foreign Policy		3
POLS 642	International Trade		3
POLS 643	World Energy Politics		3
POLS 645	Transnational Security		3
POLS 647	International Law		3
POLS 651	Policy Formulation and Implementation		3
POLS 652	Gender, Development and Globalization		3
POLS 659	*International Courts, Tribunals, Commercial Arbitrations, and the WTO*		*3*

MASTER OF SCIENCE DEGREE PROGRAMS

BAU offers the following Master of Science programs:

- Artificial Intelligence Engineering
- Big Data Analytics
- Cloud Computing Engineering
- Cybersecurity
- Data Science and Public Policy
- Software Engineering

The MS degrees are earned by completing the indicated number of credit hours of coursework, including core and elective courses (see specific programs for requirements). Students enrolled in the graduate program must maintain a Cumulative Grade Point Average (CGPA) of at least 3.0 (B) out of 4.0 and earn a minimum grade of not less than 2.7 (B-) out of 4.0 on all courses to qualify to graduate.

MASTER OF SCIENCE IN ARTIFICIAL INTELLIGENCE ENGINEERING PROGRAM

Program requirement: 36 credits (21 core credits and 15 elective credits.

Artificial Intelligence Engineering is a fast-growing field in the STEM industry essential to create more robust, high-performance digital elements. The program is designed to prepare students with advanced knowledge and skills in artificial intelligence, machine learning, and deep learning in the engineering domain. The AI program consists of core courses training students to become highly skilled AI engineers who can develop and apply AI-based solutions within the engineering discipline. The program also prepares students to become leaders in applying AI and Machine Learning to their fields of expertise. This STEM program focuses on various AI engineering frameworks and representations for inventing, tuning, and specializing AI structures and algorithms. The topics of engineering include various AI aspects such as pattern recognition, machine learning, deep learning, natural language processing, computer vision, etc., fundamental to building systems that can intelligently interact with humans and other digital processes. The program will prepare students for career positions such as AI Engineer, Machine Learning Engineer, Analytics Research Scientist, Data Scientist Engineer, etc. The market for the workforce in the industry, commercially and academically, is continually growing worldwide, which places our graduates in very high demand. BAU is in one of the largest areas for a collection of technology companies, which graduates will tremendously benefit from while they pursue their degrees for experiences and after graduation for job opportunities.

PROGRAM LEARNING OBJECTIVES

1. Understand the scientific theories and methodologies of AI and Machine Learning trends used in designing and implementing AI-based processes and products.

2. Apply the foundation and models of machine learning and deep learning to create AI solutions that can overcome digital challenges in various domains.
3. Utilize various AI and Machine Learning tools for analyzing, inventing, and tuning AI Algorithms for new and existing digital products.
4. Develop reliable and scalable AI-based applications using the latest methods and technologies to ensure usability, availability, integrity, and security.
5. Communicate effectively orally and in writing with technical and non-technical stakeholders regarding computing solutions, project management, and ethical considerations to information systems decisions.
6. Assess technical skills and knowledge to pursue various professional technology certifications globally recognizable in the industry, such as Certified Artificial Intelligence Engineer (CAIE™), AIE™ Certification, etc.
7. Understand the role of responsible citizenship in the legitimate use of technology and digital data.

MINIMUM HARDWARE REQUIREMENTS

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

- Memory/RAM (8 GB or Higher)
- Video Card
- Sound Card
- Speakers and Microphone
- Headphones (not required but recommended)
- Webcam
- USB Ports
- Network Card (10/100/1000 Mbps Ethernet)
- Wireless Network Card (2.4 and 5.0 GHz)
- Operating Systems:
    - Windows 10 64-bit or Later
    - Mac OS Catalina or Later

MASTER OF SCIENCE IN ARTIFICIAL INTELLIGENCE ENGINEERING COURSE LISTING

Core requirements: 21 credits (7 courses)

Course Code	Course Name	Pre-requisites	Credit
BGDA 511	Big Data Analytics	CMPS 514	3
BGDA 513	Artificial Intelligence	BGDA 511	3
BGDA 515	Fundamental of Deep Learning	BGDA 511	3
CAPS 623	Internship	All Cores	3
CMPS 514	Management Information Systems		3
CMPS 516	Models and Algorithms in AI Engineering	BGDA 511	3
CMPS 530	Machine Learning and Pattern Recognition	BDGA 522 or CMPS 516	3

Electives: 15 credits (students must choose 5 courses)

Course Code	Course Name	Pre-requisites	Credit
BGDA 510	Data Mining	CMPS 514	3
CMPS 515	Network Security & Cryptography	CMPS 514	3
CMPS 520	Database Design Concepts		3
CMPS 524	Computer Networks and Mobile Communications	CMPS 514	3
CMPS 525	Cloud Computing and Infrastructure		3
CMPS 560	Object-Oriented Software Development		3
CMPS 565	Cloud Data Storage Management		3
CMPS 570	Software Design and Architecture	CMPS 564	3
CMPS 610	Natural Language Processing	CMPS 516	3
CMPS 612	Image Processing and Computer Visualization	CMPS 516	3

MASTER OF SCIENCE IN BIG DATA ANALYTICS PROGRAM

Program requirement: 36 credits (21 core credits and 15 elective credits.

The program is designed to meet the increasing need for highly skilled data analysts who can analyze the growing amount of data confronting a variety of disciplines and transform the data into usable information for use in decision-making. To meet that objective, the program expects students to play a greater role in decision-making and strategy setting for their current or future organizations. Frameworks are used to critically look at, interpret and visualize data in order to apply that knowledge in real-world applications that will shape how 21st century business challenges are addressed.

The program will prepare students for job positions such as data analyst, database administrator, database developer, data modeler, data scientist, business intelligence analyst, database manager, data warehouse manager, data architect, big data engineer, data scientist.

PROGRAM LEARNING OBJECTIVES

1. Understand the theories and methodologies of data science applied to Big Data and Data Mining, including principles, frameworks, and models for transferring, transforming, analyzing, and interpreting data.
2. Convert a data analytic problem and related information into a proper mathematical, statistical representation, and usable contexts by using appropriate methodologies for transferring, transforming, and analyzing based on attributes of the available datasets.
3. Apply advanced and intelligent computer algorithms to produce a reliable data model and system for implementing automatic data collection and analysis using computer-programming languages for data sciences, such as Python, R, etc.
4. Demonstrate effectiveness and efficiency of operating and executing computer command-line interfaces and software applications for data organization, manipulation, and presentation, including implementations of security measures and ethical practices for collecting and storing data.
5. Communicate effectively orally and in writing with technical and non-technical stakeholders, including data collection process and summarization of results in the descriptive, numerical, and visual forms.
6. Appraise knowledge, skills, and abilities in information technology and data science of big data analytics applying to research and project beneficial to organizations, such as federal or national governments, state and local governments, nonprofits, and industries, in protecting digital resources and infrastructures.
7. Assess technical skills and knowledge to pursue various professional technology certifications globally recognizable in the industry, such as Dell Associate - Data Science Version 2.0 Certification, Dell Specialist - Data Scientist, Advanced Analytics Version 1.0 Certification, etc.
8. Understand the role of responsible citizenship in the legitimate use of technology and digital data

MINIMUM HARDWARE REQUIREMENTS

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

Memory/RAM (8 GB or Higher)

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

BIG DATA ANALYTICS COURSE LISTING

Core requirements: 21 credits (7 courses)

Course Code	Course Name	Pre-requisites	Credit
BGDA 501	Introduction to Big Data		3
BGDA 510	Data Mining	CMPS 514	3
BGDA 511	Big Data Analytics	CMPS 514	3
BGDA 522	Applied Statistics		3
BGDA 555	Business Intelligence	BGDA 522	3
CAPS 623	Internship	All Cores	3
CMPS 514	Management Information Systems		3

Electives: 15 credits (students must choose 5 courses)

Course Code	Course Name	Pre-requisites	Credit
BGDA 513	Artificial Intelligence	BGDA 511	3
BGDA 521	Technology Management		3
BGDA 550	Big Data and Hadoop Environment	BGDA 511	3
BGDA 552	Big Data Analytics and Cloud Computing	BGDA 511	3
CMPS 515	Network Security & Cryptography	CMPS 514	3
CMPS 517	Computer Forensics	CMPS 514	3
CMPS 520	Database Design Concepts		3
CMPS 524	Computer Networks and Mobile Communications	CMPS 514	3
CMPS 525	Cloud Computing and Infrastructure		3
CMPS 530	Machine Learning and Pattern Recognition	BDGA 522 or CMPS 516	3
CMPS 564	Information Security Management	CMPS 515	3
MKTG 615	Marketing Analytics	BGDA 555	3

MASTER OF SCIENCE IN CLOUD COMPUTING ENGINEERING PROGRAM

Program requirement: 36 credits (21 core credits and 15 elective credits.

The program is designed to prepare students to become highly skilled in implementing and managing cloud computing technology. This STEM program focuses on engineering aspects of the cloud environment and infrastructure, including requirement analysis, design, implementation, testing, and maintenance to ensure the digital infrastructure and resources' usability, operation, and security. The engineering topics cover cloud architectures of systems and applications running on the cloud, business processes, security management, data analytics, etc., from small-scale to enterprise level to ensure the effectiveness and efficiency of the cloud technology and services. The program will prepare students for career positions such as cloud engineer, cloud architect, cloud analyst, cloud administrator, cloud developer, software engineer, network architect, etc. The market for the workforce in the industry, commercially and academically, is continually growing worldwide, which places our graduates in very high demand. BAU is in one of the largest areas for a collection of technology and cloud provider companies, which graduates will tremendously benefit from while they pursue their degrees for experiences and after graduation for job opportunities.

PROGRAM LEARNING OBJECTIVES

1. Understand the theories, methodologies, and trends used in cloud computing and on-premises infrastructure.
2. Apply the foundation and principle of cloud engineering to create cloud solutions that can overcome digital challenges.
3. Utilize advanced digital tools for managing, designing, implementing, analyzing, migrating, and enhancing digital and business processes in various domains and industries.

4. Integrate new and advanced technological disciplines into cloud development, such as artificial intelligence, data mining, machine learning, the Internet of Things (IoT), etc., to leverage cloud computing processes and extend an organizational IT environment.
5. Implement reliable and cost-effective cloud infrastructure and data storage to ensure usability, availability, integrity, and security using multiple technologies.
6. Communicate effectively orally and in writing with technical and non-technical stakeholders regarding computing solutions, project management, and ethical considerations to information systems decisions.
7. Assess technical skills and knowledge to pursue various professional technology certifications globally recognizable in the industry, such as AWS Certified Cloud Practitioner, Google Cloud Certification, etc.
8. Understand the role of responsible citizenship in the legitimate use of technology and digital data.

MINIMUM HARDWARE REQUIREMENTS

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

- Memory/RAM (8 GB or Higher)
- Video Card
- Sound Card
- Speakers and Microphone
- Headphones (not required but recommended)
- Webcam
- USB Ports
- Network Card (10/100/1000 Mbps Ethernet)
- Wireless Network Card (2.4 and 5.0 GHz)
- Operating Systems:
    - Windows 10 64-bit or Later
    - Mac OS Catalina or Later

CLOUD COMPUTING ENGINEERING COURSE LISTING

Core requirements: 21 credits (7 courses)

Course Code	Course Name	Pre-requisites	Credit
BGDA 511	Big Data Analytics	CMPS 514	3
CAPS 623	Internship	All Cores	3
CMPS 514	Management Information Systems		3
CMPS 525	Cloud Computing and Infrastructure		3
CMPS 565	Cloud Data Storage Management		3
CMPS 625	Cloud Security	CMPS 525	3
CMPS 640	Cloud System Administrator and Architect	CMPS 525	3

Electives: 15 credits (students must choose 5 courses)

Course Code	Course Name	Pre-requisites	Credit
BGDA 510	Data Mining	CMPS 514	3
BGDA 513	Artificial Intelligence	BGDA 511	3
BGDA 521	Business Intelligence		3
BGDA 552	Big Data Analytics and Cloud Computing	CMPS 511	
CMPS 515	Network Security & Cryptography	CMPS 514	3
CMPS 520	Database Design Concepts		3
CMPS 524	Computer Networks and Mobile Communications	CMPS 514	3
CMPS 530	Machine Learning and Pattern Recognition	BDGA 522 or CMPS 516	3
CMPS 564	Information Security Management	CMPS 515	3
CMPS 570	Software Design and Architecture	CMPS 564	3
CMPS 627	Wireless Sensor Network	CMPS 524	3

MASTER OF SCIENCE IN CYBERSECURITY PROGRAM

Program requirement: 36 credits (21 core credits and 15 elective credits.

Focused on preparing professionals for the growing field of information systems, this graduate program teaches students how to protect the confidentiality, availability, and integrity of information and information systems that support modern organizations. The program focuses on both the fundamentals of information systems as well as exposing students to advanced topics in in areas such as network security, cryptography, risk management, security governance, business continuity, security architecture, physical security and critical infrastructures.

PROGRAM LEARNING OBJECTIVES

1. Define privacy, legal and ethical concerns of information security potentially lead to technological vulnerabilities critical to an organization's digital data and resources.
2. Understand the computer network engineering and security principles mandatory for software and hardware components, including wireless/non-wireless technologies and cryptography methods.
3. Apply data collection and analysis principles in information systems and security controls for technological decision-making and problem-solving to ensure sufficient operation and protection of confidentiality, integrity, and availability regarding digital infrastructure.
4. Communicate effectively orally and in writing with technical and non-technical stakeholders regarding information security concerns and solutions, including developing reliable incident response plans and execution for a cyber-incident.
5. Assess technical skills and knowledge to pursue various professional technology certifications globally recognizable in the industry, such as CompTIA - Security+, ISC CISSP, ISACA CISM CompTIA - PenTest+, etc
6. Appraise knowledge, skills, and abilities in information technology and management in cybersecurity applying to research and project beneficial to organizations, such as federal governments, state and local governments, nonprofits, and industries, in protecting digital resources and infrastructures
7. Understand the role of responsible citizenship in the legitimate use of technology and digital data.

MINIMUM HARDWARE REQUIREMENTS

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

- Memory/RAM (8 GB or Higher)
- Video Card
- Sound Card
- Speakers and Microphone
- Headphones (not required but recommended)
- Webcam
- USB Ports
- Network Card (10/100/1000 Mbps Ethernet)
- Wireless Network Card (2.4 and 5.0 GHz)
- Operating Systems:
    - Windows 10 64-bit or Later
    - Mac OS Catalina or Later

CYBERSECURITY COURSE LISTING

Core requirements: 21 credits (7 courses)

Course Code	Course Name	Pre-requisites	Credit
BGDA 522	Applied Statistics		3
CAPS 623	Internship	All Cores	3
CMPS 502	Cyber Security		3
CMPS 514	Management Information Systems		3
CMPS 515	Network Security & Cryptography	CMPS 514	3
CMPS 564	Information Security Management	CMPS 515	3
CMPS 578	Cyber Security Law		3

Electives: 15 credits (students must choose 5 courses)

Course Code	Course Name	Pre-requisites	Credit
BGDA 501	Introduction to Big Data		3
BGDA 510	Data Mining	CMPS 514	3
BGDA 511	Big Data Analytics	CMPS 514	3
BGDA 513	Artificial Intelligence	BGDA 511	3
BGDA 521	Technology Management		3
CMPS 517	Computer Forensics	CMPS 514	3
CMPS 520	Database Design Concepts		3
CMPS 524	Computer Networks and Mobile Communications	CMPS 514	3
CMPS 525	Cloud Computing and Infrastructure		3
CMPS 530	Machine Learning and Pattern Recognition	BDGA 522 or CMPS 516	3
CMPS 618	Penetration Testing	CMPS 564	3
CMPS 623	Web Application Security	CMPS 564	3
CMPS 627	Wireless Sensor Network	CMPS 524	3

MASTER OF SCIENCE IN DATA SCIENCE AND PUBLIC POLICY PROGRAM

Program requirement: 38 credits (32 core credits and 6 elective credits.

The use of data in formulating policies for both public and private sector organizations has always been essential in decision making processes. In recent decades, data analytics has played an ever more central role in addressing the increasingly complex issues affecting all societies. For better governance, maximizing the utility of limited resources, and ensuring that policies are having the intended effect, the merging of data science with public policy awareness has been an important innovation in the formulation of effective public policy. The use of analytics and big data are reshaping the way policymakers see the world and how they make the difficult decisions which impact society. As such, both public and private sector employers a looking for trained individuals who can conduct sophisticated analyses, draw meaningful conclusions, and present actionable findings so that leaders and policymakers can make data driven decisions. The Data Science and Public Policy Program offers students a combination of classes in the fields of data sciences and public policy where students learn the technical skills of data analytics along with courses necessary to understand how policy is formulated. In this STEM program core courses included statistics, database design concepts, data modelling, policy formulation, public management, and decision making. The program will prepare students for careers at the intersection of data science and public policy. BAU is located in the heart of one of the most significant policy centers in the world, which program students will benefit from while they pursue their degrees, and after graduation as they seek for job opportunities. These high demand jobs can be found in the public sector working in government agencies, in the private sector working for lobbying, management consulting and risk management companies, and in the non-profit sector working for NGOs in many different policy areas. The market for the

workforce in both the public and private sectors is continually growing worldwide, which places our graduates in very high demand.

PROGRAM LEARNING OBJECTIVES

1. Contribute to a greater understanding of how the use of data can drive policy making decisions.
2. Process data in various formats for analysis in the areas of public policy and governance.
3. Restructure data from different platforms into usable contexts.
4. Generate results of data analysis in written, oral, and visual forms.
5. Select the appropriate methods and tools for data analysis in the areas of public policy and governance.
6. Leverage data science to improve efficiency of government services and increase government transparency and accountability.
7. Develop an understanding of how public sector work impacts the lives of citizens on a regular basis.
8. Advocate for efficiencies in the delivery of government services for the widest possible benefit of the public.

MINIMUM HARDWARE REQUIREMENTS

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

- Memory/RAM (8 GB or Higher)
- Video Card
- Sound Card
- Speakers and Microphone
- Headphones (not required but recommended)
- Webcam
- USB Ports
- Network Card (10/100/1000 Mbps Ethernet)
- Wireless Network Card (2.4 and 5.0 GHz)
- Operating Systems:
    - Windows 10 64-bit or Later
    - Mac OS Catalina or Later

DATA SCIENCE AND PUBLIC POLICY COURSE LISTING

Core requirements: 32 credits (11 courses)

Course Code	Course Name	Pre-requisites	Credit
BGDA 522	Applied Statistics		3
CMPS 501	Fundamentals of Data Science		3
CMPS 520	Database Design Concepts		3
CMPS 521	Data Visualization	BGDA 522	3
CMPS 615	Advanced Data Modeling	CMPS 521	3
STAT 510	Data, Models and Decisions		3
POLS 615	Public Management		3
POLS 620	Public Policy Research Project		2
POLS 651	Policy Formulation and Implementation		3
ECON 505	Economics		3
CAPS 501	Research Methods		3

Electives: 6 credits (students must choose 2 courses)

Course Code	Course Name	Pre-requisites	Credit
BGDA 501	Introduction to Big Data		3
BGDA 555	Business Intelligence	BGDA 522	3
POLS 630	Strategic Planning		3

MASTER OF SCIENCE IN SOFTWARE ENGINEERING PROGRAM

Program requirement: 36 credits (21 core credits and 15 elective credits.

The program is designed to prepare students to become highly skilled leaders in software engineering who can produce computing solutions for various scales of software development projects. The SWE program focuses on all aspects of the Software Development Life Cycle (SDLC), including requirement analysis, design, implementation, testing, and maintenance to ensure the software and system applications' usability, operation, and security. The engineering process covers all types of software, such as standalone applications, web applications, mobile applications, etc., from small-scale software to enterprise level to ensure the effectiveness and efficiency of digital products. The market for the workforce in the industry, commercially and academically, is continually growing worldwide, which places our graduates in very high demand. BAU is in one of the largest areas for a collection of technology and software companies, which graduates will tremendously benefit from while they pursue their degrees for experiences and after graduation for job opportunities. This major will prepare students for job positions such as Software Engineer, Front-End Engineer, Back-End Engineer, Full-Stack Engineer, DevOps Engineer, Software Developer, Mobile Application Developer, Analyst/Programmer, Web Developer, Software Testers, including managerial and executive positions (e.g., engineering lead, director of engineering, chief technology officer, etc.).

PROGRAM LEARNING OBJECTIVES

1. Categorize the theories and methodologies used in software engineering and architecture in various Software Development Life Cycle (SDLC) models.
2. Utilize advanced tools for managing, designing, implementing, analyzing, and enhancing software solutions for various domains and industries.
3. Combine programmatic and computing approaches of the principles of software engineering and SDLC to solve real-world problems.
4. Adapt new and advanced technological disciplines into software development, such as artificial intelligence, data mining, machine learning, the Internet of Things (IoT), etc.
5. Build reliable and cost-effective software applications to ensure usability, availability, integrity, and security using multiple technologies, including database management systems, network and communication protocols, cloud computing, software frameworks, etc.
6. Perform leadership roles in software development projects to oversee verbal, written, and technical communications with stakeholders regarding computing solutions, project management, and ethical considerations to information systems decisions.
7. Appraise technical skills and knowledge to pursue various professional technology certifications globally recognizable in the industry, such as CSSLP – Certified Secure Software Lifecycle Professional, IEEE Professional Software Developer Certification, Oracle Database SQL Certified Associate Certification, Java Certified Foundations Associate, Project Management Professional (PMP) Certification, etc.
8. Justify the role of responsible citizenship in the legitimate use of technology and digital data.

MINIMUM HARDWARE REQUIREMENTS

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

- Memory/RAM (8 GB or Higher)
- Video Card
- Sound Card
- Speakers and Microphone

- Headphones (not required but recommended)
- Webcam
- USB Ports
- Network Card (10/100/1000 Mbps Ethernet)
- Wireless Network Card (2.4 and 5.0 GHz)
- Operating Systems:
    - Windows 10 64-bit or Later
    - Mac OS Catalina or Later

SOFTWARE ENGINEERING COURSE LISTING

Core requirements: 21 credits (7 courses)

Course Code	Course Name	Pre-requisites	Credit
CAPS 623	Internship	All Cores	3
CMPS 510	Principles and Concepts of Software Engineering		
CMPS 560	Object-Oriented Software Development		3
CMPS 570	Software Design and Architecture		3
CMPS 580	Development of Graphical User Interface		3
CMPS 620	Software Project Management	CMPS 570	3
CMPS 635	Software Testing and Quality Assurance	CMPS 510 &CMPS 560	3

Electives: 15 credits (students must choose 5 courses)

Course Code	Course Name	Pre-requisites	Credit
BGDA 501	Introduction to Big Data		3
BGDA 510	Data Mining	CMPS 514	3
BGDA 522	Applied Statistics		3
BGDA 511	Big Data Analytics	CMPS 514	3
BGDA 513	Artificial Intelligence	BGDA 511	3
BGDA 521	Technology Management		3
CMPS 514	Management Information Systems		3
CMPS 515	Network Security & Cryptography	CMPS 514	3
CMPS 520	Database Design Concepts		3
CMPS 524	Computer Networks and Mobile Communications	CMPS 514	3
CMPS 525	Cloud Computing and Infrastructure		3
CMPS 565	Cloud Data Storage Management		3
CMPS 530	Machine Learning and Pattern Recognition	BDGA 522 or CMPS 516	3
CMPS 564	Information Security Management	CMPS 515	3
CMPS 618	Penetration Testing	CMPS 564	3
CMPS 623	Web Application Security	CMPS 564	3
CMPS 627	Wireless Sensor Network	CMPS 524	3

DUAL MASTER PROGRAM

BAU offers the following Dual Master Program:

- MSc Big Data Analytics
- Master of Business Administration

The Dual Master Program is a three-year intensive pathway to earn both a Master of Science Degree in Big Data Analytics and a Master of Business Administration. The dual master degrees are earned by completing 72 credit hours of coursework, of which 48 credit hours are core courses, 15 credit hours are electives, leaving nine credits, which are counted for both programs from the core courses. Because of the intensive nature of this program, students are admitted as a cohort in the fall and spring (no summer starts) and must follow the program plan to be successful. Students enrolled in the graduate program must maintain a Cumulative Grade Point Average (CGPA) of at least 3.0 (B) out of 4.0 and earn a minimum grade of not less than 2.7 (B-) out of 4.0 on all courses to qualify to graduate.

MASTER OF SCIENCE IN BIG DATA ANALYTICS

The program is designed to meet the increasing need for highly skilled data analysts who can analyze the growing amount of data confronting a variety of disciplines and transform the data into usable information for use in decision-making. To meet that objective, the program expects students to play a greater role in decision-making and strategy setting for their current or future organizations. Frameworks are used to critically look at, interpret and visualize data to apply that knowledge in real-world applications that will shape how 21st century business challenges are addressed.

The program will prepare students for job positions such as data analyst, database administrator, database developer, data modeler, data scientist, business intelligence analyst, database manager, data warehouse manager, data architect, big data engineer, data scientist.

Program Learning Objectives

1. Understand the theories and methodologies of data science applied to Big Data and Data Mining, including principles, frameworks, and models for transferring, transforming, analyzing, and interpreting data.
2. Convert a data analytic problem and related information into a proper mathematical, statistical representation, and usable contexts by using appropriate methodologies for transferring, transforming, and analyzing based on attributes of the available datasets.
3. Apply advanced and intelligent computer algorithms to produce a reliable data model and system for implementing automatic data collection and analysis using computer-programming languages for data sciences, such as Python, R, etc.
4. Demonstrate effectiveness and efficiency of operating and executing computer command-line interfaces and software applications for data organization, manipulation, and presentation, including implementations of security measures and ethical practices for collecting and storing data.
5. Communicate effectively orally and in writing with technical and non-technical stakeholders, including data collection process and summarization of results in the descriptive, numerical, and visual forms.
6. Appraise knowledge, skills, and abilities in information technology and data science of big data analytics applying to research and project beneficial to organizations, such as federal or national governments, state and local governments, nonprofits, and industries, in protecting digital resources and infrastructures.
7. Assess technical skills and knowledge to pursue various professional technology certifications globally recognizable in the industry, such as Dell Associate - Data Science Version 2.0 Certification, Dell Specialist - Data Scientist, Advanced Analytics Version 1.0 Certification, etc.
8. Understand the role of responsible citizenship in the legitimate use of technology and digital data

Minimum Hardware Requirements

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

- Memory/RAM (8 GB or Higher)
- Video Card
- Sound Card
- Speakers and Microphone
- Headphones (not required but recommended)
- Webcam
- USB Ports
- Network Card (10/100/1000 Mbps Ethernet)
- Wireless Network Card (2.4 and 5.0 GHz)
- Operating Systems:
    - Windows 10 64-bit or Later
    - Mac OS Catalina or Later

MASTER OF BUSINESS ADMINISTRATION

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

Students are offered a comprehensive business education as they learn the key content areas of management, marketing, finance, accounting, economics, and law. The program also includes three major study emphases namely Entrepreneurship, Global Affairs and Economics and Finance.

Program Learning Objectives

1. Employ advanced leadership and self-awareness to influence others.
2. Evaluate ethical issues and dilemmas faced by business leaders and managers.
3. Design decision-making processes using quantitative and qualitative data.
4. Develop a global perspective and an awareness of the cultural and social nuances that impact business around the globe.
5. Evaluate concepts from functional disciplines to identify and develop business strategies.
6. Incorporate diversity, international, and multicultural perspectives in the decision-making process

Fall Start Course Listing

Core requirements: 48 credits (16 courses)

Course Code	Course Name	Pre-requisites	Credit
	Fall 1		
BUSN 601	Entrepreneurship		3
BGDA 501	Introduction to Big Data		3
CMPS 514	Management Information Systems		3
	Spring 1		
MKTG 512	Marketing Management		3
BGDA 511	Big Data and Analytics	CMPS 514	3
MGMT 502	Leadership & Organizational Behavior		3
	Summer 1		
FINC 509	Financial Management		3
BGDA 522	Applied Statistic		3
	Fall 2		
ACCT 507	Managerial Accounting		3
BGDA 555	Business Intelligence	BGDA 522	3
ECON 505	Economics		3
	Spring 2		
STAT 510	Data, Models, and Decisions**		3
BGDA 510	Data Mining	CMPS 514	3
MKTG 615	Marketing Analytics**	BGDA 555	3
	Summer 2		
	Elective*		3
	Elective*		3
	Fall 3		
	Elective*		3
	Elective*		3
	Elective*		3
	Spring 3		
CAPS 621	Capstone Project I**	All cores	3
CAPS 623	Internship	All Cores	3

**3 electives must be from Big Data*
**2 electives must be from MBA*
*** course requirement for both degrees, and counted as two courses (9 credits)*

Spring Start Course Listing

Core requirements: 48 credits (16 courses)

Course Code	Course Name	Pre-requisites	Credit
	Spring 1		
CMPS 514	Management Information Systems		3
MGMT 502	Leadership & Organizational Behavior		3
MKTG 512	Marketing Management		3
	Summer 1		
FINC 509	Financial Management		3
BGDA 522	Applied Statistic		3
	Fall 1		
ACCT 507	Managerial Accounting		3
BUSN 601	Entrepreneurship		3
BGDA 501	Introduction to Big Data		3
	Spring 2		
STAT 510	Data, Models, and Decisions**		3
BGDA 510	Data Mining	CMPS 514	3
BGDA 511	Big Data and Analytics	CMPS 514	3
	Summer 2		
	Elective*		3
	Fall 2		
	Elective*		3
BGDA 555	Business Intelligence	BGDA 522	3
ECON 505	Economics		3
	Spring 3		
MKTG 615	Marketing Analytics**	BGDA 555	3
	Elective*		3
	Elective*		3
	Summer 3		
	Elective*		3
	Fall 3		
CAPS 621	Capstone Project I**	All cores	3
CAPS 623	Internship	All Cores	3

**3 electives must be from Big Data*
**2 electives must be from MBA*
*** course requirement for both degrees, and counted as two courses (9 credits)*

Electives: 15 credits (students must choose 5 courses, 3 from Big Data Analytics and 2 from MBA)

Course Code	Course Name	Pre-requisites	Credit
BGDA 513	Artificial Intelligence	BGDA 511	3
BGDA 521	Technology Management		3
BGDA 550	Big Data and Hadoop Environment	BGDA 511	3
BGDA 552	Big Data Analytics and Cloud Computing	BGDA 511	3
CMPS 515	Network Security & Cryptography	CMPS 514	3
CMPS 517	Computer Forensics	CMPS 514	3
CMPS 524	Computer Networks and Mobile Communications	CMPS 514	3
CMPS 564	Information Security Management	CMPS 515	3
BUSN 616	New Product Management	MKTG512	3
BUSN 641	Survey of Innovations around the World		3
BUSN 642	Corporate and National Trade and Investment Security Issues		3
BUSN 644	International Patents		3
BUSN 645	Regional Trade Issues		3
BUSN 646	Competition Policy Across Nations		3
BUSN 647	Emerging Markets		3
BUSN 654	Globalization and Business Strategy		3
BUSN 655	Conflict Analysis, Mediation and Negotiation		3
BUSN 659	Risk Assessment in Conflict Regions		3
ECON 605	Quantitative Methods in Business and Economics		3
ECON 656	Geographic Information Science (GIS)		3
ECON 665	U.S. Economic & Trade Policy		3
ECON 670	Urban Economics, Finance, and Governance		3
FINC 647	International Financial Institutions		3
FINC 649	Global Financial Markets		3
FINC 660	Global Financial Ethics		3
MGMT 532	Strategic Management		3
MGMT 533	Blockchain Technology and Business Management		3
MGMT 610	Advertising Management		3
MGMT 611	The Entrepreneurial Manager		3
MGMT 612	Non-Profit Management		3
MGMT 614	Managing Innovation		3
MGMT 615	Intrapreneurship		3
MKTG 615	Marketing Analytics		3
MKTG 618	Digital Marketing, Social Media & E-Commerce		3
MKTG 622	Pricing	MKTG512	3
MKTG 641	Brand Management		3

COURSE DESCRIPTIONS

UNDERGRADUATE COURSE DESCRIPTIONS

ACCT 112: INTRODUCTION TO FINANCIAL ACCOUNTING (3 CREDITS)

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

ACCT 114: MANAGERIAL ACCOUNTING (3 CREDITS)

The finances within an organization must first be understood to gain a better understanding of the business. Managerial accounting focuses on providing information to managers for use within the organization. This course will help to understand the essential financial components of businesses that are important for decision-making.

ASTR 101: INTRODUCTION TO ASTRONOMY (3 CREDITS)

This course introduces the fundamental concepts of astronomy, including the structure and formation of the universe, the solar system, stars, galaxies, and cosmic phenomena. Designed for non-science majors, this course emphasizes a conceptual understanding of astronomical principles with minimal mathematical complexity.

BIOL 100 INTRODUCTION TO BIOLOGY

This course introduces fundamental principles of Biology and the study of life. Students of Introduction to Biology will gain preliminary knowledge of the structure and function of living organisms. The aim of the course is to study and use the scientific method, scientific thinking, and quantitative reasoning to make informed decisions about experimental results in the field of Biology. Topics include (but not limited to) foundations of biochemistry, cell biology, evolution, genetics, biodiversity, ecosystems, and the interdependence of living organisms. This course includes virtual laboratory work.

BUSN 101: INTRODUCTION TO BUSINESS (3 CREDITS)

This course introduces the foundations of the forces within the business environment including the key functional areas within an organization.

BUSN 210: BUSINESS LAW (3 CREDITS)

This course provides the student with an introduction to the legal framework within which formal business organizations must operate. The course is a survey of the American legal system designed to develop a broad understanding of the fundamentals of business law including topics in law, courses and court procedures, crimes and torts, contracts, sales, and negotiable instruments.

BUSN 301: TOTAL QUALITY MANAGEMENT (3 CREDITS)

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

BUSN 375: ENTREPRENEURSHIP (3 CREDITS)

Entrepreneurship is a mindset—a way of looking at things that is opportunity-focused and creative, while adding value for customers, investors, stakeholders, and society. This course introduces the fundamentals of entrepreneurship as a mindset that is practice-driven. Whether you already have an idea and are eager to start your own business, or simply want to learn more about what an entrepreneurial career would be like, this course exposes you to the challenges of entrepreneurship—from conceptualizing new ventures to developing and managing them.

CHEM 100: INTRODUCTION TO CHEMISTRY

This course introduces students to the basic principles of chemistry with an emphasis on microscopic structure and macroscopic properties of matter. Prior knowledge/study of chemistry is not required. Basic principles of chemical problem solving are introduced. These principles are shown with examples from the sciences, technology, and everyday life. Topics covered include (but are not limited to) structure of atoms, the periodic table, simple periodic properties of the elements, chemical bonding, molecular structure, properties of liquids, solutions and gases, chemical reactions. Virtual laboratory work is included.

CMPS 122: INTRODUCTION TO PROGRAMMING I (3 CREDITS)

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

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

The objective of this course is to introduce algorithms, algorithm complexities, basic data structures, data organizations, sorting and searching algorithms. This course will also focus on the implementation details of the algorithms. Students will learn to analyze the efficiency of operations and algorithms executed on various data structures, including array, stack, queue, and linked list. The course will also cover recursion and iteration used in computer programming.

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

The objective of this course is to analyze the time and space requirements of important algorithms and structures. Various data structures, including trees, heaps, hash tables, and graphs will be introduced and analyzed. This course will also focus on the implementation details of the data structures and their specific algorithms.

CMPS 211: COMPUTER NETWORKS (3 CREDITS)

This course focuses on an introduction to the design and analysis of computer communication networks. Topics include application layer protocols, Internet protocols, network interfaces, local and wide area networks, wireless networks, bridging and routing, and networking frameworks (i.e., the Open Systems Interconnection (OSI) and Transmission Control Protocol/Internet Protocol (TCP/IP) models). This course prepares students with the knowledge fundamental to a career as a network administrator.

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

This course offers a continuation of the programming skills learned in CMPS 122. Students will learn more advanced applications of a programming language through lab work and independent assignments. Topics include Graphical User Interface, File I/O, Exception, Database Programming, Networking Basics, and Multi Thread Programming.

CMPS 226: INTRODUCTION TO DATA SCIENCE (3 CREDITS)

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

CMPS 230: INFORMATION VISUALIZATION (3 CREDITS) - PREREQUISITE: CMPS 122

This course introduces the foundation and the state of the art of information visualization that explores and reflects on the design, application, and evaluation of a diverse range of information systems. Students will demonstrate how a number of common types of information can be visually, intuitively and interactively represented. The course provides a first-hand experience of visualizing a variety of realistic date types.

CMPS 310: INTRODUCTION TO ARTIFICIAL INTELLIGENCE (3 CREDITS) - PREREQUISITE: CMPS 202

This course covers fundamental concepts and algorithms of artificial intelligence (AI) and its techniques, including search heuristics, knowledge representation, planning, reasoning, and learning to underline the design of intelligent computer systems. Students will learn to implement autonomous mechanisms that fully or partially observe involved factors for automatic decision-making. The course introduces students to various techniques, including search methods, machine learning, natural language processing, robotic mechanisms, and computer vision.

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

This course examines the important problems in operating system design and implementation. The operating system provides an established, convenient, and efficient interface between user programs and the bare hardware of the computer on which they run. The operating system is responsible for sharing resources (e.g., disks, networks, and processors), providing common services needed by many different programs (e.g., file service, the ability to start or stop processes, and access to the printer), and protecting individual programs from interfering with one another. The course will start with a brief historical perspective of the evolution of operating

systems over the last fifty years and then cover the major components of most operating systems. This discussion will cover the tradeoffs that can be made between performance and functionality during the design and implementation of an operating system. Emphasis will be given to three major OS subsystems: process management (processes, threads, CPU scheduling, synchronization, and deadlock), memory management (segmentation, paging, swapping), and file systems; and on operating system support for distributed systems.

CMPS 318: DATABASE MANAGEMENT SYSTEMS (3 CREDITS)

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

CMPS 320: COMPUTER FORENSICS (3 CREDITS)

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

CMPS 322: MACHINE LEARNING AND PATTERN RECOGNITION (3 CREDITS) PREREQUISITE: CMPS 202

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

CMPS 324: SOFTWARE DESIGN AND IMPLEMENTATION WITH OBJECT-ORIENTED (3 CREDITS) PREREQUISITE: CMPS 222

This course covers in-depth object-oriented programming (OOP), including encapsulation, polymorphism, and inheritance for software design and implementation. Students will learn various advanced techniques of data abstraction, typing, access control, File/IO, exception handling, event handling, and concurrency. OOP project focuses on using advanced software design and development techniques.

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

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

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

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

CMPS 350: CYBER SECURITY LAW (3 CREDITS)

This course will provide a basic introduction to all aspects of cybersecurity, including business, policy and procedures, communications security, network security, security management, legal issues, political issues, and technical issues. This course serves as the introduction to the cyber security track in information security management, which allows students to recognize security frameworks, complexities of cyber laws, and various real-world implications.

CMPS 411: INTRODUCTION TO DEEP LEARNING (3 CREDITS) – PREREQUISITE: CMPS 202 & MATH 104

This course covers the context of deep learning associated with artificial intelligence and machine learning. Students will examine the theories and practices of neural networks, automatic encoders & decoders, natural language processing, and generative adversarial networks, including practicing the technical aspects of deep learning using innovative machine-learning software frameworks. The course also introduces to students various open-source tools such as Keras and TensorFlow for machine learning tasks and constructions of deep learning algorithms.

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

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

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

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

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

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

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

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

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

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

COMM 101: FUNDAMENTALS OF PUBLIC SPEAKNG (3 CREDITS)

This foundational Public Speaking course is designed to equip students with skills and knowledge to communicate in a public setting confidently and effectively. This course provides students with the tools and techniques to deliver compelling speeches, engage audiences and convey a message with clarity and impact. Through theoretical concepts, practice exercises and interactive activities, students will learn various techniques of public speaking including speech preparation, delivery, managing stage fright, and connecting with different types of audiences.

COMM 220: INTERPERSONAL COMMUNICATION (3 CREDITS)

Interpersonal communication is a dynamic and essential skill for effective human interaction. This course is designed to provide students with a comprehensive understanding of the principles, theories, and practical applications of interpersonal communication in various contexts including the influence of technology on interpersonal communication, exploring the challenges and opportunities presented by digital communication platforms, social media, and virtual interactions.

Students will explore the fundamental components of interpersonal communication, including verbal and nonverbal communication, listening skills, perception, self-disclosure, conflict resolution and develop an awareness of how these elements influence relationships and impact the communication process. The course delves into various theoretical frameworks, such as social exchange theory, relational dialectics, and cultural perspectives equipping students to build and maintain healthy relationships, resolve conflicts constructively, adapt communication style to diverse contexts and engage in effective interpersonal communication in personal, professional, and societal settings.

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

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

ECON 101: INTRODUCTION TO MICROECONOMICS (3 CREDITS)

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

ECON 111: INTRODUCTION TO MACROECONOMICS (3 CREDITS)

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

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

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

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

This course builds on the foundational principles of Macroeconomics to provide students with a deeper understanding of macroeconomic concepts and theories. The course provides tools of macroeconomics which are applied to the real economic policy issues. The course also examines topics such as economic growth, the monetary system, aggregate demand, and the Mundell-Fleming model to understand how macroeconomic theories are used to provide useful economic insights.

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

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

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

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

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

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

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

This course seeks to examine the historic development of globalization and the many contemporary understandings of what exactly globalization means for the world, with a focus on economic development. The concept of globalization is a contested one, and in this course, students will learn about the different ideas and conceptualizations of globalization. The course will address the major debates relating to economic interdependence, development and growth, the patterns of international trade and investment, global financial markets, and the role of major multilateral political and economic institutions such as the UN, the World Bank and IMF in promoting globalization.

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

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

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

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

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

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

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

Econometrics is a branch of economics concerned with the use of economic theory, mathematics, and statistics to estimate economic theories and test economic variables. The main objective of this course is to introduce students to econometric tools and their applications in economic analysis and policymaking. Throughout the semester, students will test economic theories, providing estimates of the coefficients of variables using real-world data. The focus of the course will be on simple Linear Regression, Multiple Linear regression, Panel Data, and Time Series analysis.

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

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

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

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

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

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

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

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

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

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

ECON 480: LABOR ECONOMICS– PREREQUISITE: ECON 101 & ECON 111

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

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

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

ENGL 095: ACADEMIC READING & SPEAKING

Academic study requires that undergraduate students read, comprehend and discuss academic texts. Students enrolled in this course will be taught how to present their own ideas clearly and concisely in an academic register. The aim of this course is to enhance/improve the reading and speaking abilities of students who are studying for an undergraduate degree at BAU. This will be accomplished by reading, analysis, discussion, and presentations by students of different types of academic texts. Course materials vary by instructor.

ENGL 121: ENGLISH COMPOSITION I (3 CREDITS)

This course teaches fundamental college writing skills in conjunction with developing 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. The students will participate in the peer-review and editing processes; and learn proper use of APA style citations.

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

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

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

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

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

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

ENVS 105: INTRODUCTION TO ENVIRONMENTAL SCIENCE (3 CREDITS)

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

ENVS 220: ENVIRONMENTAL SUSTAINABILITY (3 CREDITS)

There has been an increasing awareness of Environmental Sustainability. With shrinking and degrading natural resources and capital, humans face many direct and indirect consequences, such as food security, climate change, and epidemics. The solution encompasses striving for the well-being of people and the planet. Understanding why and how Environmental Sustainability can solve humanity's many challenges has become critically important. Sustainability initiatives drive social and environmental change and significantly contribute to our collective success. This course aligns with the United Nations 17 Sustainable Development Goals (SDGs). Environmental Sustainability is an applied Environmental Science course and builds on the foundational course ENVS 105: Introduction to Environmental Science. Course material will cover topics such as Trends in Human Population, Excessive Consumption and Materialism, Resilience and Socio-Ecological Systems, Ecological Overshoot and Collapse and Properties of Sustainable Societies.

FINC 221: INTRODUCTION TO FINANCIAL MANAGEMENT (3 CREDITS)

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

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

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

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

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

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

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

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

An analysis of a firm's financial documents (Balance Sheet, Income Statement, Retaining Earnings 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 insofar as share price increases.

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

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

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

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

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

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

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

This course focuses on the role that financial markets play in business and in the economy and provides an understanding of the underlying institutions that either help financial markets work well or that interfere with the efficient performance of these markets. Topics include the valuation of various financial assets and an introduction to basic derivative markets (futures, forward, options). This course analyzes the most important factors leading to financial crises and following supervisory and regulatory responses.

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

In the age of globalization, an in-depth understanding of the international financial arena is critical to the operations of multinational corporations. This course explores various risk factors associated with foreign direct investment (FDI) activities: foreign exchange risk, political risk, and operational risk. In addition, the course examines how international capital markets, foreign government FDI regulations, international central bank policies, purchasing power parity (PPP), and Islamic banking impact FDI decisions.

FREN 101: ELEMENTARY FRENCH I (3 CREDITS)

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

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

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

GNAI 180: INTRODUCTION TO GENERATIVE AI & PROMPT ENGINEERING (3 CREDITS) – PREREQUISITE: ENGL 121

This course is designed to introduce undergraduate students to the fundamental concepts and practices of Generative AI and Prompt Engineering through an active, hands-on learning approach. Students will explore the history, basic principles, and real-world applications of AI, with a focus on ethical considerations. By the end of the course, students will have developed basic skills in designing AI prompts, using AI tools, and understanding the broader implications of AI technologies in society.

HIST 170: UNITED STATES HISTORY (3 CREDITS)

This course will explore the history of the United States from its origins in the eighteenth century to 9/11. The course will explore topics such as indigenous cultures, colonialism, slavery, and immigration; the Enlightenment and early American democracy; capitalism, plantation labor, and industrialization; abolitionism, the Civil War, and Reconstruction; the World Wars, the Civil Rights Movement, and the Cold War; and, finally, the effects

of 9/11 on American society. Overall, students will leave the course with a firm understanding of the complex dynamics of race, gender, migration, politics, and economics in American society. Students will learn to think critically about primary and secondary sources, including works of writing, art, music, and literature, and will conduct independent research. They will also improve their written and oral communication abilities.

HIST 180: WORLD HISTORY AND CIVILIZATIONS (3 CREDITS)

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

HIST 200: POLITICAL CHANGE & ISLAMIC REFORM (3 CREDITS)

The Islamic world particularly the Middle East has been in continuous political change for the last two decades. At the center of these dramatic changes is the challenge for Islamic reform particularly regarding how Islam plays into the daily lives of Muslim citizens. This course will review the efforts of Islamic reform from the early 19 century to the 21 century including teachings from the scholars like Muhammad Abduh in the late 19 century. The course will focus on the major three concepts advanced by Islamic thought of Equality, Freedom, and Justice. A special focus will be on how these concepts were interpreted and applied in both political and social contexts.

INTL 161: UNITED STATES DIPLOMATIC HISTORY (3 CREDITS)

Diplomacy is concerned with the management of relations between states and other non-state actors, such as international organizations, global NGOs, and more. Though diplomacy is often thought of as being concerned with peaceful activities, diplomatic activity often does occur within war or armed conflicts. The aim of this course is to introduce students to how international relations have been conducted throughout modern history, while offering a diplomatic perspective on wars and conflicts.

The course covers major world wars and key chapters in international relations history, starting at the turn of the 20th century, and ending in present times. In this course, students will be able to analyze topics such as the Two World Wars, decolonization, the rise and fall of communism, and the Cold War.

INTL 220: INTERNATIONAL HUMAN RESOURCES MANAGEMENT (3 CREDITS)

This course surveys the principles and methods of effectively managing people in a work environment. It includes the recruitment, selection, development, utilization of, and accommodation of people by organizations. The course also focuses on how MNC manage HR and their responsibilities when doing business with their host countries. Employee motivation and contemporary personnel management issues are examined in terms of the impact they have on organizational effectiveness, goal attainment, sustainability, and overall performance.

INTL 257 INTERNATIONAL RELATIONS (3 CREDITS)

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

INTL 270: GLOBAL PUBLIC HEALTH (3 CREDITS)

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

problem.

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

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

INTL 300: CYBERSECURITY (3 CREDITS)

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

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

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

INTL 340: TRANSNATIONAL CORPORATIONS (3 CREDITS)

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

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

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

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

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

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

This course exams the historic and contemporary relationship between the United States and the Middle East (both as a whole and with respect to individual countries in the region), focusing on the post-World War II era. Students will gain a greater understanding of the domestic forces which contribute to the formulation of the US's Middle East policy, and will acquire a better perspective of the problems, challenges, and future potential of US-Middle East Relations, including such issues as support for the State of Israel, radical Islam, regional conflict, energy politics, and immigration and refugee crises.

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

ASEAN, or the Association of Southeast Asian Nations, includes Indonesia, Malaysia, the Philippines, Singapore, Brunei, Cambodia, Thailand, Vietnam, Laos, and Myanmar. In this class, students will first learn about politics, economics, and social concerns in these up-and-coming nations, and their relationship with the United States.

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

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

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

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

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

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

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

This course introduces major issues facing women and men around the world who are marginalized by inequitable structures and processes of globalization. Students will investigate case studies within the context of international development, drawing particularly on concepts regarding gender and development and critical globalization. Students will develop valuable social science research skills and will discuss and debate critical issues. Upon successful completion of the course students will be able to: analyze and describe dynamic relationships among global and local economies and socio-cultural processes; identify and describe processes and relationships that produce gender-based inequalities; apply key concepts in the fields of international development and gender and development; and utilize qualitative social science research methodologies.

INTL 388 TRANSNATIONAL THREATS (3 CREDITS)

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

INTL 430: INTERNATIONAL CRISIS DIPLOMACY (3 CREDITS)

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

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

World politics is the study of how states interact with each other. This course builds an understanding of our field, introducing the background, theoretical, and empirical tools necessary to understand international relations today. Students will learn about important findings in a variety of subfields, including war, international political economy, institutions, nuclear proliferation, and terrorism.

INTL 459: INTERNATIONAL SECURITY (3 CREDITS)

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

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

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

ISIT 112: INTRODUCTION TO INFORMATION TECHNOLOGY (3 CREDITS)

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

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

This course focuses on the techniques and methodologies used in Information Systems Analysis and Design to develop computer systems and applications. Students will learn and practice the four phases: planning, analysis, design, and implementation, which require students to conduct requirement analysis and build blueprints of systems according to operational and organizational technology needs. The course introduces students to the software tools and diagram representations for producing and documenting the process of system analysis and design. Students work individually and as a team to gain knowledge of change management and team collaboration.

ISIT 225: CLOUD COMPUTING (3 CREDITS)

The course examines the most important APIs used in the Amazon and Microsoft Cloud, including the techniques for building, deploying, and maintaining machine images and applications. We will learn how to use Cloud as the infrastructure for existing and new services. We will use open-source implementations of highly available clustering computational environments. We also learn how to deal with not trivial issues in the Cloud, such as load balancing,

caching, distributed transactions, and identity and authorization management. In the process we will also become very familiar with Linux operating system.

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

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

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

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

ISIT 325: CLOUD DATA STORAGE MANAGEMENT (3 CREDITS) - PREREQUISITE: ISIT 225

This course focuses on using technology and security to manage data storage installed on-premises and in the cloud at the enterprise level. Students will study various data storage and networking components to effectively manage data confidentiality, availability, and integrity. The course also covers using the Hadoop environment and database techniques (SQL and NoSQL) to handle massive data sets.

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

This course aims to teach students with fundamental knowledge and skills in data warehouse design, including concepts, architectures, data modeling, security, and implementations. The importance of the role of the data warehouse in the decision-making based on strategic and operational objectives will be discussed. Students will also combine database and data warehouse concepts to produce valuable assets and decision support systems for an organization.

ISIT 335: CLOUD SECURITY (3 CREDITS) - PREREQUISITE: ISIT225

This course covers DevSecOps methodology to ensure and strengthen the security of digital resources and data in the cloud environment and infrastructure. Students will learn various theories and practices to assess risks associated with cloud computing and shared responsibility aspects. Activities for the course cover deployment of virtual infrastructures, execution of installation scripts, exploration of virtual switching, management of resources, maintenance of backups, and detection of fault analysis.

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

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

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

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

ISIT 351 SOFTWARE ENGINEERING (3 CREDITS) PREREQUISITE: CMPS 122

This course covers the concepts, methodologies, and digital tools for developing software systems and applications. The subjects focus on Software Development Life Cycles (SDLC) principles and Object-Oriented Software Design. Students will learn how to apply Unified Modeling Language (UML) notations and diagrams in the Software Modeling and Specifications. This course is writing intensive, which requires students to conduct a software project, including writing software documentation for developing a software application.

ISIT 352: WEB DEVELOPMENT (3 CREDITS) PREREQUISITE: CMPS 122

This course introduces essential topics of web programming using Java based technologies. Java Servlets and JavaServer Pages will be introduced for understanding the basics of web programming. After covering basic topics, Spring Web MVC framework will be introduced for more advanced tasks. JDBC based database operations will be also covered within the scope of this course. Students who successfully

complete this course will have the ability to create database driven dynamic web applications which can generate response to user requests.

ISIT 353 SOFTWARE USER INTERFACE ANALYSIS AND DESIGN (3 CREDITS) PREREQUISITE: CMPS 122

This course covers the principles and practices for Graphical User Interface (GUI) Development, including design and development. Students will learn to apply cognitive science and psychology to integrate GUI components, such as a menu, text field, checkbox, radio button, drop-down box, text area, icon, etc., that form effective and user-friendly interfaces. The course is programming intensive in GUI development for various types of software applications, including standalone user interfaces, web-based user interfaces, and mobile application interfaces, including analyzing, designing, developing, testing, and maintaining.

ISIT 354: SOFTWARE ARCHITECTURE (3 CREDITS)

This course provides students with an introduction to software architecture involving theory foundations, sub-fields, current research status, and practical methods. Students will learn the basic knowledge of software architecture to describe a system's architecture using formal language and innovative styles in developing a system and software application. The course focuses on various aspects of software architecture, such as model representation, component/interface design, architectural frameworks and patterns, and security principles. Students will learn to utilize software architecture for decision-making in choosing strategies, reusing patterns, developing a prototype, and producing documentation.

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

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

ISIT 356: SOFTWARE QUALITY AND TESTING (3 CREDITS) - PREREQUISITE: CMPS 122

This course provides an elementary introduction to software quality assurance and testing. Topics include: Why do software testing? The meaning of black-box testing and white-box testing; Software Testing throughout the Software Process; Software Testing and Extreme Programming; The Automation of Software Testing; Difficulties and Limitations of Software Testing; The Business of Software Testing; and Implementation of Automated Testing. Students gain intensive hands-on experiences as Software Tester, including planning and executing software testing projects.

ISIT 357: CONTENT MANAGEMENT SOFTWARE (3 CREDITS)

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

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

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

ISIT 362: SOCIAL NETWORK ANALYSIS (3 CREDITS)

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

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

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

ISIT 401: INFORMATION TECHNOLOGY AUDITS & CONTROLS (3 CREDITS) – PREREQUISITE: ISIT 224

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

MATH 103: COLLEGE MATHEMATICS (3 CREDITS)

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

MATH 104: COLLEGE ALGEBRA (3 CREDITS) – PREREQUISITE: MATH103 OR 2 YEARS OF HIGH SCHOOL ALGEBRA WITH A MINIMUM GRADE OF C

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

MATH 110: INTRODUCTION TO STATISTICS (3 CREDITS)

This is an introductory statistics course that presents basic statistical concepts and methods in a manner that emphasizes understanding the principles of data collection and analysis rather than theory. Much of the course will be devoted to how statistics affect the business world.

MATH 128: LINEAR ALGEBRA (3 CREDITS)

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

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

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

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

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

MATH 140: DISCRETE MATHEMATICS (3 CREDITS)

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

MATH 212: NUMERICAL ANALYSIS (3 CREDITS) – PREREQUISITE: MATH 132

Numerical Analysis helps in transforming functions, derivatives, integrals, and differential equations as strings of numbers that can be calculated in the computer. The most important issue in Numerical Analysis is an understanding of the speed of

convergence of the series expansions for the method used to approximate or solve a problem.

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

This course equips students with practical, hands-on experience in using spreadsheet software, mainly Microsoft Excel, as a valuable tool in business, accounting, and economics. The focus will be on developing proficiency in creating, formatting, analyzing, and interpreting data using spreadsheet functions and tools. The course introduces a range of topics such as data entry and validation, financial modeling, budget preparation, statistical analysis, pivot tables, charting, and decision-making tools such as what-if analysis. Throughout the semester, students will learn how to apply spreadsheet techniques to real-world business issues, including cost and benefit analysis, revenue forecasting, payroll computation, inventory management, and economic data evaluation.

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

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

MGMT 200: INTRODUCTION TO PROJECT MANAGEMENT (3 CREDITS)

Introduction to Project Management utilizes a simulated team project to manage a project's life cycle. Emphasis is placed on activity networks, managing resources, and creating control mechanisms that minimize risk. Project leadership is explored in the context of building effective project teams and maintaining stakeholder relationships.

MGMT 201: LEADERSHIP (3 CREDITS)

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

MGMT 301: ORGANIZATIONAL BEHAVIOR (3 CREDITS)

This course introduces basic organizational behavior concepts and their application in contemporary organizations. The course will include conceptual frameworks, case discussions, and skill-oriented activities. Topics include diversity in organizations, attitudes and job satisfaction, emotions and moods, personality and values, the structure and culture of organizations, and organizational change.

MGMT 303: MANAGEMENT COMMUNICATIONS (3 CREDITS)

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

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

Every day a manager will be called upon to solve a difficult problem or make a significant decision. This course presents techniques for creative problem solving and structures to assist in decision making in various business environments and situations. The course will explore biases and how they can reduce the effectiveness of the decision- making process.

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

This course provides an understanding of operations management and its role within an organization. Students will be introduced to the principles and practices involved in designing, managing, and optimizing business processes to efficiently produce goods and services.

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

Building on the foundational principles in the Introduction to Project Management course, this course covers the control and tracking steps to ensure a project's on-time completion and within budget. The course focuses on the management of project HR, communication, risk, quality, and procurement.

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

This second course is a continuation of Project Management Knowledge I and addresses the scope for a project and developing a complete project overview statement. This course addresses the following areas: Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, and Project Quality Management.

MGMT 337: STRATEGIC MANAGEMENT (3 CREDITS)

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

MGMT 433: NEGOTIATION (3 CREDITS)

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

MGMT 453: CROSS-CULTURAL MANAGEMENT (3 CREDITS)

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

MKTG 201: INTRODUCTION TO MARKETING (3 CREDITS)

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

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

The course focuses on formulating and implementing marketing management strategies and policies, a task undertaken in most companies at the strategic business unit level. The marketing management process is important at all levels of the organization, regardless of the title applied to the activity. The course provides students with a systematic framework for understanding marketing management and strategy.

MKTG 435: BRAND MANAGEMENT (3 CREDITS)

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

MKTG 436: PRINCIPLES OF ADVERTISING (3 CREDITS)

This course introduces the basic principles, theories, and applications of advertising. In addition, the course covers the foundations of integrated advertising, promotion, and marketing communication emphasizing the significance of utilizing all marketing activities in one clear message and voice. Elements of direct response, promotion, Internet, and public relations are also presented. Students will be able to demonstrate an understanding of the principles of advertising and practice creative and decision-making skills in developing an advertising campaign plan.

PHIL 200: ETHICS (3 CREDITS)

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

PHYS 200: INTRODUCTION TO PHYSICS (3 CREDITS) – PREREQUISITE: MATH 103

This course is primarily for non-science majors, a non-calculus-based introduction to Physics. The evolution of ideas, their historical continuity in the search for physical theories and worldviews of great physicists of the past are presented, together with the basic concepts of Physics. Topics include (but are not limited to) Mechanics and Thermodynamics, Electricity and Magnetism, Sound and Light, History and Methodology of Science. Virtual laboratory work is included.

POLS 101: INTRODUCTION TO POLITICAL SCIENCE (3 CREDITS)

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

POLS 121: UNITED STATES GOVERNMENT (3 CREDITS)

This course exams the theoretical influences, historical development, and political evolution of the United States of America, as they impact the governance of the country. Students will gain a greater understanding of the forces that shaped how the framework of government was established and has functioned over the past two and a half centuries. By studying the US Constitution and the structure of US government, political culture and political behavior, the development of the political party system, the role of interest groups in politics, and the relationship between the federal government and state and local governments, students will acquire a better perspective of the problems, challenges, and future potential of the US.

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

Students will learn about the political history of the United States. Both domestic and international politics will be covered. Students will understand the events surrounding the creation of the United States and how the United States has maintained its democratic system for more than 200 years. Students will also understand the key events, trends, and leaders that have shaped the United States. It is important for students to understand both the domestic and international history of the United States to analyze contemporary world affairs. The United States is an important object of study both because it is one of the world's most successful democracies and because it is the world's most powerful nation. World events simply cannot be understood without knowledge of the United States and its history. This course will introduce students to the most important leaders, events, and ideas that have shaped American history and continue to influence the United States today.

POLS 210: POLITICAL SOCIOLOGY (3 CREDITS)

Political sociology is concerned with, above all, power relations in the social, political, and economic spheres. As such, we deal with different centers of power, both within the national unit and transnationally. This course introduces you to state structures, class structures and global structures. We will cover concepts such as power, representation, association, social capital, citizenship, collective action and issues such as state development, democratization, 'old' and 'new' social movements, and global networks. Equally crucial to this course is the understanding of interactions between society and polity.

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

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

POLS 251: INTRODUCTION OF COMPARATIVE POLITICS OF INDUSTRIALIZED SOCIETIES (3 CREDITS) – PREREQUISITE 101

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

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

This course examines theoretical and empirical approaches to understanding the process of economic development. Topics include the role of the state in alleviating or exacerbating poverty, the politics of industrial policy and planning, and the relationship between institutional change and growth. How over the past century have some of the world's poorest nations achieved wealth? How have others remained mired in poverty? What are the social consequences of alternative strategies of development? What about the quality of governance? POLS 253 will answer these questions and more.

POLS 310 PUBLIC ADMINISTRATION (3 CREDITS) – PREREQUISITE: POLS 101

This course provides an in-depth exploration of public administration, focusing on its theories, principles, and real-world applications in government and nonprofit sectors. Students will examine the role of bureaucracy, policy implementation, organizational behavior, and ethical decision-making in public service. Through case studies, discussions, and applied projects, the course emphasizes the challenges of governance, public accountability, and administrative reform. By the end of the semester, students will have a comprehensive understanding of how public administrators shape and execute policies that impact society.

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

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

POLS 335: ENVIRONMENTAL POLITICS (3 CREDITS)

Environmental politics is a new but quickly growing field as debates about environmental degradation have intensified. Environmentalists are concerned about pollution, conservation, ecosystem destruction, natural resource depletion, and global warming which threaten our planet and future life on earth. State structures, the capitalist world economy, environmental organizations and social movements and their interaction in a global geography all affect the politics of the environment. In other words, these actors on the global scene have differing and often conflicting views on what the problem is and what to

do about it. Thus, environmental politics is controversial as well as vital. It is also global in nature as environmental problems recognize no national borders. This course will deal with all of these issues while introducing the students to relevant concepts and debates such as the tragedy of the commons, the global commons, sustainable development, ecological modernization, risk society, deep ecology, North-South issues and ideas of nature and progress.

POLS 343: PUBLIC POLICY (3 CREDITS)) – PREREQUISITE: POLS 101

Bringing together analysis of classic works alongside the most recent developments in the field, the course explores three key questions: What is public policy? Who participates in making, implementing, and assessing the impact of public policy? And when and how does public policy change over time? Course coverage includes the central institutions and actors of policy making, as well as implementation, evaluation, and governance of public policy. Discussions draw on examples from around the world to explore connections between public policy and areas like political economy and climate change, and key aspects of policy analysis.

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

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

POLS 432: RELIGION AND POLITICS (3 CREDITS)

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

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

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

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

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

PSYC 101: INTRODUCTION TO PSYCHOLOGY (3 CREDITS)

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

SOCI 101: INTRODUCTION TO SOCIOLOGY (3 CREDITS)

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

SPAN 101: ELEMENTARY SPANISH I (3 CREDITS)

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

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

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

TURK 101: ELEMENTARY TURKISH (3 CREDITS)

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

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

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

UNIV 100: FIRST YEAR SEMINAR (1 CREDIT) COURSE FEE: $50.00

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

UNIV 400: SENIOR SEMINAR (2 CREDITS) PREREQUISITE: 90 CREDITS COURSE FEE: $50.00

Senior Seminar serves as a culminating academic experience for undergraduate students across all programs at BAU. Students will demonstrate mastery of different program learning objectives and showcase their ability to apply disciplinary knowledge acquired in their course of study to real-world challenges. Students will engage in high-impact practices that include portfolio creation, a problem-solution paper and a professional presentations.

GRADUATE COURSE DESCRIPTIONS

ACCT 507: MANAGERIAL ACCOUNTING (3 CREDITS)

This course evaluates the profitability of a business using accounting analysis to address business problems. By using a problem-solving approach to achieve this goal, the course focuses not only 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.

BGDA 501: INTRODUCTION TO BIG DATA (3 CREDITS)

This course provides Big Data Concepts, Technology, and Architecture. The course delivers a comprehensive treatment of Big Data tools, terminology, and technology suitable to academic researchers and students. The course begins with an overview of Big Data and moves on to discuss every stage of the lifecycle of Big Data. Students will learn about the creation of structured, unstructured, and semi-structured data, data storage solutions, traditional database solutions such as SQL, data processing, data analytics, machine learning, and data mining. Students will also discover specific technologies, including Apache Hadoop, SQOOP, and Flume. This course also covers the central topic of big data visualization with Tableau and how to create various plots, such as scatter plots, histograms, bar, line, and pie charts with that software. Students will also learn the basics of R programming.

BGDA 510: DATA MINING (3 CREDITS) PREREQUISITE: CMPS 514

This course introduces data mining concepts. Basic concepts in data mining: frequent item set detection, association rules, clustering and classification are covered in depth.

BGDA 511: BIG DATA & ANALYTICS (3 CREDITS) PREREQUISITE: CMPS 514

Big data is a general term used to describe the tremendous amount of unstructured, semi-structured and textual data being created daily. Big data analytics is the process of examining large amounts of data with different types to discover hidden patterns, unknown correlations and potential useful information. This is important for enterprises as it can provide competitive advantages over rivals and other business benefits, such as more effective marketing and increased revenue. In this course, the technologies associated with big data analytics including NoSQL databases, Hadoop and MapReduce will be covered. These technologies form the core of an open-source software framework that supports the processing of large data sets across clustered systems.

BGDA 513: ARTIFICIAL INTELLIGENCE (3 CREDITS) – PREREQUISITE: BGDA 511

The fundamentals and techniques of Artificial Intelligence are discussed in this course. The first part of the course begins with an overview of intelligent agents and agent architectures. We then introduce basic search techniques for problem solving and planning. Adversarial search and the principles of game theory are given. Knowledge representation and logical formalisms using propositional, and first order logic are explained. Planning in partial observable environments is introduced. In the second part, we first give a summary of probability theory and then explain probabilistic reasoning including Markov Decision process and Reinforcement Learning. Then some basic concepts of Machine Learning algorithms are discussed. Finally, we give examples of AI applications such as Robotics, Computer Vision and Natural Processing

BGDA 515: FUNDAMENTAL OF DEEP LEARNING (3 CREDITS) – PREREQUISITE: BGDA 511

This course covers the fundamental concepts of deep learning and its relationship to machine learning and artificial intelligence. Students will learn theories, principles, and practices of neural networks that enable deep learning applications to various domains, such as computer vision, natural language processing, text, images, videos, etc. Students will also gain practical experience in the use of deep learning algorithms, the exploration of deep learning programming frameworks, and the construction of neural networks.

BGDA 521: TECHNOLOGY MANAGEMENT (3 CREDITS)

This course is designed to lead the student to understand the importance and the nature of technological innovations, how they are integrated into business level strategies and how technological innovation process is managed. In this course, the aim is not only to understand the theories of technological innovations but also to discuss the

practice of technological innovation. Therefore, case studies are important; most of the theoretical parts are followed by case studies.

BGDA 522: APPLIED STATISTICS (3 CREDITS)

The course introduces fundamental topics in statistics and implements its applications to industrial, medical, financial, energy, and similar types of very large-size datasets to infer meaningful statistical results. The course is for graduate students with no significant background in this subject. Implementations will be performed on open-source statistical software. An introduction to R programming will be given.

BGDA 550: BIG DATA AND HADOOP ENVIRONMENT (3 CREDITS) – PREREQUISITE: BGDA 511

This course provides an overview of the fields of big data analytics and data science. Topics are covered in the context of data analytics, including the terminology and the core concepts behind big data problems, applications, and systems. In this course, students learn how to use Hadoop and related Big Data Processing tools that are used for scalable big data analysis and have made the data analysis processes and procedures more manageable and accessible.

BGDA 552: BIG DATA ANALYTICS AND CLOUD COMPUTING (3 CREDITS) – PREREQUISITE: BGDA 511

The course will cover topics in architecture, features, and benefits of Cloud Computing; Cloud Computing technologies such as Virtual Machines, SAAS, IAAS, Cloud Based Networks, Cloud Based Databases. Describe Cloud Computing solutions and identify parameters for managing and monitoring big data infrastructure. Scenarios using sample data will be conducted to develop skills using Cloud Computing Infrastructure.

BGDA 555: BUSINESS INTELLIGENCE (3 CREDITS) PREREQUISITE: BGDA 522

The content of this course is composed of introduction to business intelligence, database management systems, data warehouse models and architectures, data mining, preprocessing, driven methodology, guided algorithms and non- guided algorithms.

BUSN 601: ENTREPRENEURSHIP (3 CREDITS)

This course provides insight into the vital role played by entrepreneurs and entrepreneurship in today's global economy. Students will assess, explore, critique, and celebrate the phenomenon of entrepreneurship. The course approaches entrepreneurship as an attitude and as a way that people think, act, and behave. It stresses how entrepreneurship is a workable process, applicable in almost any organizational setting, and it highlights how entrepreneurial behaviors can be sustained throughout the careers of individuals and the development of organizations and societies. The course focuses on new ventures, how they get started and what makes them successful. It encourages the generation of ideas and inquiry and supports student efforts to develop and support their ideas on these matters. Finally, it approaches entrepreneurship from both theoretical and practical viewpoints and draws from several academic disciplines, including sociology, psychology, and economics.

BUSN 616: NEW PRODUCT MANAGEMENT (3 CREDITS) – PREREQUISITE: MKTG 512

To remain competitive, 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. Through cases and expert guest speakers, this course explores the new product management process starting with the idea generation, through product development finalizing in commercialization, while examining methodology 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 through an examination of 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.

BUSN 642: CORPORATE AND NATIONAL TRADE AND INVESTMENT SECURITY ISSUES (3 CREDITS)

Corporate and National Trade and Investment Security Issues analyzes and addresses the evolving nature of national trade and the current investment security issues for MBA students. In this current globalized economy, trade and investment has several challenges and lessons both students and practitioners need to learn to navigate successfully. Students will study in-depth business and country-specific case-studies for improved analysis and understanding of Corporate and National Trade and

Investment Security Issues. Students will learn the importance of trade, trade negotiations, challenges in the globalized business economy, and solutions to globalized business (in)security. Students will effectively assess quantitative and qualitative information in the global business world and improve understanding of key Corporate and National Security Trade and Investment Security Issues.

BUSN 644: INTERNATIONAL PATENTS (3 CREDITS)

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

BUSN 645: REGIONAL TRADE ISSUES (3 CREDITS)

This course covers the transactional approach to legal problems encountered in commercial and financial business ventures that cross national borders. Topics include form of doing business, including formation of contracts and the range of issues presented-such as choice of law, choice of forum, commercial terms, force majeure, sales, distribution and agency law, franchise, licensing arrangements, and foreign direct investments; the operations of the universities of the World Trade Organization; investment in free trade areas such as the European Union and NAFTA; and issues of transfer of intellectual property and international dispute resolution. Students will gain exposure to analyzing various international business agreements and documents including global joint venture agreements and privatization provisions, sales and letters of credit, distribution and franchise agreements, international development and investment agreements, letters of intent for mergers and acquisitions, and technology licensing agreements.

BUSN 646: COMPETITION POLICY ACROSS NATIONS (3 CREDITS)

This course introduces students to competition policy in a global context. Over 90 countries have competition policies. The focus here will be on Canada, the U.S., the E.U., China, Japan, and South Korea. Students will learn which business practices are apt to get their company in trouble in domestic and international markets. The economic rationale for prohibiting such practices will be explained to enhance understanding of the policies that they will encounter. Strategies for avoiding antitrust violations will be discussed and evaluated. 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 introduces 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 a political, economic and technological context for global business. This course examines the effects of globalization, how governments and universities address both positive and negative effects of globalization, how businesses organize to operate in the world, and how growth and development can be sustainable.

BUSN 655: CONFLICT ANALYSIS, MEDIATION & NEGOTIATION (3 CREDITS)

Conflict analysis, resolution and mediation presents theories, strategies and styles – within International, Organizational and employee context. In addition to the theory and exercises presented in class, students practice negotiating with role- playing simulations that cover a range of topics, including difficult situations such as cross-cultural mentoring and an emergency. The course covers conflict management as a first party and as a third party: third-party skills include helping others deal directly with their conflicts, mediation, investigation, arbitration, and helping the system change because of a dispute.

BUSN 659: RISK ASSESSMENT IN CONFLICT REGIONS (3 CREDITS)

This course is a specially designed, interactive seminar to introduce students in the field of Business Management to the impact of geopolitics on economic and financial interests and strategic investments. The seminar focuses on several regions experiencing conflicts to project the major trends to expect in the coming year and decade. It covers areas such as the Greater Middle East, North Africa, Sahel, Europe, Russia and the Caucasus as well as parts of

Latin America. The seminar will bring input and information from the field of comparative conflict to the field of economic strategic planning. A unique offering of BAU, the seminar is comprised of lectures, interactive exercises and guest speakers.

CAPS 501: RESEARCH METHODS (3 CREDITS)

This course provides students with the commonly used quantitative and qualitative research methods in social sciences. The course helps students explore the academic resources available to them through BAU and other scholarly robust platforms. 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 an ability to identify a problem and formulate research questions; conduct a literature review and design a study; create a data collection tool; understand basic statistical concepts and their applications; collect and analyze data; read, understand and critically evaluate others' research; and write a research paper. Students will have a chance to gain hands on experience in "reading" and analyzing data from various sources. At the end of the course, students will be educated consumers of social science data.

CAPS 621: CAPSTONE PROJECT (3 CREDITS) – PREREQUISITE: ALL CORE COURSES

All graduate students are required to complete a capstone project related to the student's concentration. Each student may choose a project of his or her choice, under the guidance of a capstone advisor. The parameters of the course will be determined by the advisor and the student.

CAPS 623: INTERNSHIP (3 CREDITS) – PREREQUISITE: ALL CORE COURSES COURSE FEE: $975.00 (INTERNSHIP PLACEMENT)

The Internship is a capstone course that is designed to provide the student with an opportunity to gain knowledge and skills from a planned work experience in the student's program of study. The internship will provide graduate-level, career-related experience, and workplace competencies that employer's value when hiring new employees. The purpose of the Internship course is to provide each student with practical experience in a standard work environment.

CMPS 501: FUNDAMENTALS OF DATA SCIENCE (3 CREDITS)

This course introduces data science, describing the theories and practices of data collection, classification, processing, and analysis. Students will learn an overview of common types of data and the challenges practitioners face in the modern world of digital information and its massive forms. The course focuses on using various tools and techniques that experts in the field use to perform tasks, including computer programming languages, database systems, and system commands. Students will also learn to apply the results of data analysis for decision-making purposes.

CMPS 502: CYBER SECURITY (3 CREDITS)

This course introduces students to the field of cyber security. The goal is to educate and train students to understand general concepts and use the necessary tools to detect and prevent vulnerabilities in computer networks and systems. Students will be exposed to various cyber security tools used for the analysis, detection and prevention of threats. They will gain a thorough understanding of current cyber security technologies and ways of utilizing them to avoid attacks in the cyber world.

CMPS 510: PRINCIPLES AND CONCEPTS OF SOFTWARE ENGINEERING (3 CREDITS)

This course covers the principles, concepts, methodologies, and digital tools for developing software systems and applications. The subjects focus on the principles of Software Development Life Cycles and Object-Oriented Software Design. Students will learn to apply Unified Modeling Language (UML) notations and diagrams in the Software Modeling and Specifications. The software projects include writing software documentation as a project and developing a software application, including product integration and process development. Personal and team software processes for project management will also be mandatory for this course.

CMPS 514: MANAGEMENT INFORMATION SYSTEMS (3 CREDITS)

This course studies systems used by companies to accumulate, classify, and organize information to aid managerial decision making. It emphasizes the considerations of upper-level management concerning the development, deployment, and use of information systems.

CMPS 515: NETWORK SECURITY AND CRYPTOGRAPHY (3 CREDITS) PREREQUISITE: CMPS 514

This is an introductory course where fundamental concepts in cryptography and network security are explained. After completing the course, students will get basic understanding about encryption, decryption, stream ciphers, block ciphers, public-key cryptography, digital signatures, hash functions, 1message authentication codes and key distribution protocols.

CMPS 516: MODELS AND ALGORITHMS IN AI ENGINEERING (3 CREDITS) PREREQUISITE: BGDA 511

The course covers deterministic and stochastic AI algorithms, including the implementation, evaluation, and optimization using algorithms. Students will learn to analyze discrete and continuous problems using AI's modeling and complexity analysis of mathematical methods. The course also discusses fundamental knowledge, including discrete mathematics, mathematical logic, functional analysis, and stochastics, that enables students to comprehend more advanced AI-based algorithms, models, and systems.

CMPS 517: COMPUTER FORENSICS (3 CREDITS) PREREQUISITE: CMPS 514

This is an applied course on techniques for computer forensics in Linux and Windows based systems. In this course, the process of computer forensics investigation will be presented in detail. Details on techniques for evidence collection will be given first. Different techniques for analyzing the collected evidence will be explained. Finally, students will learn how to go over the found evidence and present it to authorities. Topics such as custody of chain, evidence preservation and verification will be explained in detail.

CMPS 520: DATABASE DESIGN CONCEPTS (3 CREDITS)

This course covers the design and manipulation of relational databases. The topics focus on data modeling of various domains and industrial applications. Students will learn key aspects of database concepts, including database design, data dictionaries, data manipulation, data normalization, data integrity, and data retrieval with the intensive use of Structure Query Language (SQL). The course also introduces students to data transfer using the Extensible Markup Language (XML) and the XML Stylesheet Language (XSL) for data transfer. Students learn to analyze business processes with data-related issues and implement database solutions.

CMPS 521: DATA VISUALIZATION (3 CREDITS) PREREQUISITE: BGDA 522 (MSDSPP ONLY)

This course introduces the foundation and the state of the art of data visualization that explores and reflects on the design, application, and evaluation of a diverse range of quantitative data. Students will demonstrate how common types of information can be visually, intuitively, and interactively represented. The course provides a first-hand experience of visualizing various realistic data types. Students will intensively utilize a computer programming language, application programming interfaces (APIs), packages, and visual analytics platforms to explore, analyze, and produce visualization of data.

CMPS 524: COMPUTER NETWORKS AND MOBILE COMMUNICATIONS (3 CREDITS) PREREQUISITE: CMPS 514

This course provides a comprehensive overview of computer networks and mobile communications technologies. The topics include computer networks, Internet, TCP/IP, transport layer protocols, routing layer protocols, medium access control protocols, wireless channel models, packet scheduling, multimedia networks, cellular networks (GSM, GPRS, CDMA, 3G, 4G, etc.), and wireless local area networks. The course aims at equipping students with a deeper understanding of computer and mobile networking technologies and related problem-solving discipline using mathematics / engineering principles.

CMPS 525: CLOUD COMPUTING AND INFRASTRUCTURE (3 CREDITS)

The course examines cloud providers' APIs, including Amazon, Microsoft Cloud, and Google Cloud, for constructing, deploying, and maintaining systematic images and applications. Students learn to utilize and manage Cloud as the infrastructure for existing and new services. The course covers open-source implementation for clustering computation environments. Students will also analyze traditional and Cloud computing infrastructures to deploy new computer systems and applications, including load balancing, caching, distributed transactions, and identity and authorization management. Students will utilize Windows and Linux operating systems to gain experience with standard OS.

CMPS 530: MACHINE LEARNING & PATTERN RECOGNITION (3 CREDITS) PREREQUISITE: BGDA 522 OR CMPS 516

This course covers fundamental machine learning topics including pattern recognition systems and components; decision theories and classification; discriminant functions; supervised and unsupervised training; clustering; feature extraction and dimensional reduction; sequential and hierarchical classification; applications of training, feature extraction, and decision rules to engineering problems.

CMPS 560: OBJECT-ORIENTED SOFTWARE DEVELOPMENT

This course covers in-depth object-oriented programming (OOP), including encapsulation, polymorphism, and inheritance for software development. Students will learn various advanced techniques of data abstraction, typing, access control, File/IO, exception handling, event handling, databases, and concurrency. OOP project focuses on using advanced software design and development techniques. Software development projects using an OOP programming language are mandatory for this course to ensure students have the computer programming skills and experiences necessary to take a leadership role in software engineering.

CMPS 564: INFORMATION SECURITY MANAGEMENT (3 CREDITS) PREREQUISITE: CMPS 515

The aim of this course is to learn how information can be held securely in businesses and discuss information security from a managerial perspective. Moreover, the standards and approaches used for information security management are discussed. The standard of information security management, which is ISO27001 is discussed in detail.

CMPS 565: CLOUD DATA STORAGE MANAGEMENT (3 CREDITS)

This course focuses on using technology and security to manage data storage installed on-premises and in the cloud at the enterprise level. Students will study various data storage and networking components to effectively manage data confidentiality, availability, and integrity. The course also covers using the Hadoop environment and database techniques (SQL and NoSQL) to handle massive data sets. Students will take a leadership role in analyzing traditional and cloud computing infrastructures to provide a recommendation to organizations and manage a project for cloud storage installation and data migration.

CMPS 570: SOFTWARE DESIGN AND ARCHITECTURE (3 CREDITS)

This course covers methods, processes, and notations for assessment of the design and architecture in software development. Students will practice examining digital components to explore alternatives for attributes needed to achieve the development projects. The process includes software modeling, software abstractions, design patterns, architectural designs, risk management, etc. The subjects of component reusability, availability, integrity, and security will also be discussed and practiced. Students will learn to use Object Constraint Language (OCL) to declare rules applicable to the Unified Modeling Language (UML).

CMPS 578: CYBER SECURITY LAW (3 CREDITS)

Information and communication technologies (ICT) are spreading into all aspects of our lives. Our increasing dependency on ICT is making us vulnerable to cyber-crimes committed against our information systems. This course provides the necessary knowledge to judicially assess electronic evidence and handle cybercrime incidents.

CMPS 580: DEVELOPMENT OF GRAPHICAL USER INTERFACE (3 CREDITS)

This course covers the principles and practices for Graphical User Interface (GUI) Development, including design and development. Students will learn to apply cognitive science and psychology to integrate GUI components, such as a menu, text field, checkbox, radio button, drop-down box, text area, icon, etc., that form effective and user-friendly interfaces. The course is programming intensive in GUI development for various types of software applications, including standalone user interfaces, web-based user interfaces, and mobile application interfaces, including analyzing, designing, developing, testing, and maintaining.

CMPS 610: NATURAL LANGUAGE PROCESSING (3 CREDITS) – PREREQUISITE: CMPS 516

This course covers the theories and methodologies of Natural Language Processing (NLP). The course focuses on analyzing NLP tasks (syntax and semantics) and algorithms used in AI and machine learning to solve real-world problems. Students will learn to use NLP statistical methods and neural-network learning algorithms to extract knowledge from annotated text to perform the NLP tasks. Students will gain hands-on

experience using NLP libraries and tools to implement NPL processes and applications.

CMPS 612: IMAGE PROCESSING AND COMPUTER VISUALIZATION (3 CREDITS) – PREREQUISITE: CMPS 516

This course covers computer vision and its underlying concepts in deep learning that introduce students to the computational approaches for the analysis and interpretation of digital content. The course focuses on digital image analysis techniques in 2-D and 3-D formats to solve real-world problems. Students will learn various techniques in image manipulation, including image formation, image segmentation, image restoration, and image enhancement. Students will also practice the process of object recognition and feature extraction.

CMPS 615: ADVANCED DATA MODELING (3 CREDITS) – PREREQUISITE: CMPS 521 (MSDSPP ONLY)

This course focuses on advanced data modeling techniques and algorithms used in AI and Machine Learning. The topics include decision classification, supervised and unsupervised training, and natural language processing. Students will learn how to apply the models and algorithms to unstructured and massive data for predictive analytics and network analysis. The course provides students with opportunities to work with real-world case studies and utilize digital tools for processing.

CMPS 618: PENETRATION TESTING (3 CREDITS) – PREREQUISITE: CMPS 564

Penetration testing, the most indispensable component of proactive cyber security, is commonly known as the exposition of information systems to security checks by expert professionals with the purpose of determining security vulnerabilities and thus helping take necessary countermeasures ahead of their possible exploitation by cyber attackers. In this course, the students will be taught methods for detecting security vulnerabilities in information systems and possible exploitation of these vulnerabilities to penetrate computer systems. Topics covered will include network scanning, exploitation and post-exploitation, password attacks, and attacks on wireless and web applications.

CMPS 620: SOFTWARE PROJECT MANAGEMENT (3 CREDITS) – PREREQUISITE: CMPS 570

This course covers fundamental project management techniques, including prescriptive planning, budgeting, and staffing. Students will also learn risk management techniques to mitigate potential obstacles and barriers internally and externally. The course will introduce students to digital tools like Jira Software to create a collaborative environment for assigned tasks, milestone planning, critical paths, projected estimation, progress tracking, etc. Students will learn hybrid project management methods, including traditional and agile project management, for appropriate utilization and execution of the plan and take a leadership role as a project manager.

CMPS 623: WEB APPLICATION SECURITY (3 CREDITS) – PREREQUISITE: CMPS 564

The web application technology stack contains various protocols, standards, frameworks and mechanisms at both the client and server sides. Due to these complexities and the unavoidable rapid technological shift, serious security vulnerabilities are the inevitable by-products, as encountered in insecure portals, web sites and applications. These vulnerabilities are commonly exploited by attacks such SQL Injection, Cross Site Scripting, Cross Site Request Forgery, Session Overloading, Brute Forces, Denial of Service, Log Forging, Dangerous JavaScript Callbacks, Race Conditions, JSON Hijacking, Length Extension Attacks, Logical Attacks, etc. This course covers the common critical web application security vulnerabilities and hacking techniques exploited by malicious people. Students will learn solid defense techniques, such as input/output validation, right usages of authentication, authorization, cryptographic functions and secure configuration, to thwart these hacking attempts.

CMPS 625: CLOUD SECURITY (3 CREDITS) PREREQUISITE: CMPS 525

This course covers concepts and processes of the analysis, design, and implementation of computation and storage in Cloud environments and infrastructure. DevSecOps methodology is also discussed to ensure and strengthen the security of digital resources and data in the cloud. Students will learn various theories and practices to assess risks associated with cloud computing and shared responsibility aspects. Activities for the course cover deployment of virtual infrastructures, execution of installation scripts, exploration of virtual switching, management of resources, maintenance of backups, and detection of fault analysis. Students will also analyze security aspects between traditional and cloud computing infrastructures.

CMPS 627: WIRELESS SENSOR NETWORKS (3 CREDITS) PREREQUISITE: CMPS 524

This course provides a comprehensive overview of wireless sensor networks and their real-world applications. The topics include wireless sensor network protocols, network architectures and management, error control techniques, optimal packet size design, cross-layer communication protocol solutions, localization algorithms, ZigBee, IEEE 802.15.4, 6LowPAN, underwater and underground sensor networks, wireless sensor and actor networks, and wireless multimedia sensor networks. The course aims at equipping students with a deeper understanding of wireless sensor networking technologies and related problem-solving discipline using mathematics / engineering principles.

CMPS 635: SOFTWARE TESTING AND QUALITY ASSURANCE (3 CREDITS) PREREQUISITE: CMPS 510 & CMPS 560

This course covers the fundamentals of software testing to ensure the quality of the software application. The focus will be on implementing manual and programmatic testing processes to remove errors, mitigate risks, and reach software quality goals. The course introduces to students standard testing principles, fundamental test processes, test design techniques, and test management. Students learn to execute test plans and activities, including manual and automated testing. Automation testing tools will be intensively utilized in this course to enable students for the necessary tasks of software testers. This course is computer programming intensive.

CMPS 640: CLOUD SYSTEM ADMINISTRATION AND ARCHITECT (3 CREDITS) PREREQUISITE: CMPS 525

This course covers the intensive tasks of system administrators to maintain effective operations on modern operating systems, including Windows and Linux, that runs on-premises and in the Cloud. The activities focus on assessing system logs to identify issues, applying patches to update systems, and performing system configurations. Students will explore the aspect of DevOps methodology to perform the installation, configuration, and maintenance of hardware and software in cloud environments effectively, including task automation and shell scripting. Students will also learn to assess gaps between complex business problems and Cloud architectures to build solutions, including front-end and back-end platforms, cloud-based delivery, and network connections.

ECON 505: ECONOMICS (3 CREDITS)

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

ECON 580: HUMAN RESOURCE ECONOMICS FOR BUSINESS (3 CREDITS) – PREREQUISITE: ECON 505 ECONOMICS

This course provides a survey of the concepts and techniques for the analysis and management of human resources in business. Topics covered include: labor market analysis, labor supply and demand analysis, setting hiring standards, the hiring process, worker productivity, human capital theory and pay scales, turnover and layoffs, information and signaling, seniority and motivation, how labor market discrimination affects wages and employment and policies to deal with it, managing employee benefits, the economics of minimum wages, job evaluation and the role of unions in human resource management.

ECON 605: QUANTITATIVE METHODS IN BUSINESS AND ECONOMICS (3 CREDITS)

Introduces students to the basic concepts of statistical inference needed for a rigorous and informed analysis of business and economic decisions. It also studies how large-scale unstructured and multi-structured data sets are utilized to determine patterns and trends essential in forming better and faster business strategies. Topics include basic data analysis, random variables and probability distributions, sampling distributions, interval estimation, hypothesis testing and statistical significance, and linear regression. Examples and case studies are chosen from finance, economics, marketing and management.

ECON 655: ECONOMICS OF INTERNATIONAL DEVELOPMENT (3 CREDITS)

The course examines, at a more advanced level, macro models of development that seek to evaluate disparities in income across emerging and developing economies. The course further dissects the markets within these economies, with an emphasis on understanding market failures and potential corrective policies.

ECON 656: GEOGRAPHIC INFORMATION SCIENCE (GIS) (3 CREDITS)

Geographic Information Science (GIS) has emerged as a powerful data visualization and analysis discipline. This course investigates how GIS is currently being used and applies it to understand better and address environmental problems, as well as manage and conserve natural resources. The lectures discuss the basic and current applications of GIS using environmental datasets, maps, modeling, and analysis. It also examines impediments to GIS. Environmental GIS datasets deal with several applications, from the simple Digital Elevation Model to the Land use Land-change, or Solar Analysis. Specific topics include climate change, biodiversity conservation, forest management, soils management, agriculture, natural hazards, water resources, environmental challenges in an urban environment, and alternative energy.

ECON 657: INTERNATIONAL ECONOMICS (3 CREDITS) – PREREQUISITE: ECON 505

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

ECON 665: U.S. ECONOMIC & TRADE POLICY (3 CREDITS)

This course discusses current issues of international economics and how the growing integration of national economies has changed the way the world works. The course framework is built upon theoretical models of microeconomics (and macroeconomics) to analyze some of the most important issues of the international economic environment of the past fifty years, with particular emphasis on the role of U.S. trade policy and of U.S. relations with its trade partners.

ECON 670: URBAN ECONOMICS, FINANCE AND GOVERNANCE (3 CREDITS)

Urban economics deals with a range of important questions dealing with the origin, size and performance of cities. Some of the most interesting issues include: Why do firms and human beings cluster in cities? Why do some cities grow faster than others? How has history been shaped through urbanization? What are the challenges for cities in developing and developed countries? How technology and innovation in design can solve urban problems? Why other countries and cities could not develop another Silicon Valley? What are various models of governing cities? How to make cities more competitive? This course is designed to help students to engage with these questions among others by utilizing theories and principles drawn from economics, urban policy, and urban governance. Cities are facing a set of challenges such as climate change, inequality and demography. At the same time cities are finding new ways to find solutions to these problems. The unique nature of city as a unit of policymaking makes urban economic development and governance an important area to understand these developments.

FINC 509: FINANCIAL MANAGEMENT (3 CREDITS)

Knowledge of financial principles is beneficial to managers in nearly all business settings. This course combines both conceptual and mathematical information. This course covers advanced topics in financial accounting, including financial statements; income statement items; cash and inventories; payables and receivables; property, plant and equipment, employee benefits; long term liabilities; taxes; and non-profit accounting. Students also develop skills in presenting financial reports. Through this course, students will obtain basic financial math skills and a thorough introduction to financial management concepts.

FINC 573: MONEY AND BANKING (3 CREDITS) PREREQUISITE: ECON 505

This course provides an overview of the structure and performance of banking universities, the evolving role of central banks in monitoring and supervising financial intermediaries, and the role of money and monetary policy in influencing inflation, interest rates, and the economy. The changing structure and regulation of financial systems will be discussed as well as the challenges faced by the financial system in the aftermath of the Great Recession. The various objectives of central banking are analyzed, including regulatory functions, monetary policy, and exchange rate policy. The nature of --and impact of-- money on the economy is explained and the effects of money demand and supply on inflation and aggregate demand are introduced using macroeconomic models.

FINC 621: FINANCIAL INVESTMENT STRATEGIES (3 CREDITS) – PREREQUISITE: ECON 505

The main objective of this course is to study fundamental concepts of investments in financial markets. The course provides a survey of the theory and evidence relevant to investment strategies. Topics include asset allocation and portfolio diversification, long-short strategies, margin transactions, factor models, long-horizon investing, hedge funds, mutual funds, behavioral finance, performance evaluation, trading, models, valuation of assets, and the pricing of financial instruments, including derivatives.

FINC 647: INTERNATIONAL FINANCIAL INSTITUTIONS (3 CREDITS)

This course examines international financial institutions and dynamics between the public and private sectors. It begins with an overview of the role, mechanics and main channels of financial intermediation. It then turns to developing student understanding of inherent risks and fragilities of international financial institutions, along with the safeguards that have been established to mitigate them, both nationally and internationally. It reviews the development of and interaction between international and domestic financial markets, as well as the evolving relationship between the public and private sectors. It examines how several financial crises, particularly that of 2007, have made people rethink macroeconomics and modify the system of international financial institutions.

FINC 649: GLOBAL FINANCIAL MARKETS (3 CREDITS)

The purpose of this course is to extend the principles of finance from a single country setting to a multinational setting. This includes foreign exchange (spot, forward and futures) transactions, swaps, and synthetic securities. International and global banking institutions will be surveyed and their role in domestic and global financial intermediation examined. International parity relationships will be studied, including interest rate and purchasing power parities. The role of political risk and default risk in international finance will also be discussed. The role of global financial markets in accomplishing an optimal allocation of economic resources around the world is a central issue covered throughout the course. Case studies, group work and interactive class discussions will be emphasized. Throughout the course, relevant current events are examined and used to illustrate and reinforce discussion points.

FINC 660: GLOBAL FINANCIAL ETHICS (3 CREDITS)

This course covers the financial code of ethics and addresses sustainable financing, socially responsible investment (SRI) issues, ethical banking, and legal and practical aspects of integrating environmental, social, and governance (ESG) issues to institutional investment. The course gives a detailed overview of major institutional actors, key players in global networks in the field of banking and sustainable financing, and the international standards in the fight against tax avoidance and money-laundering.

MGMT 502: LEADERSHIP AND ORGANIZATIONAL BEHAVIOR (3 CREDITS)

This course explores a framework for competing and winning in a world of constant turbulence and disruption and also delves into understanding why change is so hard. Modifying an organization’s structure and operations is difficult enough, but to bring about real change you need to also affect people’s behavior. And that is never easy. To bring theory to life, the course utilizes real-life stories of how successful organizations were able to connect with people’s emotions, help them to think and feel differently, and inspire them to achieve shared goals.

MGMT 532: STRATEGIC MANAGEMENT (3 CREDITS)

The performance of firms is rarely uniform. Some do better than others. Strategy differences help explain this phenomenon. The scope of a firm's operations (that is, its product and service markets) and how it competes within that scope are two issues relating to its strategy. This course is a theoretical, quantitative exploration of industry structure, industry dynamics, and business and corporate strategy. It evaluates firm competition, strategy, and performance from a firm-centric perspective, and it assumes a familiarity with finance, accounting, information technology, and marketing. Grounded in economics and quantitative analysis, this course uses concepts such as supply and demand, marginal, average, and total costs and revenues as a conceptual framework for understanding strategy in modern, for-profit firms.

MGMT 533: BLOCKCHAIN TECHNOLOGY AND BUSINESS MANAGEMENT (3 CREDITS)

A blockchain is a growing list of records, called blocks, which are linked using cryptography. By allowing digital information to be distributed but not copied, blockchain technology created the backbone of a new type of internet. Originally devised for the digital currency, Bitcoin, the new technology is being applied in a variety of contexts to facilitate business organization and management as well as policy institutions. It eliminates intermediaries, reduces transaction costs and improves efficiency enormously. This course introduces blockchains and applies it in a variety of business and policy contexts.

MGMT 610: ADVERTISING MANAGEMENT (3 CREDITS)

This course is an introductory study of advertising from the specific point of view of Account Management within the advertising agency. It involves the understanding and appreciation of proper strategies--Advertising, Creative and Media as bases for correct, effective and efficient advertising campaigns in the Philippines. It also examines fully the roles played by the different departments of an agency and the various segments of the advertising industry that pertain to each of them. This course will benefit future advertising practitioners whether as account managers in ad agencies, or as advertising or brand managers of clients, or as heads of their own companies.

MGMT 611: THE ENTREPRENEURIAL MANAGER (3 CREDITS)

This course helps students increase their understanding of entrepreneurship and small business management. It investigates the management of startups and small companies. Particularly useful to those seeking to start a new business, work within an entrepreneurial firm, or invest in or advise entrepreneurial endeavors, it addresses aspects of entrepreneurship such as identifying strong business opportunities, obtaining funding for and starting a new endeavor, growing a company and maximizing rewards. The course also investigates how entrepreneurial endeavors can benefit society.

MGMT 612 : NON-PROFIT MANAGEMENT (3 CREDITS)

This course is a graduate level general introduction to the theory and practice of effective management of nonprofit organizations, with a heavy emphasis on practical application. Real world examples and experiences will be used to ensure that the academic lessons translate to the nonprofit experience. We will address some of the pertinent management issues of the often-overlooked trillion-dollar nonprofit sector (also known as the Third Sector) that includes education, research, health care, art, culture, religion, communications, social welfare and services, advocacy, legal services, international assistance, foundations and mutual benefit professional and trade associations.

MGMT 614: MANAGING INNOVATION (3 CREDITS)

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

MGMT 615: INTRAPRENEURSHIP (3 CREDITS)

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

MKTG 512: MARKETING MANAGEMENT (3 CREDITS)

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

MKTG 615: MARKETING ANALYTICS (3 CREDITS) PREREQUISITE: BGDA 555 (BIG DATA MAJORS)

This course will focus on developing marketing strategies and resource allocation decisions driven by quantitative analysis. Topics covered include market segmentation, market response models, customer profitability, social media, paid search advertising, product recommendation systems, mobile geo-location analysis, media attribution models, and resource allocation. The course will draw on and extend student understanding of issues related to integrated marketing communications, pricing, digital marketing, and quantitative analysis. The course will use a combination of cases, lectures, and a hands-on project to develop these skills.

MKTG 618: DIGITAL MARKETING, SOCIAL MEDIA & E-COMMERCE (3 CREDITS)

The course explores the fundamentals of digital marketing and e-commerce and aims to help students interpret and analyze the development and implementation of digital marketing strategies. The course also explores the fundamental concepts of e-commerce through different platforms such as websites, mobile sites, and apps. The students will also be able to discuss and criticize ethical, social, and political issues in e-commerce throughout the course.

MKTG 622: PRICING (3 CREDITS) – PREREQUISITE: MKTG 512

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

MKTG 641: BRAND MANAGEMENT (3 CREDITS)

This class provides students with a fundamental understanding of how to build, measure, and manage a brand. After completing this course students will be able to overcome the situations and challenges frequently encountered by brand managers, they will be informed about the concepts and analytical techniques commonly used by brand managers, and they will be able to develop and implement new brand strategies effectively.

POLS 610 GLOBAL AFFAIRS & FOREIGN POLICY (3 CREDITS)

This course will introduce students to techniques and theories for analyzing and understanding how governments make foreign policy decisions. The course will survey the leading theories on foreign policy decision-making to provide an avenue for addressing questions such as: What role do personalities play in the process? Does bureaucracy have an impact? Where do questions of national identity and ambition fit in? How does the form of political regime - democratic or authoritarian - impact the decision-making process? What impact do external factors and structural constraints have on foreign policy decision-making? The course will also focus on participation and application of the theories.

POLS 615 PUBLIC MANAGEMENT (3 CREDITS)

This course introduces students to the conceptual background and practical tools necessary to effectively work in public (government) organizations or organizations which function directly with governments at various levels (non-governmental organizations or NGOs). The course will introduce public management concepts so students may gain the competencies required to address management challenges. Important questions related to the management of public sector organizations include (1) What makes an organization public? (2) How does the internal and external operating environment of

public organizations affect management? (3) How is the performance of public organizations measured? (4) What makes for an effective public manager? This is accomplished through exploration and application of theory and concepts through practical exercises and activities. From a managerial perspective, the course focuses on the structure and function of local, state, and federal agencies. Due to the increasingly complex nature of public service delivery, how the private and nonprofit sectors interact with public organizations to provide public services will also be addressed.

POLS 620 PUBLIC POLICY RESEARCH PROJECT (3 CREDITS)

This course is designed as a capstone course to provide students with the opportunity to demonstrate mastery of skills learned during their study in the MSDSPP program. Students will produce a research project utilizing the knowledge, tools, and experiences they have acquired studying in the program.

POLS 630 STRATEGIC PLANNING (3 CREDITS)

This course focuses on the role of public/non-profit organizations in society. It highlights the changes that have occurred in public expectations and public policies toward these organizations and the need for the development of strategic planning skills in order to ensure effectiveness, transparency, and continued support. This course examines the fundamental aspects of strategic planning, how public and non-profit organizations can utilize strategic planning to take advantage of opportunities and challenges found in the public policy arena, and how application of these principles creates positive change in the delivery of public services.

POLS 642: INTERNATIONAL TRADE (NAFTA/EUROZONE/ASEAN/MERCOSUR) (3 CREDITS)

Students will learn of the origins, evolution, complexities and trends in international trade agreements and organizations. This necessarily requires an analysis of how trade negotiations are carried out and their objectives, the role of regional versus multilateral trade agreements, the World Trade Organization and other international institutions, and trends in globalization. Students will utilize case studies to examine both nations and institutions.

POLS 643: WORLD ENERGY POLITICS (3 CREDITS)

This course addresses the economics and politics of energy globally. Using case studies, students will look at both national energy resources, policies and trends but also regional and international policies and trends that affect energy supply and demand. The course will pay particular attention to traditional energy supplies, renewables, and uses of energy supplies politically.

POLS 645: TRANSNATIONAL SECURITY (3 CREDITS)

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

POLS 647: INTERNATIONAL LAW (3 CREDITS)

This course is an introduction to the field of international law. It is designed to familiarize students with basic concepts about the international dimensions of law in today's world. It affords a strong foundation for more advanced courses, addressing a variety of topics in public international law, private international law, and comparative law. Students learn about the sources of international law and issues relating to the use of force and international human rights. The course also investigates the matters of international business transactions, international economic and environmental law, and how issues of international law play out in domestic courts.

POLS 651: POLICY FORMULATION & IMPLEMENTATION (3 CREDITS)

This course focuses on how to form and implement policies. Students will learn about the creation of laws, how they are carried out, and specifically how they apply to business and economics.

POLS 652: GENDER, DEVELOPMENT & GLOBALIZATION (3 CREDITS)

This course introduces major issues facing women and men around the world who are marginalized by inequitable structures and processes of globalization. Students will investigate development case studies within the context of global gender policies and social issues, especially by looking at the way women are impacted by issues related to education, health care, local and global economies, and the environments. Students will develop valuable quantitative and qualitative social science research skills and will discuss and debate critical issues. Upon successful completion of the course students will be able to: analyze and describe ways in which gender plays a role in economics, social inequality, and development; and use quantitative and qualitative research methods.

POLS 659: INTERNATIONAL COURTS TRIBUNAL, COMMERCIAL ARBITRATIONS, AND THE WTO (3 CREDITS)

This course explores the rules, practice, and jurisprudence of various international courts and tribunals. It reviews key commonalities and differences with a view to better understanding and evaluating current and possible future courts and tribunals. It also focuses on the legal obligations and policy underpinnings of the World Trade Organization and its agreements. It concentrates on the substance of WTO agreements while examining the context in which they were negotiated and discussing cases in which WTO provisions have been interpreted and applied.

STAT 510: DATA, MODELS, AND DECISIONS (3 CREDITS)

This course is designed to introduce first-year MBA students to the fundamental techniques of using data. In particular, the course focuses on various ways of modeling or thinking structurally about decision problems to make informed management decisions.

ACADEMIC CALENDAR

FALL 2025

Fall term advising period begins	**July 29**
Fall registration opens	August 5
Summer IP grade change due to Registrar by 5pm	August 18
University Day (all faculty back on campus)	August 19
New Student Orientation	August 20
Last day to register without a late fee	August 22
FIRST DAY OF CLASS	August 25
Labor Day Holiday (BAU Closed)	September 2
Last day to add/drop	September 8
Mid-semester evaluations (new faculty)	October 6-10
Last day to withdraw with a W	October 24
Thanksgiving break (no classes)	November 25-26
Thanksgiving Holiday (BAU closed)	November 27-28
End of semester evaluations	December 1-12
Last day of instruction	December 8
Finals	December 9-12
Grades due by faculty to MY BAU by 5pm	December 18
Spring term advising period begins	December 16
Christmas Holiday (BAU closed)	December 25
Fall IP grade changed due to Registrar by 5pm	January 12

SPRING 2026

Spring **term advising period** begins	December 16, 2024
New Year's Holiday (BAU closed)	January 1
Spring registration opens	January 2
Fall IP grade change due to Registrar by 5pm	January 12
New Student Orientation	January 13
Registration closes	January 16
Last day to register without a late fee	January 16
Martin Luther King Jr. Holiday (BAU closed)	January 19
FIRST DAY OF CLASS	January 20
Last day to add/drop	February 2
Spring break (no classes)	March 9-13
Mid-semester evaluations (new faculty)	March 16-20
Last day to withdraw with a W	March 27
End of semester evaluations	May 1-11
Last day of instruction	May 4
Summer term advising period begins	April 28
Finals	May 5 - 11
Summer registration opens	April 30
Grades due by faculty to MY BAU by 5pm	May 15
COMMENCEMENT CEREMONY	May 22
Spring IP grade changed due to Registrar by 5pm	June 9

SUMMER 2026 – NO CLASS ON MONDAY

Summer **term advising period** begins	April 30
Summer registration opens	May 16
New Student Orientation	May 19
Registration closes	May 22
Last day to register without a late fee	May 21
FIRST DAY OF CLASS	May 22
Memorial Day Holiday (BAU closed)	May 25
Last day to add/drop	May 28
Spring IP grade change due to Registrar by 5pm	June 9
Mid-semester evaluations (new faculty)	June 15-19
Last day to withdraw with a W	June 19
Independence Day Holiday (BAU closed)	July 3
End of semester evaluations	July 10-20
Last day of instruction	July 13
Finals	July 14-20
Grades due by faculty to MY BAU by 5pm	July 24
Fall term advising period begins	July 20
Fall registration opens	August 4
Summer IP grade changed due to Registrar by 5pm	August 24

FALL 2026

Fall term advising period begins	July 27
Fall registration opens	August 3
University Day (all faculty back on campus)	August 18
New Student Orientation	August 19
Last day to register without a late fee	August 21
Summer IP grade change due to Registrar by 5pm	August 24
FIRST DAY OF CLASS	August 24
Last day to add/drop	September 4
Labor Day Holiday (BAU Closed)	September 7
Mid-semester evaluations (new faculty)	October 5-9
Last day to withdraw with a W	October 23
Thanksgiving break (no classes)	November 24-25
Thanksgiving Holiday (BAU closed)	November 26-27
End of semester evaluations	November 30 - December 11
Last day of instruction	December 4
Finals	December 7-11
Grades due by faculty to MY BAU by 5pm	December 17
Spring term advising period begins	December 15
Christmas Holiday (BAU closed)	December 25
Fall IP grade changed due to Registrar by 5pm	January 16

SPRING 2027

Spring **term advising period** begins	December 15, 2026
New Year's Holiday (BAU closed)	January 1
Spring registration opens	January 4
New Student Orientation	January 12
Last day to register without a late fee	January 15
Fall IP grade change due to Registrar by 5pm	January 16
Martin Luther King Jr. Holiday (BAU closed)	January 18
FIRST DAY OF CLASS	January 19
Last day to add/drop	February 1
Spring break (no classes)	March 8-12
Mid-semester evaluations (new faculty)	March 15-19
Last day to withdraw with a W	March 26
End of semester evaluations	April 21-30
Summer term advising period begins	April 28
Last day of instruction	May 3
Finals	May 5 - 11
Summer registration opens	April 30
Grades due by faculty to MY BAU by 5pm	May 14
COMMENCEMENT CEREMONY	May 21
Spring IP grade changed due to Registrar by 5pm	June 9

SUMMER 2027

Summer **term advising period** begins	April 30
Summer registration opens	May 17
New Student Orientation	May 25
Last day to register without a late fee	May 28
Memorial Day Holiday (BAU closed)	May 31
FIRST DAY OF CLASS	June 1
Last day to add/drop	June 7
Spring IP grade change due to Registrar by 5pm	June 9
Mid-semester evaluations (new faculty)	June 22-25
Last day to withdraw with a W	June 25
Independence Day Holiday (BAU closed)	July 5
End of semester evaluations	July 13-16
Last day of instruction	July 16
Finals	July 20-23
Grades due by faculty to MY BAU by 5pm	July 30
Fall term advising period begins	July 23
Fall registration opens	August 9
Summer IP grade changed due to Registrar by 5pm	August 29

HOLIDAYS

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

- New Year's Day (January 1st)
- Martin Luther King, Jr. Day (the third Monday in January)
- Memorial Day (the last Monday in May)
- Independence Day (July 4th)
- Labor Day (the first Monday in September)
- Thanksgiving Day (the fourth Thursday in November)
- The day after Thanksgiving
- Christmas Day (December 25th)

During the Winter Break and the Spring Break, there will be no classes, but the administrative offices will be open.

INCLEMENT WEATHER POLICY

1. **Day Classes:** If inclement weather forces the cancellation of daytime classes or requires a delay in the opening of the University, announcements will be made by email to all concerned students and faculty, on the University's website, and through BAU's LMS. A makeup class will be scheduled by the instructor.
2. **Midday Closing**: A decision to close the University during the day will be made when conditions include a forecast that would make travel to and from campus unreasonably dangerous. Classes underway at the time a closing announcement is made will be dismissed. If students are engaged in important test-taking or other time-sensitive activities, a class may continue until its scheduled end, if doing so will be fairer to the students. In all cases, the instructor's good sense should prevail. A makeup class will be scheduled by the instructor.

ACADEMIC REGULATIONS FOR NON- DEGREE PROGRAMS

MENTORA COLLEGE INTENSIVE ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

The Intensive English Program at Mentora College is designed to meet the needs of our students and prepare them for their professional and personal future.

The courses cover all four skills and address the sub-skills needed to master the skills of each level.

The program is under constant review by the Academic Team and the Accreditation and Licensing Specialist through analysis of the Pass-Fail data, End of Session Feedback from teachers and students, as well as the Student Needs Analysis Survey.

CEFR LEVEL INFORMATION

CEFR LEVEL	IEP LEVELS	DESCRIPTION
A1	100A 100B 100C	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and othersand can ask and answer questions about personal details such as where he/she lives,people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.
A2	200A 200B 200C	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment andmatters in areas of immediate need.
B1	300A 300B 300C	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst traveling in an area where the language is spoken. Can produce simpleconnected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.
B2	400A 400B 400C	Can understand the main ideas of complex text on both concrete and abstract topics,including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakersquite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
C1	500A 500B 500C *TOEFL	Can understand a wide range of demanding, longer texts, and recognize implicit meaning. Can express him/herself fluently and spontaneously without much obvioussearching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing a controlled use of organizational patterns, connectors and cohesive devices.

C2	Advanced Electives	Can understand with ease virtually everything heard or read. Can summarize information from different spoken and written sources, reconstructing arguments, and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.

APPLICATION FOR ADMISSION

The application process is conducted online and starts with completing an online Application Form on https://bau.edu/mentora-esl/ An application will not be considered complete, and thus will not be reviewed, until all application materials have been uploaded to the application system.

The documents of the applicants who cannot obtain visas will be kept only for one year and they will be destroyed.

GENERAL REQUIREMENTS

To complete the application, the applicant must submit the following documents:

1. **Valid Government-Issued Identification:**
Provide a clear photocopy of one of the following:

- U.S. Driver's License or State ID (issued by the DMV)
- Passport (mandatory for international students)
- U.S. Permanent Resident Card (Green Card)

2. **Complete the payment for Document processing fee**
This fee must be completed before proceeding with the next steps in the admissions process.
3. **Complete the Placement exam**
The exam must be taken in person on campus.

ADDITIONAL DOCUMENTS REQUIRED FOR INTERNATIONAL APPLICANTS APPLYING FOR A F-1 VISA

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

- Financial statement demonstrating adequate financial resources to cover tuition, living expenses, and travel.
- A sponsorship letter with the sponsor's contact information if the financial statement is not in the applicant's name.
- If the financial statement is from a company, the applicant must provide proof of ownership, tax returns or any other legal document that links the sponsor with the financial statement.

F-1 TRANSFER APPLICANTS (WITHIN THE U.S.)

If the applicant is currently in the United States under F-1 status and wishes to transfer to BAU, they must meet all international student admission requirements and submit the following additional documents:

1 **Current Immigration Documents:**
- I-20 Form (Continued Attendance from current institution)
- Copy of Visa / Notice of Action or Adjustment of Status or Notice of Action (if applicable)
- I-94 Form

2. **BAU SEVIS Transfer Form:**
- Student must complete "Part 1" of the **BAU SEVIS Transfer Form** and submit it to their current Designated School Official (DSO).
- Once the DSO) at the current institution returns the complete SEVIS Transfer Form and releases the SEVIS record to BAU, the student will receive a new Form I-20 from BAU.

Once the applicant receives academic admission to BAU, the applicant is required to complete the Admission Confirmation deposit payment to accept the admission offer. Students must then request the SEVIS transfer record to BAU by submitting the **BAU SEVIS Transfer Form** along with BAU admission letter to the applicant's current institution.

CHANGING TO F-1 STATUS (WITHIN THE U.S.)

If the applicant is currently in the United States under a different immigration status and is applying for a Change of Status to F-1 through USCIS, they must meet all international student admission requirements and submit the following additional documents:

- Copy of Visa
- Copy Of DS 2019 Form (Only if applicant hold a J-1)
- I-94 Form

DOCUMENT PROCESSING FEE

The Document processing fee is required to secure the applicant's place in the program and is non-refundable regardless of whether the student completes registration or later decides to withdraw. All fees at BAU are non-refundable.

If the applicant fails to complete the document processing fee payment by the stated deadlines, Bay Atlantic University reserves the right to revoke any admission offer and I-20 previously issued.

In the event that the applicant is unable to complete registration for the session applied for, Bay Atlantic University will retain the Document processing fee for up to one year. After this time, if the applicant wants to defer the application and receive a new I-20, the student must submit a new non-refundable $125 Document processing fee, along with any other necessary steps to complete your admission process or deferral.

CHANGE OF EDUCATIONAL LEVEL

The student must submit the **Change of Program Request form.**

Current ESL students can apply to change their education level for a degree program at any time and are permitted to take time off during semester gaps (up to a maximum of 5 months).

In case the student becomes interested in enrolling at BAU during their vacation and the degree semester begins in **less than one month**, they are **not required** to return to the ESL Mentora for a month before starting the degree program.

If the degree semester starts **within 1 to 3 months**, the student must return to Mentora for **one month** before changing levels.

REGISTRATION

Prior to registration, up to one session non-refundable tuition deposit (3 months) is required. This deposit is applied toward tuition and must be paid in full 30 days before the start date. If the visa/change of status or transfer process is approved during the 30 days , the student will have 5 business days to complete the deposit.

Additionally, students must confirm that all information on the I-20 and admission documents issued by the university are correct 30 days prior to the class start date. After this deadline, any requests for updates or changes to the admission documents and I-20 will not be approved.

Failure to submit the receipt for the tuition deposit payment by the deadline will be considered an indication that the student is no longer interested in enrolling. As a result, Bay Atlantic University may revoke the admission offer and cancel the student's I-20.

Before starting courses in Mentora ESL program, the students are required to sit for the Placement Test to be assigned to their

appropriate level. The Placement Test evaluates each student's grammar, vocabulary, reading, and writing skills. The time allotted for the test is 120 minutes.

The placement test is included in the document processing fee. New students must arrive at school at least three business days before the start of class to register and take our placement test.

The levels of the Mentora ESL program are described in accordance with the Common European Framework Reference (CEFR) scale and our assignments, assessments, texts, and materials align with themes and subject matter appropriate for each level.

The Mentora College Academic Team will use the placement Test score to determine the appropriate class for the student (please seethe next page for the CEFR level descriptions). If the student does not take the placement test at least three business days before their start date, there is no guarantee that the student will be placed in the appropriate level. Sometimes there are not enough students to open a class, in which case, a student will be placed in the closest level with the student's consent.

Consideration is given to students who have taken the IELTS or TOEFL tests and can present their scores. In these cases, students can be placed based on their proven scores from either of these tests.

While the Mentora Academic team **may** ask students to put their preference on their application for class schedule, this is **not a guarantee**. However, the Mentora Academic team will do everything possible to place students in their preferred times. If there are no openings, or a class is not available, **students will be placed based on their appropriate level, not their preferred time schedule**.

Retaking the placement test: To retake the placement test, students must first get the ESL Director's approval and pay the Placement Test Fee. The decision to allow a student to retake the test will be handled on a case-by-case basis.

CHANGE OF LEVEL

Mentora aims to give students the support that they need to be successful and reach their goals. While Mentora is only sometimes able to offer all levels in every schedule, we work to ensure that each student is offered enrollment in an appropriate level.

Students sometimes have scheduling conflicts and are unable to attend their level in the schedule that is offered. Even though students are strongly encouraged to come to their assigned class in the provided schedule, when there are extenuating circumstances, students are able to request to study in a *lower level* which acts as a review and reinforcement, or to study with a different class schedule. Students may only qualify to request a change of class for a higher level when emergencies arise or in special cases.

To change their class, students must do so by filling out a Change of Class Request Form **by the third day of a 4-week period** (Module). All Change of Class Request Forms will be given to the ESL Director for consideration and final approval.

ATTENDANCE

One aspect of good academic standing requires the presence of students for a minimum of 80% of each module (4-week course period). Therefore, attendance is **mandatory.**

Teachers are required to record attendance in the current Student Information System.

Students may not be absent for more than 20% of the total class time during one (1) Module. For situations such as short-term illness, emergencies, or personal matters. Please note that students are expected to use allowed absences for this. However, for long-term illness (more than 2 days), serious injuries or emergencies students must provide a valid

medical excuse that can be confirmed, in writing, by their doctor.

The ONLY excused absence accepted by the U.S. government is an official note from a licensed doctor. An official note from a doctor must be provided within 48 hours of returning to school. Notes provided more than 48 hours after returning from school are NOT accepted.

An attendance warning letter will be issued by email to the student when they reach up to 10% - 20% of their absences, and the student will receive a Termination Notice when a student exceeds the allowed number of absences.

Students are expected to come to class on time and be prepared each day. The class schedules are as follows:

Morning Classes 5 Days a Week	08:45 – 12:30
Afternoon Classes 5 Days a Week	1:15 – 5:00
Evening Classes 4 Days a Week (Mon-Thur)	5:30 – 10:00
2-Day Classes (Tue/Wed or Thurs/Fri)	08:45 – 17.45

Being late to class or leaving class early is included in the absence calculation. All students are expected to arrive to class on time. Tardiness is disruptive to both the instructor and other students. The following policy applies to lateness and absences:

5 Day AM/AFT Classes:	
15 minutes late for the first lesson	= 1 Late
Returning 10 min. late from break	= 1 Late
Missing more than 15 min. of any lesson	= 1/3 Absence
3 Lates	= 1/3 Absence
10%-20%	=Warning letter
Over 20%	= Termination
4 Day PM Classes:	
15 minutes late for the first lesson	= 1 Late
Returning 10 min. late from break	= 1 Late
Missing more than 15 min. of any lesson	= 1/3 Absence
3 Lates	= 1/3 Absence
10%-20%	=Warning letter
Over 20%	= Termination
2 Day Program	
15 minutes late for the first lesson	= 1 Late
Returning 10 min. late from break	= 1 Late
Missing more than 15 min. of any lesson	= 1/5 Absence
3 Lates	= 1/5 Absence
10%-20%	=Warning letter
Over 20%	= Termination

A book is required for each Module. If the student does not have a book by the 4th day of the Module, the teacher will mark the student absent for the days the student appears in class without the book.

ASSESSMENT AND GRADING

Each class in the Intensive ESL program is four weeks long. During the last part of each class, the students will take a level exam, which will assess them based on the language skills covered in the class. Students are required to take the exam with their teacher in their assigned classroom and according to the exam schedule.

The student's grade comes from the following (for advance elective classes 600+, please refer to course syllabi):

Progress Check Quizzes (three total)		10%
End of Level Exams	1. Speaking	20%
	2. Writing	20%

	3. Listening, Reading, and Language Use	50%
Total		**100%**

If a student arrives less than 30 minutes late to the exam, the student may sit for the regularly scheduled exam and is not eligible for a make-up exam. The teacher will not play the listening section again for the late student. If a student is more than 30 minutes late for an exam, the student **may not** sit for the exam and will receive a grade of zero.

All module and writing exams as well as the student participation and homework are graded and recorded by the student's teacher.

Grades are ready at the end of each Module. Student grade reports are available on the current Student Information System and students can access their grade reports at any time through the same system.

A passing grade to progress to the next level is 70%.

Achievement Scale and interpretation**Merit Pass:** Overall grade: Above 80 Your grades and achievement demonstrate a strong achievement of the level objectives, a high level of attainment, and full readiness to continue to the next level. Your success is a promising sign that you will be highly successful in achieving the objectives of the new level if you complete all the course requirements.

Average Pass: Overall grade: 70-80
Your performance is of a satisfactory nature. Your grades and achievement demonstrate sufficient achievement of the level objectives to continue to the next level. Your grades indicate that you can be successful in achieving the objectives of the new level if you attend classes regularly, study hard and make use of all the support systems the program provides.

Borderline Pass: Overall grade: 65-69
You have partially achieved the objectives of the course. Although your final exam grade is not a pass grade, you may be allowed to move on to the next level due to your efforts and your performance within the term. You may be given a Conditional Pass with supplemental requirements. Your grades indicate that you have the potential to be successful in achieving the objectives of the new level, and we will be supporting you by providing you weekly tutorials in addition to your regular program. If you attend classes regularly, study hard and make use of all the support systems the program provides, you can pass the level.

Fail: Overall grade: 21-64
Your grades fail to show any evidence of the achievement of the level objectives to continue to the next level. As your grades do not indicate even a basic grasp of the level objectives, you will need to repeat the same level. You can only gain the necessary knowledge and skills upon repeating the level if you attend classes regularly, study hard, and make use of all the support systems the program provides.

Incomplete: Overall grade: 20 and below
Your grades fail to show any attempt to meet the necessary requirements and, due to lack of attendance, you did not take most of the assessments for the course. As your grades clearly do not indicate even a basic grasp of the level objectives, you will need to repeat the same level. You can only gain the necessary knowledge and skills upon repeating the level if you attend classes regularly, study hard, and make use of all the support systems the program provides you.

Missing the Exam

With the consent of the Director of Mentora College, a student may make up the module exam on a case-by-case basis

If eligible, a make-up fee of $45 per exam may be charged.

Students may not make-up the module exam because they are unsatisfied with the results on the exam.

Grade Grievance Procedure

Students who believe they were graded unfairly need to submit their grievance to the program

director. Upon receiving the request, the Director will evaluate the situation and possibly reassess the assignment.

Students **may not** retake an exam because they are unsatisfied with their results.

PLAGIARISM/CHEATING POLICY

Mentora holds its students to high standards of academic honesty. Students are expected to submit original work using their own ideas and words. Examples of plagiarism or cheating include, but are not limited to:

- Cutting and pasting an internet source.
- No in-text citations.
- No bibliography provided.
- Copying another student's work.
- Communicating answers during exams/ quizzes.
- Re-using work from a previous class.
- Using AI programs like ChatGPT, perplexity, etc.

1st Offense: If cheating, the student will receive up to 2 verbal warnings by the teacher before they are removed from the class. Students will receive 0% on their exam/quiz. If plagiarism, the student will be given another chance to do the assignment under the supervision of the teacher. The resubmission will be score at maximum grade of 50%

2nd Offense: The student will receive a zero (0) and a warning letter for Academic Performance. The student will be placed on Academic probation.

3rd Offense: The student will receive a zero (0) and face termination of the student's I-20 Form.

Teachers and the Academic team will properly document all offenses 1-3. Teachers will be responsible for writing an incident report and the Academic team will follow up with the warning or probation letters prepared.

Plagiarism and Cheating are NOT tolerated at Mentora College, and any cases will be handled swiftly and seriously.

TIME-OFF

To comply with US SEVIS regulations, a student is eligible to take 1 session (3 modules) of time-off after twenty-six (26) consecutive weeks of study. However, due to Mentora ESL course models, students are not permitted to take time-off before completing an entire session (3 modules).

1. A student may request time-off once they have studied twenty-six (26) consecutive weeks. If the request is approved, the student will be allowed for one (1) session equivalent to 3 modules. Time-off is NOT cumulative.

2. A student may request time-off once they have studied thirty-six (36) consecutive weeks. If the request is approved, the student will be allowed for one (1) session equivalent to 3 modules. Time-off is NOT cumulative.

3. Time-Off does not roll over/cannot be saved up and therefore students are only able to take off more than 3 modules.

To approve a Time Off Request, the Director of Mentora College will consider:

- Academic standing. A student must be in compliance with Mentora's attendance, behavior and academic policy.
- Financial standing.

If a time off request is approved:

- Students are required to complete the Time-off fee by the deadline, no later than the last day of the current module.
- Students who miss the deadline to complete the Time-off fee, will be denied and must be enrolled in the following module. Therefore, the tuition fee must be complete immediately in order to register in class. The

student is eligible to reapply for Time-off the next module; however, they will only be eligible for the 2 remaining modules.

- A student may choose to wait until the end of the current session (3 modules) to reapply for the full Time-off session (3 modules)

Students enrolled in the ESL program must submit a Time-Off Request Form to the Administrative team by the end of the 3rd week of their current module in correspondence with the deadline communicated by administration.

TRANSFER OUT

1. Students who would like to transfer their academic records to another school should have studied at Mentora College for a minimum of one session (3 modules) and be in good standing (not on any probation). This kind of transfer is called "In Status" and to be eligible, students must follow all school and federal regulations, including being in good academic, attendance, and financial standing. Please note that this does not pertain to your immigration record.
2. Students wishing to Transfer Out before finishing their initial session (3 modules) must pay an Early Transfer Out Fee that is equal to 1 session tuition fee (3 modules). This fee only needs to be paid for students who have not completed the initial session (3 modules). The amount required to be paid is subject to change based on the modules the student has completed.
3. Students wishing to transfer to another school must inform Mentora College administration before the last week of the current session in correspondence with the deadline communicated by Administration. This means that Mentora College must receive the student's Acceptance letter from the transfer in school and the Mentora transfer form before the last week of the current module. Students who request to transfer to another school after the deadline communicated by Administration must pay a Late Transfer Fee that is equal to the amount of the fee of 1 module.
4. Students must be currently attending class to transfer their academic records. They may not transfer "In Status" while taking time off or immediately after returning from time-off. All students must study 1 complete session (3 modules) after returning from time-off to be eligible to transfer out "In-Status".
   - Students who wish to Transfer-out immediately must pay an amount equivalent to one session's tuition (3 modules).
   - If a student completes one to two modules after returning from Time-off, they will be required to pay the fee for the uncompleted modules in the current session.
5. To be eligible to transfer out, you must consistently maintain F-1 status and follow the correct transfer procedures. To maintain your status at your current school, you must continue attending all your classes while you are waiting to transfer. For an F-1 student, that is until your transfer release date. Your transfer release date is the day on which the Designated School Official (DSO), at your current school, transfers responsibility for your Student and Exchange Visitor Information System (SEVIS) record to your new school.

Students are expected to understand the Transfer Out policy. If you have any questions about this policy and/or terms: "In Status," "Terminated," or "Early Transfer out" at any time, please speak with the administrative team or the Director of Mentora College.

TUITION AND FEES

DESCRIPTION	PRICE
Application/Admissions Fees (non-refundable)	
Document Processing Fee	$125

One month of Tuition and Mandatory Session Fees for F-1 students (including Tuition, course materials fee, and student services fee)	$640
Deferral Fee	$45
Mandatory Module Fees	
Tuition for F-1 Students	$590
Student Services Fee	$20
ESL Course Materials Fee	$30
Mandatory One-Time Fee	
Student ID Card Fee	$20
As-applicable Fees	
Late Tuition Payment Fee	$80
International Postage and Shipping (there is an additional service fee for	$130
Domestic Postage and Shipping (there is an additional service fee for sensitive	$85
English Proficiency Test Fee	$45
Make-up Exam Fee	$45
Airport Pick-Up	$150
Time-off/Vacation fee*	$650
Certificate Fee (Mentora ESL)	$100
Transcript Fee	$20
Student ID Replacement	$20
Returned Check Fee	$35
Program-Specific Administrative Fee	$1460
BESL Shipment Fee	$55
Late Transfer Out Fee	$640
Early Transfer out Fee	Case-by case basis
Administrative Cancellation Fee	$100 or 20%
Administrative Fee	$500

*Students who enrolled before the August 12, 2024 session are eligible for a one-time vacation period of up to three consecutive modules. To qualify, students must submit a request for approval and pay a $750 fee. Approval must be granted by the institution and communicated to the student via the official email address: student_esl@bau.edu.The $750 payment will be credited toward the tuition of the first module the student attends upon returning from vacation. For the second module following the student's return, the remaining balance of the full tuition must be paid.

PAYMENT OPTIONS

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

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

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

PAYMENT DUE DATES

Tuition for the following class module is due 1 week before the Final Exam date of the current class module. Payments made after the first week of the new class module will charge a late fee of $80.00. Students who do not pay by the first week of the class module will not be enrolled in class and will face a Failure to enroll termination. Cancellation and Refund Policies

Student refunds are issued only by checking directly to the person or organization that originally paid, or to a third party authorized by the payer. Notification of Cancellation and/or Refund Requests can be given in person or mailed to 1510 H Street, NW, Suite 150, Washington, DC 20005. Refund processing may

take up to 45 business days after initial submission of the Refund Request Form. The school is not required to honor a refund request submitted ninety (90) days after payment is received.

In accordance with Title 5-A8119 of the D.C. Regulations governing Postsecondary Non-Degree Schools under OSSE, our Cancellation and Refund Policy is as follows:

Document processing Fee

The Document processing fee is required to secure the applicant's place in the program and is non-refundable regardless of whether the student completes registration or later decides to withdraw. All fees at BAU are non-refundable.

If the applicant fails to complete the document processing fee payment by the stated deadlines, Bay Atlantic University reserves the right to revoke any admission offer and I-20 previously issued.

In the event that the applicant is unable to complete registration for the session applied for, Bay Atlantic University will retain the Document processing fee for up to one year. After this time, if the applicant wants to defer the application and receive a new I-20, the student must submit a new non-refundable $125 Document processing fee, along with any other necessary steps to complete your admission process or deferral.

Visa Denied

If the applicant paid tuition excluding all additional fees before going for a visa interview, this will be refundable if the applicant is denied their Visa by the US Government after the receipt of an I-20. If the applicant intends to reapply for a visa Interview, Bay Atlantic University will retain their payment. After the denial and the application withdraw the applicant has ninety (90) to submit the refund request, Mentora may, but is not obligated to, waive its refund policy.

Deferral Fee

The deferral fee is non-refundable. If the applicant decides to defer the application must submit the required documentation to complete the deferral:

- An updated financial statement (issued within the last three months)
- An updated sponsorship letter (if applicable)
- Payment of a $45 non-refundable deferral fee OR confirmation of an upcoming visa appointment
- SEVIS I-901 Form (SEVIS Fee Payment Confirmation)

Tuition deposit

1. If the student fails to submit the receipt for the deposit payment by the specified deadline, Bay Atlantic University (BAU) will assume that the student is no longer interested in enrolling. As a result, the University may revoke the admission offer and cancel the students' I-20.
2. The tuition deposit fee is required to reserve a place on the program and is non-refundable, regardless of whether the student completes registration or subsequently withdraws. All fees at Bay Atlantic University are non-refundable.
3. If the student is unable to complete registration for the current session, BAU will retain the Tuition Deposit Fee for up to one year. After this period, the student must submit a new deposit and complete any additional steps necessary to resume the admission process.
4. Students who withdrew from their program after initiating enrollment in order to attend another institution are subject to a non-refundable Administrative Services Fee of $500. This fee covers the administrative costs related to processing the withdrawal. Tuition deposits and other fees do not count towards this fee, as they are allocated for securing enrollment and tuition-related expenses, not for withdrawal procedures.

Administrative Fee for Mentora College Intensive ESL

Students who withdrew from BAU degree programs to pursue studies at Mentora College Intensive ESL program will be required to pay 3

months of session fees of Mentora College (tuition and mandatory fees) upon changing the program.

- If such students wish to transfer out from Mentora College before completing the initial 3 months of study, they will pay the Administrative Fee (Mentora College) of $500.
- If such students withdraw from Mentora College to another school after any session starts (late transfer out), they will additionally pay the Transfer-Out Fee (Mentora College).

Student Decides to Rescind Their Application
Students have 72 hours (three (3) business days, excluding weekends and holidays) after signing the Admission and Enrollment Agreement to request a refund. Paid tuition excluding all fees is fully refundable within 45 business days after initial submission of the Refund Request Form.

Terminated I20
If a student's I-20 is terminated, no refunds will be issued.

Student Withdrawal from Class
If a student withdraws from a class before classes begin, the student will be liable for an Administrative Cancellation Fee of $100.00 or 20% of the tuition, whichever is less, and the balance of the tuition will be refunded. If a student withdraws during the first week of scheduled classes, the student will be charged an Administrative Cancellation Fee of $100 and 25% of the tuition. All tuition and fees are non-refundable after the first week of scheduled classes (last business day of the first week by 5:00 pm EST).

Note: Current Students who have paid in advance for a full session (12 weeks of classes) will receive a refund based on the 4-week class schedule. If a student withdraws on or before the first week of any 4-week class schedule, The refund will be calculated based on how many full 4-week periods are left after the withdrawal.

1st Week	75% Refund	2nd Week	No Refund
3rd Week	No Refund	4th week	No Refund

Consistent with BAU's delivery of services policy, in the event that BAU determines it must suspend or alter its operations in whole or in part due to epidemic, pandemic, other public health emergency, extreme weather, natural disaster, acts, or threatened acts of terrorism or war, or any single act or combination of events beyond the University's control, BAU may suspend, reduce, terminate and/or modify its operations in whole or in part, which may or may not include offering online or other alternative learning options, in its discretion. In any such event, BAU is under no obligation to refund or credit any portion of tuition, fees, or other charges paid or owed, but it may do so in its discretion.

MENTORA ACADEMIC CALENDAR

Session Starts	Session Ends	Holiday (School Closed)
August 4. 2025	August 29, 2025	
September 1, 2025	September 26, 2025	LABOR DAY September 1
September 29, 2025	October 24, 2025	
October 27, 2025	November 21, 2025	FALL BREAK November 24-28
December 1, 2025	January 9, 2026	WINTER BREAK December 22 - January 2
January 12, 2026	February 6, 2026	MLK DAY January 19
February 9, 2026	March 6, 2026	
March 9, 2026	April 3, 2026	
April 6, 2026	May 1, 2026	
May 4, 2026	May 29, 2026	MEMORIAL DAY May 25
June 1, 2026	June 26, 2026	
June 29, 2026	July 24, 2026	
July 27, 2026	August 21, 2026	
August 24, 2026	September 18, 2026	LABOR DAY
September 21, 2026	October 16, 2026	
October 19, 2026	November 13, 2026	
November 16,2026	December 18, 2026	FALL BREAK November 23 - 27
December 21,2026	January 29, 2027	WINTER BREAK December 21 - January 1