

2021 -2022

Academic Catalog



8133 Leesburg Pike, Vienna, VA 22182

WWW.IGU.EDU

Certified to operate in Virginia by SCHEV

© July 2021

Disclaimer

This publication cannot be construed as an irrevocable contract between IGlobal University (hereafter referred as IGU) and the student and is subject to change. It contains official information and academic standards for program offerings during the 2021-2022 term. IGU reserves the right to repeal, change, or amend its Policies, Regulations, Procedures, and Provisions contained herein, and may cancel, add or modify educational programs, courses and requirements listed herein.

IGU regularly publishes and updates its Catalog. The IGU Catalog provides local and international prospective students with not only general information, but also essential scholastic information that will assist them in their academic endeavors. Although every effort has been made to ensure the accuracy of the information provided herein, students should note that laws, policies, rules and regulations change from time to time and that these changes might alter the information contained in this publication. Therefore, addenda to the Catalog may be released from time to time, as new rules and policies are adopted during any academic year. If and when an addendum is issued to the catalog, the same copy will be posted on our website to inform our stakeholders. More current and complete information may be obtained from the administrative office or the IGU website (www.igu.edu).

The university may publish other manuals such as our Student Handbook, Faculty Handbook, Employee Handbook and Library Handbook. In the event of any discrepancies between these various handbooks relating to issues of student and academic services, the policies and procedures stipulated in this version (2021) of the Catalog shall supersede the statements mentioned in others.

Advertising Statement: If IGU approves advertisement, this is the approved statement for websites and publications: “This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency.”

IGU encourages its faculty, staff, and student body to read, understand, and familiarize themselves with the policies, and procedures contained in this catalog. Please direct your comments and recommendations to Dr. Shane Cho, Vice President of Operations at 703-941-2020 or e-mail at shane.cho@igu.edu.

This Catalog supersedes and replaces all previously published versions and is made available to students on the IGU website (www.igu.edu).

It is noted that the term “IGU” has been trademark protected, since the inception of the IGU.

IGU is a non-discriminatory institution when admitting students to all programs, and it is an equal opportunity employer.

Effective between July 1, 2021 and June 30, 2022

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Message from the Chairman & CEO

Dear Students and Parents,

Welcome to IGU! As a career-oriented university, IGU's mission is to equip students with the right skill set to become readily employable right after graduation.

The typical scenario in the employment journey so far has been that fresh graduates from universities have been competing for entry level jobs in the industry.

Industrial leaders are naturally very skeptical in hiring fresh graduates directly for mid level positions. This is mainly due to lack of confidence in fresh graduates as far as their reliability and effectiveness on the job are concerned. Employers often rely on their own on-the-job training to increase the effectiveness of their fresh recruits, however, the common risk that all employers are facing after providing on-the-job training is that these recruits tend to switch employers for better and higher positions. Therefore, this issue creates a slippery slope for both employers and fresh graduates in that the cost of training fresh graduates outweighs the potential benefits of hiring fresh graduates, hence, making both parties frustrated and worried.

IGU has been striving to meet the emerging trends in the workplace by providing requisite academic knowledge balanced with relevant technical, soft, and personal skills which are crucial to be successful on the job. Therefore, IGU puts great emphasis on career placement services and our staff will not rest until every graduate finds a job.

Consistent with the philosophy of bridging the gap, to better prepare our students for changes in industry, IGU does not hire any faculty member who does not possess a minimum of 4 years industry experience in the field. Our faculty members are scholar-practitioners whose contributions are extremely important for our students to develop the right set of technical and soft skills for employment.

Not only has IGU been approved to operate by SCHEV as a university, but has also been accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). IGU is also recognized by the US Department of Education and ICE to enroll nonimmigrant (F-1) students and is approved by the US Department of Education to participate in the Federal Student Financial Aid program, thus providing affordable career-related professional development opportunities for people from all walks of life, irrespective of their socio-economic status.

IGU has been successfully creating an ecosystem between university and industry by producing a domestic skilled workforce to meet the demands in the industry, hence bridging the gap between academia and industry. Furthermore, reliance on the H1B program has recently become a national security matter. This also highlights the importance of increasing the domestic skilled workforce to address rapid-changing demands on emerging industries such as Cybersecurity and Information Assurance.

At IGU, we create opportunities that enable students to perform at their highest level of ability. Our dedicated faculty and staff pride themselves on a personal commitment to genuinely care for the success of its students and strive to make their experience outstanding and life changing. We honor and celebrate our individual and collective achievements and promote pride in ourselves, in our university, and in our society.

Above all, at IGU, we are committed to extend help in your career development needs. We are equipped with all necessary resources you need for achieving the success you deserve. We expect all our students to make a personal commitment to successfully achieve requisite professional growth to secure a decent job.

Your success is our success!

Best wishes for all.

Abubokor Hanip
Chairman & CEO

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1. GENERAL INFORMATION

1.1 Institutional Mission, Goals & Objectives

IGU's Mission

The mission of IGU is to provide a diverse student body with a career-related education based on scholarly, innovative, and practical approaches to meet emerging global challenges through the following objectives:

- ▶ To develop career-related programs and curricular practical training;
- ▶ To provide practical training through CPT; and
- ▶ To provide students with ongoing career development services

IGU's Vision

IGU's vision is to transform the world by providing the most innovative, effective, and affordable education to every human being for their intellectual, professional, and leadership development and growth, whether they are young or old, rich or poor, privileged or underprivileged (financially, physically and/or socially), local or remote.

IGU's Purpose

The purpose of IGU and its programs is to provide affordable yet effective education services to every human being for their intellectual, professional, and leadership development and growth, whether they are young or old, rich or poor, privileged or underprivileged (financially, physically and/or socially), local or remote.

Founding Philosophy

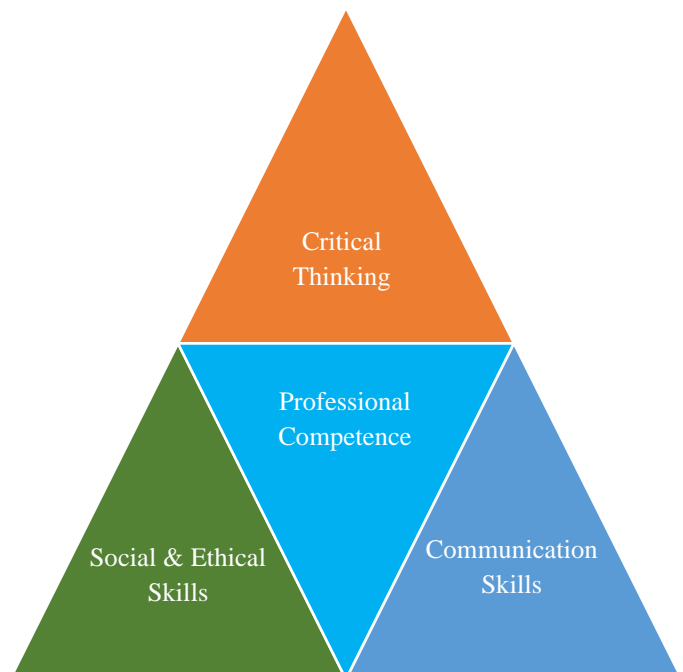
IGU was founded from a deep commitment of founder Dr. David Sohn and his colleagues to transforming the world by providing a quality and most effective education to all individuals around the world. Being a scholar, practitioner, educator, and a former CEO of international IT companies, Dr. Sohn envisioned IGU to provide lifelong learning opportunities for all learners at the local, national, and global levels. This is upheld by the instruction presented by competent faculty, the offering of advanced and rigorous academic curricula, and the use of technologies for the most effective and efficient delivery of instruction.

The vision is to provide every human being, especially those who are socially, economically and/or physically underprivileged, with lifelong learning opportunities for their intellectual, professional, spiritual, and leadership development and growth.

Institutional Goals

In order to fulfill its mission, the University established three strategic goals:

1. To pursue the academic excellence in career-related education,
2. To achieve financial sustainability and strength by efficient and effective resource management, and
3. To manage the global expansion and growth successfully.



1.2 IGU's Learning Outcomes

These University learning outcomes encapsulate the knowledge, skills and values the institution aims to help students develop through their educational experiences, regardless of the program of study they are enrolled in.

In fulfilling its mission, IGU's graduate will be able to gain the following skills:

1. Professional Competency
2. Critical Thinking and Problem-Solving
3. Effective Communication & Collaboration
4. Social Responsibility & Ethical Values

Core Values

The essential drive of IGU is reflected in its variety of educational programs offered to worldwide students.

1. **Diversity:** IGU welcomes students from all over the world and fosters equal participation of all its constituents.
2. **Lifelong Learning:** IGU stimulates and promotes learning and life-long knowledge retention through continuing education.
3. **Affirmative Spirit:** IGU promotes integrity and harmonious work with pride and compassion.
4. **Partnership Cooperation:** IGU cooperates with all its stakeholders, including students, faculty, staff, and community citizens.
5. **Effective Instructional Delivery:** IGU's educational programs are designed for students who aspire to many professional areas of study. IGU's instructional delivery is based on primarily residential settings.

1.3 Certifications, Accreditation & Approvals

IGU is certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV).



1. IGU is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and recognized by the U.S. Department of Education to award MBA, MSIT, MSCS, BBA, and BSIT degrees and certificate programs.



2. IGU is approved by the U.S. Department of Education to enrol U.S. citizens and lawful permanent residents under Title IV/Federal Student Aid Program.



U.S. Department of Education

3. IGU is certified by the U.S. Department of Homeland Security to enrol qualified international (F-1) students.



4. IGU is approved by the U.S. Department of State to sponsor Exchange Visitors (students, professors, research scholars, and specialists) under J-1 Program.



5. IGU is approved by the National Council for State Authorization Reciprocity Agreements (NC-SARA) to offer online courses to the residents of other SARA-approved States.



6. This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency.



1.4 Educational Programs

Consistent with the mission, purpose, and goals of the institution, IGU offers the following programs.

Name of the Program	Credential Awarded	Graduation Requirements
Master of Business Administration (MBA) <u>Six Concentrations:</u> <ol style="list-style-type: none"> 1. Leadership & Management 2. Accounting & Finance 3. Info Technology Management 4. Health Care Management 5. Human Resource Management 6. Project Management 	MBA	54 Quarter Credit Hours
Bachelor of Business Administration (BBA) <u>Four Concentrations:</u> <ol style="list-style-type: none"> 1. Leadership & Management 2. Accounting & Finance 3. Human Resource Management 4. Project Management 	BBA	180 Quarter Credit Hours
Master of Science in Information Technology (MSIT) <u>Three Concentrations:</u> <ol style="list-style-type: none"> 1. IT Systems & Management 2. Data Analytics & Management 3. Software Design & Management 	MSIT	54 Quarter Credit Hours
Master of Science in Cybersecurity (MSCS)	MSCS	54 Quarter Credit Hours
Bachelor of Science in Information Technology (BSIT) <u>Three Concentrations:</u> <ol style="list-style-type: none"> 1. Cybersecurity 2. Enterprise Information Management 3. Software Engineering 	BSIT	180 Quarter Credit Hours
CompTIA Certificate Programs <ol style="list-style-type: none"> 1. CompTIA Networking Certificate 2. CompTIA Security Certificate 	Certificate	36 Clock Hours

1.5 History & Development of IGU

Retired from business, Dr. Sohn started teaching business and IT courses at a number of domestic and foreign universities as a practitioner with a doctoral degree in leadership and management and extensive business experiences.

In 2008, Dr. Sohn founded IGlobal University with a vision to transform the world by providing the most innovative, effective and affordable education to people around the world, especially those who are underprivileged economically, physically and/or socially.

In order to achieve the founding vision, Dr. Sohn established long-range strategic goals with a number of important milestones set. Some of the milestones achieved successfully for the past 10 years include the awards of (i) Certification by SCHEV, (ii) initial accreditation and 4-year renewal accreditation (through 2022) from ACCSC, (ii) the Department of Homeland Security Certification to enroll F-1 students, (iii) Department of State Approval to sponsor exchange visitors (iv) Department of Education Approval for Title IV/Federal Student Aid Program, and

(v) Department of Education Approval for National Council for State Authorization Reciprocity Agreements (NC-SARA) to offer online courses to the residents of other SARA-approved States.

1.6 Governance and Ownership

IGU is a Limited Liability Company (LLC) certified by the State Corporation Commission of the Commonwealth of Virginia and State Council of Higher Education for Virginia (SCHEV). IGU LLC is privately held and the Co-Managers are the majority owners appointed in accordance with the LLC Operating Agreement and only the Co-managers are responsible for and involved in all the important LLC operations, including but not limited to, all financial, institutional, academic, administrative, and personnel issues. Members who are not the Co-Managers must abide by all the decisions made by the Co-Managers. The Co-Managers appoint the President and CEO, who is one of the Co-Managers. The President and CEO are the managing members who make all day-to-day operational decisions for the Co-Managers.

The daily governance of the University rests with the President and CEO, who delegate specific responsibilities to members of the Executive Team, Directors, and Managers. Each administrative individual is fully accountable for the management of each respective area of the University.

The Board of Directors has a dual role of overseeing the Limited Liability Company (LLC) as a company and IGU as a higher education institution. The Board will meet on a regular basis (semi-annual) and on a demand basis. The membership is for one year, but it is renewable. The Chair of the Board calls for and presides over the Board meetings, and the Chairman and Secretary of the Board are responsible for establishing and keeping the Board of Directors meeting minutes.

Board of Directors

Abubokor Hanip (Chairman), Farhana Hanip, and Dr. Zafer Pirim

Officers, Administrators and Staff

The CEO and President are responsible for all aspects of day-to-day operations of the University.

Mr. Abubokor Hanip
Chairman & CEO
MS., Computer Science, New York Institute of Technology, NY
BS., Electrical & Electronic Engineering, CUET, Bangladesh

Mrs. Farhana Hanip
Chief Financial Officer
BS., Cyber Security, Strayer University, VA
BS., National University, Bangladesh

Dr. Hasan Karaburk
President
Ed.D., Educational Leadership, Northeastern University, Boston, MA
Ed.S., Higher Ed Leadership Specialist, Northeastern University, Boston, MA
EMBA, Business Administration, Virginia Int'l University, Fairfax, VA
BS, Chemistry Science & Chemistry Education (Dual), METU, Ankara, Turkey

Dr. Shane Cho
Vice President of Operations & Registrar
PhD., Chemical Engineering, KAIST, South Korea
MS., Chemical Engineering, KAIST, South Korea
MS., Chemical Engineering, KAIST, South Korea
BS, Law, Seoul Digital University, South Korea

Dr. Zafer Pirim
Vice President of Education
Ph. D., in Educational Leadership, Old Dominion University, Norfolk, VA
MA, in International Studies, Old Dominion University, Norfolk, VA

Prof. Apostolos Eliopoulos
Director, School of Information Technology
CIO Certificate, Carnegie Mellon University
MBA, New York Institute of Technology
BS, University of MD UC

Dr. Mark L. Robinson
Director, School of Business Administration
Ph.D., in Management, International School of Management, NY
MBA, Marymount University, VA
BA, St. Mary's College of Maryland, MD

Mamoon Wahab
Vice President of Marketing & Career Service
MBA, Marymount University, Arlington VA
BBA., Strayer University, Arlington, VA

Anita Whyche
Director of Financial Aid Services
MBA, University of Phoenix
BBA, St Leo University, Florida

Kelly Shand
Librarian
MS, Library and Information Science and Archival Management, Simmons College, Boston, MA

Sarah Hedayat
Director of Admissions
Master's in Applied Linguistic, Montclair State University

Kazi Ataul Bari
IT Manager
Bachelor of Science in Information Tech., IGlobal University, Vienna, VA

James Jung
Manager, Accounting & Operations
BS in Chemistry, Purdue University, West Lafayette, IN

Jose Ortega
Director of Marketing & Recruitment

Kimberly Simpson
Admissions Assistant
BA, Bridgewater College

Semi Jang
Admissions Assistant
BA in Linguistic, University of Maryland

1.7 IGU Campus, Facilities & Transportation

IGU's campus is located at 8133 Leesburg Pike, Second Floor, Vienna, VA. IGU is conveniently located near Washington D.C., the capital of the United States. Connecting via metro trains and busses to and from the major business, trade, education, and transportation centers, including the federal government agencies, World Bank, International Monetary Fund, airports, bus and trains stations.

Facilities

IGU's classrooms are equipped with projectors, teacher's computers, sound system and white boards. Our campus has 11 classrooms, 1 library and Learning Recourses System (LRS), 2 student lounges, including two kitchens, and 2 computer labs. All campus areas are supported by Wi-Fi and Internet connection. Although we often strive to improve student-teacher ratios with smaller-sized classrooms, some of our classrooms can accommodate up to 25 students on a demand basis. There are two conference rooms available.

Parking

The 8133 building has ample parking spaces on the first and second floors and underground. The second-floor parking lot is used most conveniently by the IGU students, faculty, staff and visitors.

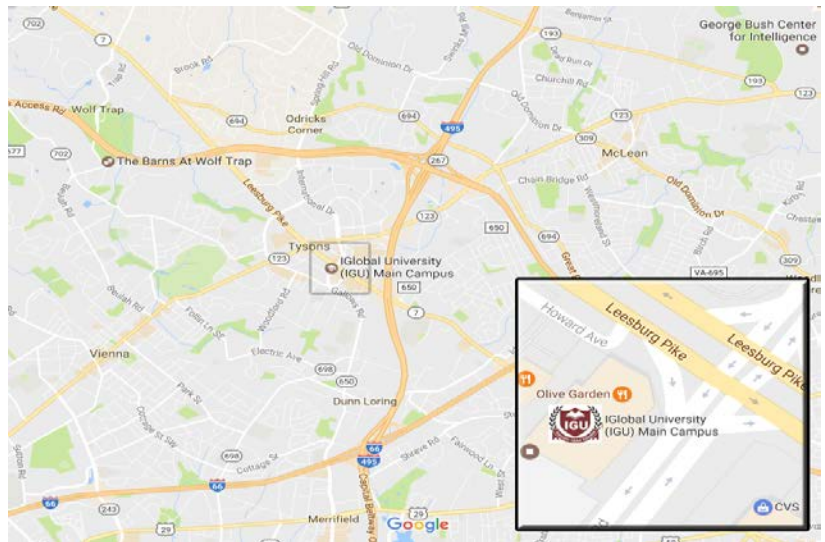
Transportation

1. From IAD Airport to IGU Campus:

a. By Metro: Walk to door 4 – Silver Line Express, take Flyer bus (arrives every 15-20 minutes) to Silver Line express, walk to Wiehle-Reston East Station, take Silver Metro to Tysons Corner, walk to IGlobal University. Refer to citymapper.com for further instructions.

b. By Bus: Take bus from Dulles Airport to Town Ctr Pwky, then take bus from Spring Hill Rd. From here take bus to International Dr., walk to IGlobal University. Refer to citymapper.com for further instructions.

c. By Car: Follow Dulles Access Rd to VA-7 E/Leesburg Pike in Tysons. Take the VA-7 E exit from Dulles Access Rd. Continue straight onto Dulles Access Rd, keep left to stay on Dulles Access Rd. Exit onto VA-7 E/Leesburg Pike toward Tysons Corner and arrive at IGlobal University. Refer to google.com/maps for further instructions.



2. From DCA to Campus:

a. By Metro: Walk to metro hub, take blue line metro to Rosslyn. Change platforms to silver line to Tysons. Walk to IGlobal University.

b. By Car: Get on George Washington Memorial Parkway, Continue on George Washington Memorial Pkwy to Tysons. Take exit 47 A-B from I-495 S, continue on VA-7 W/Leesburg Pike. Drive to Gallows Rd and arrive at IGlobal University. Refer to google.com/maps for further instructions.

1.8 2021-2022 Academic Calendar

At IGU, an academic year is divided into 4 quarters. Each quarter is 10 weeks long, including final exams.

Academic calendar is subject to change mainly due to federal and IGU holidays. When certain changes are inevitable, students will be informed in advance via university e-mail system and website announcement.

2021 ACADEMIC YEAR

Notes:

University Closed: Fri., January 1 (New Year's Day)

2021 WINTER QUARTER (10 WEEKS)

Begins:

Mon., January 4

University Closed: Mon., January 18 (Martin Luther King (MLK) day)

Tue., January 19: Last day to Add/Drop a course

Sat., February 6: Last day to withdraw with a grade "W"

Ends:

Sun., March 14

Winter Break:

Mon., March 15 - Sun., April 4 (3 Weeks)

2021 SPRING QUARTER (10 WEEKS)

Begins:

Mon., April 5

University Closed: Mon., May 31 (Memorial Day)

Mon., April 12: Last day to Add/Drop a course

Sat., May 8: Last day to withdraw with a grade "W"

Ends:

Sun., June 13

Spring Break:

Mon., June 14 - Sun., July 12 (4 Weeks)

University Closed: Mon., July 5 (In observance of Independence Day)

2021 SUMMER QUARTER (10 WEEKS)

Begins:

Mon., July 12

University Closed: Mon., September 6 (Labor Day)

Mon., July 26: Last day to Add/Drop a course

Sat., August 14: Last day to withdraw with a grade "W"

Ends:

Sun., September 19

Summer Break:

Mon., September 20 - Sun., October 3 (2 Weeks)

2021 FALL QUARTER (10 WEEKS)

Begins:

Mon., October 4

University Closed: Thu., November 25 (Thanksgiving Holiday)

University Closed: Fri., November 26 (Thanksgiving Holiday)

University Closed: Sat., November 27 (Thanksgiving Holiday)

Mon., October 11: Last day to Add/Drop a course

Sat., November 6: Last day to withdraw with a grade "W"

Ends:

Sun., December 12

University Closed: Fri., December 24 (In observance of Christmas Day)

Fall Break: *University Closed: Fri., December 31 (In observance of New Year's day)*
Mon., December 13 - Sun., January 2 (3 Weeks)

2022 ACADEMIC YEAR

Notes: *University Closed: Fri., December 31 (In Obsevance of New Year's Day)*

2022 WINTER QUARTER (10 WEEKS)

Begins: **Mon., January 3**

University Closed: Mon., January 17 (Martin Luther King (MLK) day)
Tue., January 10: Last day to Add/Drop a course
Sat., February 5: Last day to withdraw with a grade "W"

Ends: **Sun., March 13**

Winter Break: *Mon., March 14 - Sun., April 3 (3 Weeks)*

2022 SPRING QUARTER (10 WEEKS)

Begins: **Mon., April 4**

University Closed: Mon., May 30 (Memorial Day)
Mon., April 11: Last day to Add/Drop a course
Sat., May 7: Last day to withdraw with a grade "W"

Ends: **Sun., June 12**

Spring Break: *Mon., June 13 - Sun., July 10 (4 Weeks)*
University Closed: Mon., July 4 (Independence Day)

2022 SUMMER QUARTER (10 WEEKS)

Begins: **Mon., July 11**

University Closed: Mon., September 5 (Labor Day)
Mon., July 18: Last day to Add/Drop a course
Sat., August 13: Last day to withdraw with a grade "W"

Ends: **Sun., September 18**

Summer Break: *Mon., September 19 - Sun., October 2 (2 Weeks)*

2022 FALL QUARTER (10 WEEKS)

Begins: **Mon., October 3**

University Closed: Thu., November 24 (Thanksgiving Holiday)
University Closed: Fri., November 25 (Thanksgiving Holiday)
University Closed: Sat., November 26 (Thanksgiving Holiday)
Mon., October 10: Last day to Add/Drop a course
Sat., November 5: Last day to withdraw with a grade "W"

Ends: **Sun., December 11**

University Closed: Mon., December 26 (In observance of Christmas Day)
University Closed: Mon., January 2 (In observance of New Year's day)
Fall Break: *Mon., December 12 - Sun., January 1 (3 Weeks)*

1.9 Holidays

During the 2021 Academic Year, IGU will observe the following holidays, on which there will be no classes and our administrative offices will be closed:

1. New Year's Day (January 1st)
2. Martin Luther King Day (the third Monday in January)
3. Memorial Day (the last Monday in May)
4. Independence Day (July 4th)
5. Labour Day (the first Monday in September)
6. Thanksgiving Day and the next day (the fourth Thursday in November)
7. Christmas Day (December 25th)
8. Two additional day between Dec 24 and Jan 2.

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

1. Presidents Day (the third Monday in February)
2. Columbus Day (the second Monday in October)
3. Veterans Day (November 11)

Mode of Instructional Delivery

Most of the courses offered at IGU are residential courses with face-to-face instruction requiring physical attendance.

In addition to residential delivery, IGU also offers fully online MBA degree and as well as various online courses from other programs. Other than MBA, all other programs/ degrees have residency requirements where students are required to complete at least one course on-campus residential.

There are certain limitations for international (F-1 visa) students when taking online courses. As the rule of thumb, F-1 students must take at least 50% of courses in residential format. Please consult with IGU's ISO office before attempting to take online courses to ensure that you don't violate the terms of your visa. For example, F-1 students are required to take at least one on-campus course per quarter and are not allowed to take more than one online course per quarter counted towards full-time status.

- Due to COVID-19, the instruction delivery may be changed by the contingency plan following SCHEV, ACCSC, and Department education guideline in 2021.

1.10 Campus Access & Inclement Weather Policy

University facilities are made available only to the authorized personnel, such as validly enrolled University students, staff, and faculty members. Furthermore, in any situation, the University does not permit any unauthorized person to access the University campuses or University resources (whether physical or electronic). During the weekends, access to the 8133 building is controlled for valid personnel, for safety and other reasons.

In the event of inclement weather or emergency situations, students, staff, and faculty should call the University's main phone number (703) 941-2020 for any announcement of campus closing or class delay. In these situations, the University will also try its best to contact the students, staff and faculty about the closure as soon as possible.

The University determines campus closings and class delays according to the local weather forecasting and visual observations of the weather. The University will strive to make information on campus closing or class delay available in the University's main phone announcement as early as possible -- at least two hours before the class starts. Students are recommended to check the phone announcement, their email and/or Learning Management System for possible substitute homework assignments, as well as for campus closing or class delay, whenever any inclement weather or emergency situation occurs or is likely to occur.

1.11 **Drug, Alcohol and Smoking**

The Federal government has mandated that as of October 1, 1990, there will be no drug usage by students, staff or faculty on college and university campuses anywhere in the United States. It is the policy of IGU to maintain a learning environment free of prohibited or controlled substances. Members of the University community that include employees, students, and guests must abstain from the consumption or use of alcohol, narcotics, the misuse of prescription drugs and smoking while on IGU premises. Violation of this policy could lead to suspension, expulsion, and report to the appropriate law enforcement agencies. Additionally, there will be no smoking on campus or outside near campus exits.

1.12 **Student Right-to-know & Campus Security Act**

In compliance with the Federal “Jeanne Clery Disclosure of Campus Security Policy” and “Campus Crime Statistics Act Student Right-to-Know and Security Act” (formerly known as the Student Right-to-Know and Campus Security Act of 1990), IGU may publish security reports in January for the preceding year. This security report will provide information on campus security regulations and campus crime statistics to current and all prospective students.

2. STUDENT SERVICES

IGU executives, administrative staff, and faculty work harmoniously with the students. They show compassion and take pride in their work with students as IGU is committed to providing a wide range of outstanding student services:

2.1 Academic Advising

Academic Advising is provided to students by the Academic Affairs Department, by faculty, and by administrative staff for a variety of academic needs that include, but are not limited to, admission interviews, evaluation of transfer credits, award, if applicable, program course selection for timely registration and payment of tuition and applicable fees, determination of Satisfactory Academic Progress (SAP), preparation of Capstone Projects, and guidance in scholarly activity.

Several specific academic advising options are available to students. IGU strives to help students identify a faculty who can assist students not only in their major, concentrations and research areas but also in achieving their career goals, including how to find internship jobs, Curricular Practical Training (CPT), and Optional Practical Training (OPT) jobs.

The Academic Advisor is available online, by telephone, or via email for academic inquiries or course completion requirements. Also, students are urged to immediately contact them to discuss personal issues that may affect their academic performance. They are also available for consultation on Satisfactory Academic Progress (SAP), preparation of professional resumes, or career advising and planning. The scope of academic advising may include:

1. Analyzing personal interests related to academic and career planning.
2. Determining the appropriate and suitable educational program for successfully achieving a chosen career or goal.
3. Selecting courses and student activities that maximize scholarly activity and potential academic success.
4. Developing a suitable academic plan that encompasses both the course workload and the supplemental needs of the students.
5. Academic progression in the pursuit and completion of required Research Scholarly activity and the Capstone Project.

Admission Advising

The Admissions administrative staff provides valuable guidance to prospective students in regard to admission requirements for each program, and academic system. The staff can also assist the students in securing the needed documents to complete the admission process and in selecting one of the faculty members as their prospective advisors.

Foreign Student Advising

The Admissions staff can provide guidance to prospective foreign students in meeting the admission requirements, particularly in securing a letter of verification for educational funding, meeting the English language proficiency, if required, and processing the evaluation of foreign transcripts for transfer credit eligibility and payment of the foreign transcript fee, if applicable.

Note: F-1 students must seek appropriate and timely guidance from the Primary Designated School Official (PDSO) and Designated School Officials (DSOs) to ensure that the F-1 students comply with the SEVIS regulations.

2.2 General Advising and Orientation

General Advising is provided to students by the Student Affairs staff for nearby housing information (as IGU does not have dormitories on campus), schedules of public transportation, application for personal banking, etc. The Student

Affairs Office will also coordinate an Orientation Day for resident students to attend sample lectures on site at IGU. All new resident students are required to attend the University's Orientation program so that they can also be familiar with the key members of the IGU community and institutional operation.

Services for Disability Students

IGU is committed to provide reasonable accommodation to students with verified physical and learning disabilities. Accommodation and other support services are managed by the Academic and Student Affairs Offices and are tailored to meet the reasonable needs of each individual student. Individuals wishing for assistance should contact IGU at the earliest time and prior to initial enrollment so that an appraisal of meeting the student's needs can be determined. The individual with disability will be advised in writing of the specific available services (or limitation of services) that IGU can accommodate him/her. Students will be required to complete the "Self-Disclosure Form" available at the admissions office to report and request special accommodation services.

Social Adjustment and Coping Skills

At IGU we care not only about academic welfare but also social welfare of our students. We realize that many international students face various challenges when they first join to the US higher education system. Similarly, many US freshmen also encounter various challenges (emotional, alcohol, drug abuse, mental, social, academic and otherwise) when they transition from the primary to higher education setting.

We invite our students to speak with admission advisors or with lead faculty of their program to share openly and confidentially about their challenges. In order to help students with their academic challenges, we administer an "At-risk" student survey via our faculty in the middle of the quarter. This survey helps us to identify at-risk students and implement a timely intervention plan. Those students who experience emotional and social difficulties are invited to talk to the VP.

At IGU we do not have a qualified counselor on site, therefore, students experiencing social issues and requiring counseling are referred to external counselors. Although IGU makes every attempt to comfort students, when requested by a student about such coping skills such as life skills, personal financing skills, etc. IGU must refer these students to an external counselor. Admissions advisors maintain a list of counselors close to our campus.

Housing Services

IGU does not provide any housing services, however, the university works with all incoming student to ensure they have the resources they need to find local housing.

Please contact admissions@igu.edu for more information. Also, please be advised that most apartment complexes require students to apply for housing at least two months in advance from their expected move-in date. Below are a few examples of resources students may use in conjunction with the opportunities provided by the University.

- <http://www.craigslist.com>
- <http://www.apartments.com/>
- <http://www.roommates.com/>
- <http://us.sulekha.com/>
- <http://www.stphousing.com/>

Students who are new to the Washington, D.C. metropolis may first consider staying in a local hotel to first explore the area. Students may consider the following places to stay while they search for a more permanent solution,

- Fairview Park Marriott - Fairview Park Marriott, 3111 Fairview Park Drive Falls Church, VA 22042 - (703) 849-9400
- Best Western Falls Church Inn - 6633 Arlington Blvd, Falls Church, VA 22042 - (703) 532-9000
- Days Inn Alexandria - 110 South Bragg Street, Alexandria, VA 22312 - (703) 354-4950

Childcare Services

IGU does not provide any childcare services. However, we help our students search and find affordable childcare service providers near the campus. Northern Virginia is a very vibrant business community, there are plenty of childcare facilities in every neighborhood. Admissions advisors maintain a list of Childcare facilities close to our campus.

Required Course Textbooks and Related Instructional Materials

Students will receive by email, or bulletin board notices, a list of courses that will be offered for the upcoming term and the courses required textbooks and other related instructional materials. This is so that they can select appropriate classes/courses for registration and purchase them prior to the start of the term and prior to first contact with the Academic Advisor.

Tutoring Services

IGU provides tutoring assistance services to students through the Student Affairs Office. This service is provided at no costs to students. IGU encourages students to take advantage of the free tutoring programs that may include assistance in a variety of subjects.

2.3 Library and Learning Resources System (LRS)

IGU maintains a physical library for residential students. This onsite Library also houses desktop computers for students' use during business hours and other designated periods (evenings and week-ends).

Students are required to use online learning resources on or off campus as needed to successfully complete course work assignments and scholarly requirements arranged by the assigned Academic Advisor. IGU Learning Resources System (LRS) provides students with multiple online library resources such as EBSCO, ProQuest, and LRIN to access many research articles and the virtual library system on or off campus

2.4 Job Placement and Career Services

IGU's job placement assistance and career services begin when a student is admitted. The University relates the student's career development and job placement to his/her program and concentrations as the student's academic pursuit continues. Students may find pertinent career and employment information in an ongoing effort on the IGU website.

The Career Services Center offers a full range of services to enrolled students and alumni to further their professional development and transition into career fields. To assist upcoming graduates with their job search preparation, the Career Services Office offers the following resources:

- Resume writing & review
- Job search methods & techniques
- Interactive mock interviews
- Curricular practical training
- Evaluating job offers
- Salary negotiation skills
- Career fairs

2.5 Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is a type of work authorization for training, which is directly related to the student's major area of study.

The Code of Federal Regulations 8 CFR 214.2(f)(10)(i) states that CPT must be an “integral part of an established curriculum. The regulations define curricular practical training as an “alternate work/study, externship, cooperative education, or any other type of required externship or practicum, which is offered by sponsoring employers through cooperative agreements made with the school”.

Curricular Practical Training (CPT) is work authorization for students holding F-1 visas (temporary authorization for practical training directly related to major field of study—paid or unpaid). CPT permits eligible students to gain specialized, curriculum-based training linked to the student’s field of study. Eligibility requirements include completing one academic year of study in the United States. CPT will only be authorized for students who have a valid, verifiable training offer related to their enrolled program. Students interested in CPT can find detailed information on CPT policies, procedures and requirements by contacting the International Students Office (ISO).

Quick Eligibility Guidelines

In order to apply for CPT (except for transfer-in students), a continuing student must maintain Satisfactory Academic Progress (SAP) as defined in Academic Catalog.

Credit received through CPT is not applied towards a students’ graduation requirement.

A Full-Time F-1 Student	For Transfer F-1 Students	For initial F-1 Students
Duration of Study Requirement	Must have completed: One (1) Academic year of study in USA	One (1) Academic year at IGU means completion of three (3) Quarters
GPA Requirement	No CGPA requirement at the time of application. Must maintain SAP afterwards.	Met minimum CGPA of the program at the time of application. Must maintain SAP afterwards.
Part-time CPT	Permitted unlimited times throughout the program	Permitted unlimited times throughout the program
Full-time CPT	Available during vacation	Available during vacation

All students are eligible for CPT after they complete one full academic year of study in the USA. A transfer student, if s/he already completed one-full academic year in his/her previous school, is eligible for a CPT as early as day one at IGU. IGU imposes no limits on part-time CPT and students are eligible for a full-time CPT during their standard vacation. There is no limitation on the length of time a student may participate in CPT, but if the student has participated in aggregate twelve months or more of full-time employment, the student will not be eligible for Optional Practical Training (OPT).

2.6 Employment Verification Procedures

In line with the ACCSC guidelines, IGU has designed the following process to collect, verify and report job placement data. During this process, in addition to Carer services staff, IGU uses a third-party agency to get placement records verified.

During the employment verification process, we aim to accomplish:

- a. Verify the status and classification of employment of our graduates, and
- b. Assess if the employment is for a reasonable period to be considered as sustainable.
- c. Obtain self-employment attestation, if needed, which is aligned with the individual’s employment goals, is vocational, and is based on and related to the education and training received, and the graduate is earning training-related income.
- d. Unavailable for employment falls into the following categories: death, incarceration, active military service deployment, the onset of medical condition that prevents employment, or international students who are enrolled on the basis of a student or work visa and are ineligible for sustainable employment in the US post-graduation.

In order to obtain the above information, we created the following procedures.

Name of Activity	Purpose	Schedule
1. Initial Employment Survey	The career Services department contacts graduates to collect employment information status.	Within 30-60 days of graduation.
2. Follow-up Survey	Career Services follow-up for those who did not respond to our first survey. This follows up continues until we reach out to each graduate.	Within 60-120 days of graduation
3. Third-party Verification	The placement data is sent to a third party (Auxicent) for verification as we collect employment information.	Within the 60-120 days of the initial job placement recorded.
4. Sustainability Assessment	Third-party agency follows up with the cohort of graduates to collect information about the duration of employment.	Every 6 months until the end of 12-month period since the initial employment is reported and verified.

3. ADMISSION INFORMATION

3.1 Non-Discrimination Policy

In accordance with Title IV of the Civil Rights Act of 1964, Title IX of Educational Amendments of 1972, Section 5 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975, IGU admits all qualified applicants regardless of age, sexual preference, gender, marital status, religion, national origin, creed, mental limitation, disability, or ethnic origin. IGU recruits and admits those students who have the potential to successfully complete their educational programs. The prospective student's motivation and interest in succeeding in his/her chosen field of study are important factors for admission consideration as well as the student's academic background and qualifications.

3.2 The Admissions Committee

The Admissions Officer is responsible for collecting all the required application materials from the prospective students. After an applicant has submitted all the materials, the Admissions Officer approves the applicant's admission if the applicant meets or exceeds the admission requirements. In the event that the Admissions Officer determines that the applicant may not meet all the admission requirements, especially academic qualifications, the Admission Officer calls for and presides over an Admissions Committee meeting. The Admissions Committee consists of the Admissions Officer, Director of Education, Lead Faculty Members, Registrar, and appropriate department chairs. One or more faculty members may be requested to attend a Committee meeting to discuss academic affairs on a case-by-case basis.

3.3 Admission Requirements

All applicants for admission to IGU must submit the required documents to the Admissions Office and pay a non-refundable \$50 Application Fee:

#	Admission Materials	Programs		
		Graduate	Undergraduate	Certificate Programs
1	Application form (fee \$50)	✓	✓	✓
2	Previous Degree	Bachelor's	High School	High School
3	Transcript	✓	✓	N/A
4	English Proficiency*	✓	✓	✓
5	Financial Documents	✓	✓	✓(if making installments)
6	ID or Passport	✓	✓	✓
7	Statement of Purpose	Recommended	Recommended	N/A
8	Readiness Assessment**	Distance Education	Distance Education	IT literacy Assessment***

*Not for domestic students who attended /graduated from an accredited U.S based institution.

** This is a self-assessment tool for Distance Education applicants only. IGU requires to assess whether students have the skills, competencies, and access to technology necessary to succeed in a distance education environment prior to their enrolment in the program. The assessment tool can be found at <https://www.igu.edu/de-self-assessment>

*** This is a 4-hr seminar / lecture mandatory for all IT certificate students, offered free of charge.

For the undergraduate admissions, IGU admits as regular students only persons who

- Have a high school diploma
- Have the recognized equivalent of a high school diploma; or
- Are beyond the age of compulsory school attendance in the State in which the institution is physically located.

The official transcript of the previous degree must be sent from the school or in a sealed envelope. An admissions officer will review the transcript, and the Registrar has to verify the validity of the official transcript. If there is any issue in the validity of the diploma or the diploma is not obtained from an entity that provides secondary school education, the admissions officer will contact the secondary school to verify the information and give the applicant two weeks to resubmit the required documentation. If it is not verified by the secondary school or the applicant can't submit the application, the application will be canceled.

For International Students:

In addition to the above documents, the following is required:

1. **Copy of student's passport** (inside cover and signature page)
2. **Original or otherwise certified (notarized) copy of bank statement(s)** showing that the international student has adequate funds available to cover the cost of one (1) academic year of study in the USA. This amount is:
For Undergraduate programs: \$21,390.00, and
For Graduate programs: \$20,040.00

And, if the bank account statement is not in the student's name, an Affidavit of Financial Support Form must be completed by the sponsor within 6 months of the time of the application.

3. **For transfer-in students:** Copy of passport, the I-94, and any previous I-20 forms are required at the time of application.
4. **Evidence of English Proficiency** (effective for applicants of the Summer 2017 quarter).

This may include a minimum,

- TOEFL score of 70 (iBT) Or,
- IELTS score of 5.5 Or,
- iTEP score of 3.7 Or,
- PTE score of 50 Or,
- WAEC score of C6 Or.
- DET (Duolingo English Test) score of 90 or higher.

Note: A student, who was admitted by any degree granting institution in the U.S.A is exempt from English proficiency requirement.

A student, who successfully completed all levels of English training in a language school that is accredited by an agency recognized by the U.S Department of Education, will be considered to have satisfactory English proficiency. Students who scored 3.5 on ITEP test might also be admitted upon written and verbal interview with a qualified ESL specialist at IGU.

Note: English proficiency may be waived on a case by case basis for domestic applicants who can provide proof of successful employment in the US for at least 3 consecutive years within the past 4 years. To be considered, applicants must submit an English Proficiency Waiver Request Form.

**As TOEFL, IELTS, PTE, and iTEP tests centers are closed in various locations due to the COVID-19*

Pandemic, IGlobal University will accept the “J-CHECK test,” as an alternative English Proficiency assessment. This exception will continue until the test centers resume their pre-pandemic services and operational hours. Our required minimum score on the J-Check test is 3.7.

If you have already taken the TOEFL, IELTS, PTE, or iTEP test, please submit the results to the admissions office at iso@igu.edu for review.

Please click on the link below for instructions on the J-Check test:

<https://www.jchecktest.com/iglobal-university/>

5. **Previous Transcript & U.S. Equivalency:** All applicants must submit official transcripts, or otherwise notarized or attested copies of transcripts, from all colleges or universities previously attended (whether or not a degree was earned). Transcript for a degree earned outside of the U.S must be evaluated by a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) or by any other authorized U.S based agency. The University recommends using (International Education Research Foundation, Inc.) IERF. For admission to all graduate programs, a bachelor transcript or its US equivalency is required. For admission to all undergraduate programs, a high school diploma along with a transcript or its US equivalency is required.

Note: For a transfer student, who was once admitted by any an accredited degree granting institution in the U.S.A., IGU does not require foreign credential evaluation as a part of the admission process. An original transcript from the U.S institution is needed to prove that student was admitted to a degree program and as well as to process transfer credit towards IGU.

6. **I-20 Mailing Fee of \$75-\$100** (this fee is non-refundable, price varies by region) – required for I-20 forms mailed outside of the U.S.
7. **VISA Copy** (F1-VISA holders must present their VISA upon arrival in the U.S. or upon transferring into the University)
 - Students interested in using their military educational benefits at IGU should contact the Military Outreach Office. Students are encouraged to contact their local VA Regional Office regarding questions pertaining to eligibility and entitlements. Upon initial registration to the University, eligible students should submit to the Military Outreach Office, a copy of their certificate of eligibility and/or a copy of their DD-214 along with a copy of their VA-Form 22-1990 or VA-Form 22-1995. The document should be submitted by the registration deadline (The end of Add/Drop period)

3.4 Enrollment Agreement

Any student admitted to an University program is not officially enrolled in the program until after the student has signed the Enrollment Agreement and completed registration for the first term with the required tuition and fees paid. A copy of the signed Enrollment Agreement must be provided by the student.

3.5 Transfer Students and Transfer Credit (TC)

Transfer students must meet the admission requirements in effect at the time of matriculation and must comply with the same admission procedures for each selected educational program as mentioned above. A transfer course will be labeled as TC in student’s transcript.

TC can be awarded for courses with a “C” grade (4.00 scale) or above for undergraduate courses and with a letter grade “B” or above for graduate courses. Courses that are of a technical nature must have been completed within a recent time period (less than 7 years) to be considered for a TC award. Applicable courses taken for credit at international/foreign institutions must be evaluated by an approved Credential Evaluation Agency before a TC award can be considered.

Per SCHEV regulation 8VAC40-31-140-B6, for all undergraduate programs, maximum number of transfer credits accepted cannot exceed 70% of the program completion requirement. For all graduate programs, maximum number of transfer credit cannot exceed 50% of the program completion requirement. (which is applied to students whose entrance term is after Summer 2020 following ACCSC standard of accreditation.)

Course Matching

Each and every course considered for transfer will be examined for compatibility with a course offered for the same program at IGU with respect to the following, but not limited to:

- a. Course title, course description and the number of credit hours, and/or
- b. In extenuating cases, if and when the condition in (a) above is not satisfied, the Director of Education could approve a course matching by considering the degree of similarity in content and learning objectives of the courses.

3.6 Experiential Learning Credit Policies and Procedures

The purpose of Experiential Learning Credit (ELC) policy is to recognize significant technical training and competency attainment that students have mastered through their professional life before they have been admitted to a degree program at IGU and to award appropriate credits for the competencies attained. However, ELC is not available for graduate programs. Credit may be granted to students who demonstrate that they have already acquired, through life experiences such as job training, non-college courses, etc., course knowledge required for the degree program in which they are enrolled. A maximum of 30 hours of experiential learning credits can be awarded and applied towards an undergraduate degree at IGU.

3.7 Readmission

A student who was academically dismissed from IGU must wait minimally one term from the end of the current term in which the dismissal occurred before applying for readmission. The student must submit a Petition for Readmission to the Academic Office at least ten days before the beginning of the term in which he/she requests readmission. In the written Petition, the student must describe any proposed changes or circumstances that would result in improved academic performance. The Academic Office will assess the student’s ability for future success in the program of study and notify the student, in writing, for readmission and ability to resume coursework, if any.

3.8 Enrollment Deferment

Request for enrollment deferment shall be made in writing or by email and submitted to the Admissions Office. Enrollment deferment shall be for a maximum of four terms or one academic year. After that period of time, a student must resubmit a new Admissions Application Form along with the payment of an Application Fee (U.S. \$50.00).

4. TUITION AND FEES

Registration and matriculation at IGU, or payment of tuition and related fees in advance, does not constitute a contract beyond any single term. University tuition and fees are set annually by the Board and are effective only for the academic year noted. The estimates of the Cost of Tuition and Fees for Attendance at the IGU are shown below. Each year Student Services establishes standard estimates to help families determine their financial needs for the year, and for financial aid awarding purposes.

Tuition

Program	Graduate* Program	Undergraduate** Program	Certificate Programs	Full Online Students
Total Program Credits	54 Qtr. Credits	180 Qtr. Credits	36 Clock Hours	
Per Credit Hour	\$420	\$315		50% of Regular
Per CPT Credit (optional)	\$420	\$315	N/A	
Per Course	\$1,890	\$1,417.5		
Total Program Tuition	\$22,680	\$56,700	\$1,417.5	50% of Regular

* The cost of books and supplies for the graduate program is around \$1,000

** The cost of books and supplies for the undergraduate program is around \$1,500

*** The new tuition has been applied from Winter 2022 quarter

Living Expense

Type of Expense	Student Living with Parents	Student Living on Own	Military
Room & Board	\$3,960	\$7,902	\$3,960
All other Expenses	\$7,902	\$7,902	\$7,902
Personal Expenses	\$2,484	\$2,484	\$2,484
Annual Total	\$14,346	\$18,288	\$14,346

Some students will spend more than the estimated amounts while others will spend less, depending on individual lifestyles and circumstances. Eligibility for grants and financial aid varies by the program, and is based on University policies, not on individual preferences or spending habits.

4.1 Payment of Tuition and Fees

Tuition and applicable fees are due and payable at the time of Registration and prior to the start of a term. None of the fees paid at the time of Registration, except tuition, are refundable. They are encumbered for expenditures immediately upon collection. The payment of tuition and fees by veterans are governed by Veteran Benefits, Chapter 36, Title 38, U.S. Code. Effective August 1, 2019 any eligible student that has provided appropriate documentation including a copy of their certificate of eligibility and admission documentation (Please refer to our admission requirements) to the institution will have full access to classes, libraries, and all other institutional facilities and benefits in the event that VA funding disbursement is delayed under chapter 31 or 33. No financial penalties will be imposed on the student by IGU while awaiting VA funding. Once VA funding is received, any balance not covered by the VA benefit disbursement is the responsibility of the student.

4.2 Late Payment Fee

A grace period of 5 working days is allowed prior to the beginning date of the term. Afterward, there will be a penalty for late payment of tuition and fees. The late fee will be \$50.00. Cash, money orders, credit cards, and checks are accepted for payment of tuition and applicable fees. Late fees are not applicable to students registered under Veterans Benefits, Chapter 36, Title 38, U.S. Code. The late fee can be charged when a student missed payment date in his/her installment or payment plan.

4.3 Books

Course required textbooks purchased by students for study and use in coursework preparation are their personal property. IGU will neither accept the return of purchased materials nor make refunds of fees.

4.4 Severe Economic Hardship

When enrolling in classes, a student must have cleared the previous quarter's balance in full before enrolling in new classes. Exceptions can only be made in special cases where Severe Economic Hardship is documented and is approved by the Financial Committee. A student that does not pay in full before the start of classes will be placed on a Do Not Sit list unless he or she is approved for a payment plan as outlined below.

Examples of Severe Economic Hardship:

- Substantial fluctuations in the value of currency or exchange rate
- Unexpected changes in the financial condition of your source of support, such as a loss of a family business
- Excessive medical bills

IGU is not able to approve every case of Severe Economic Hardship.

4.5 Payment Plans

A student who cannot pay his or her balance in full before the start of the quarter may set up a payment plan. At least 20% of the total tuition and fees must be paid at the time of registration, 60% by the end of the 4th week, and 100% by the end of the 8th week. If payment is missed, the student will be placed on a Do Not Sit list and will not be permitted to return to class until the payment is made. In addition, the student will be charged a \$50 late fee for each infraction. A \$30 fee is charged to setup a payment plan, due at the time of setting up.

To apply for a payment plan, a student must meet all the following qualifications:

1. Has been enrolled for one or more quarters;
2. Has no previous outstanding balance

4.6 Outstanding Balances

A student with an overdue balance will not be permitted to receive official transcripts and/or degree conferral. As noted above, a student with an overdue balance will also not be permitted to enroll in new classes. IGU has the right to deny any request for services from those students who carry an outstanding balance.

4.7 Other Fees

Applicable fees shown below are applied as appropriate to the individual student.

Application Fee (One-Time) ¹	\$50
Transfer Course Evaluation Fee ¹	\$100
Registration Fee (charged each quarter)	\$80

Graduation Fee ¹	\$100
Withdrawal Request Fee	\$100
Returned Check Fee (Non-Sufficient Funds Fee) ¹	\$50
Change of Status	\$250 ²
Duplicate Copy of Diploma	\$100
Transcript Fee	\$15
Late Payment Fee ¹	\$50
iTEP Test	\$60
Technology Fee Per Quarter ³	\$60
OPT Processing Fee	\$100

¹: Not applicable to students registered under Veterans Benefits, Chapter 36, Title 38, U.S. Code.

²: COS applicant must pay 20% of the first term tuition as a deposit.

³: Technology fee is charged for online course and is effective starting Fall 2018 term.

4.8 Professional Development and Family Discount

As stipulated in the employee handbook, a current staff who completed 6 months of successful employment history at IGU will become eligible for a tuition discount. Termination of employment will terminate the eligibility. First-degree relatives of staff and faculty are also eligible for the 20% discount.

4.9 Owing a Debt to IGU

IGU will withhold grades, transcripts, degrees, registration privileges, services, or any other combination thereof, from any student, former student, or alumnus, who has failed to pay a proper financial obligation due to IGU. Any services or items withheld shall be released when the student satisfactorily meets his/her financial obligation or has cleared his/her indebtedness.

4.10 Cancellation & Tuition Refund Policy

The University follows the guidelines set forth by SCHEV as described under 8VAC40-31-160 N (1-12).

Cancellation of Enrollment Agreement

A student may cancel the Enrollment Agreement without any financial penalty prior to the end of the add/drop period. Later cancellations should follow the university's refund policy. Any tuition payment will be refunded to the student within a 45-day period following his/her cancellation notice.

Applicants who have not visited the school prior to enrolment will have the opportunity to cancel enrolment without penalty (receive a refund of all money paid other than application/administration fee) within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Withdrawal from the University

IGU utilizes add/drop period, therefore, per SCHEV policy, a student who withdraws during the add/drop period shall be entitled to 100% tuition refund.

To initiate the withdrawal process, the student must submit a **Withdrawal Form**. Students may download the form from our website or obtain a hard copy from the Registrar's Office or the Office of International Student Services.

Upon submission of the Withdrawal Form, the tuition deposit paid (if any amount) will be refunded. The bank transaction fee, however, will be deducted from this total. In general, the University will refund the tuition deposit in

the same manner as it was received by the University (credit card payment, bank wire transaction, or check). Please note that the University will only issue tuition refunds to the organization or person who made the original payment. The application fee and the postage fee are not refundable. In order to get full refund a written notice must be received by the last day of add/drop period. In case of no written notice, the last day of attendance will be determined within 14 calendar days after student stopped attending. See “unofficial withdrawal” below.

IGU will issue refunds to students who have terminated their status as students within 45 days after receipt of a written request or the date the student last attended classes whichever is sooner. The following refund schedule is used to determine any refunds IGU owes to the student in case of dropping a class or withdrawing from the university.

Time of withdrawal Written notice	Tuition refund amount*
Up to the last day of add/drop period	100% of the quarter tuition
After the add/drop & through 25% of the quarter	50% of the tuition
After 25% and through 50% of the quarter	25% of the quarter tuition
After 50% of the quarter	No refund will be issued

* Excludes all fees

4.11 Return of Title IV Money

Financial aid is awarded with the assumption that students will remain enrolled for the entire quarter. The Office of Financial Aid is required by federal statute to recalculate federal financial aid eligibility for students who withdraw (officially or unofficially), are dismissed, or take a leave of absence.

An official withdrawal is when a student submits an Application to Withdrawal to the Office of the Registrar or when the student withdraws from all of his/her classes. In this case, the date of last attendance will be the day student submitted the withdrawal notice to the university, as the day of determination.

An unofficial withdrawal is when a student stops attending all his/her classes during the quarter, does not follow the college procedure to officially withdraw as outlined by the Office of the Registrar, and fails to successfully complete the term (i.e., receives all final grades of F, W, WA, U, AW, NG, FN or a combination of both). The last day of attendance will be determined within 14 calendar days after the student stopped attending.

When a student completely withdraws from IGU while receiving Title IV aid, the Office of Financial Aid must determine what portions of the student’s aid will be returned to the financial aid programs. The financial aid office uses a federal formula created by the Department of Education to calculate the amounts of “earned” vs. “unearned” aid.

$$\frac{\text{Number of calendar days completed in the period}}{\text{Total number of calendar days in the period}}$$

OR

$$\frac{\text{Hours Scheduled to complete}}{\text{Total Hours in Period}}$$

100% - percentage of aid earned = percentage of aid unearned

Funds are returned to the appropriate federal programs based on the percentage of unearned aid.

The University must return the amount of Title IV funds for which it is responsible no later than 45 days after the determination of the date of the student’s withdrawal. Any return of financial aid funds may cause a balance, which the student will be responsible for paying.

Refunds are allocated in the following order:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- Federal Perkins Loan
- Federal Graduate PLUS Loan
- Federal Parent PLUS Loan
- Federal Pell Grant
- Academic Competitiveness Grants (ACG)
- National Smart Grants
- Federal Supplemental Educational Opportunity Grant (SEOG)

A post-withdrawal disbursement of any Title IV funds will follow the basic principles below.

- Grants must be disbursed within 45 days.
- Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds.
- All post-withdrawal disbursements are applied to the student account first.

Any Title IV funds that the student has earned but have not yet been disbursed to the students will be applied to the student's account first. The rest amount will be disbursed to the student within 45 days by check.

If the R2T4 calculation results in a credit balance on the student's account, School will disburse it as soon as possible within 14 days of R2T4 calculation.

If the R2T4 Calculation results in an account to be returned that exceeds the school's portion, the student must repay the difference.

5. FINANCIAL ASSISTANCE

5.1 Scholarships & Tuition Assistance

Starting the Spring 2021 term, all current and prospective scholarship/tuition assistance program applicants are subjected to the new eligibility and award criteria. However, students who were awarded scholarship/tuition assistance before Spring 2021, will continue receiving their awards until they graduate or change their program. **The deadline for application is always two weeks before the first day of class.**

General Policies

1. An applicant must be in good standing (financial, academic, and otherwise) with the university.
2. IGU's scholarship and tuition assistance awards are tuition scholarships only. As such, the amount of the award will be credited against the tuition balance a student has to pay in each term.
3. Scholarship/tuition assistance is awarded after applying any government or outside institution grant (example: Financial Aid, Military benefits, Company scholarships directly awarded to school) and the total amount of all the financial aid can't be over 100% of the tuition of the term.
4. Prospective students may apply for a scholarship or tuition assistance at the time of their application for admission.
5. All prospective applicants must meet the admission requirements for the program of study they applied for before being considered for any scholarship or tuition assistance award.
6. No student will be awarded two or more types of scholarships/tuition assistance concurrently.
7. Each scholarship recipient is required to maintain the eligibility requirements of the scholarship/tuition assistance awarded to him/her throughout the duration of the study.
8. Students who demonstrate the following issues may lose their scholarship award, regardless of the type of award:
 - a. Failure to maintain the required GPA which qualified him/her for the award (if required)
 - b. Receiving a grade of "F" in any course (except for mitigating circumstances such as medical reasons)
 - c. Disciplinary action
 - d. Reported violation of codes of conduct (both academic and non-academic)
9. IGU's scholarship and tuition assistance programs are open to both domestic and international students.
10. If a current student drops out of a program or changes his/her program of study, the student must re-apply for the scholarship/tuition assistance program upon reinstatement of his/her enrollment with IGU.
11. Each scholarship is awarded for the life of the program unless otherwise specified in advance. Therefore, students are no longer required to renew their scholarship application for each term, unless a student lost eligibility for the current award or plans to apply for another one.
12. Scholarship/Tuition Assistance is not applied to the CPT fee.
13. All international students receiving tuition assistance must pay back the entire amount with a 5% interest fee if they decide to transfer out without completing the program at IGU. IGU reserves the right not to process transfer-out requests for those who fail to return tuition assistance money and or fail to pay any outstanding balance with us.

Scholarship Programs

Name of Scholarship	Description	Eligibility Criteria	Award Amount
1. Academic Merit (Presidential)	This scholarship is designed to recognize and promote academic excellence both in	For Freshmen: High School CGPA For Int'l Students:	For Graduate Students: CGPA: 4.0 for 30% of the tuition. CGPA: 3.8 for 20% of the tuition. CGPA: 3.5 for 10% of the tuition.

	undergrad and graduate programs.	Foreign credential evaluation showing CGPA. For Transfer students: CGPA of completion of minimum 13.5 credits from an accredited university. For Current IGU students: CGPA of completion of minimum one full term: <ul style="list-style-type: none"> • 9 credits (in Graduate programs) • 13.5 credits (in Undergraduate programs) 	For Undergrad Students: CGPA: 4.0 for 30% of the tuition. CGPA: 3.5 for 20% of the tuition CGPA: 3.0 for 10% of the tuition Note: CGPA scores will be rounded. Note: 10% additional tuition will be added to the IGU Alumni in each category. (For Graduate Students over CGPA 3.0 will get 10% of the tuition)
2. Dr. A.K. Abdul Momen	This scholarship is named after Honorable Dr. A. K Abdul Momen, the Ministry of Foreign Affairs of Bangladesh, to promote U.S higher education in Bangladesh. On behalf of the minister's office, IGU's academic committee selects the finalist among the applicants who meet the minimum eligibility criteria and informs the Minister's office about the finalist.	New application from Bangladesh starting Spring 2021. For all graduate level awards: CGPA: 3.2 or above (undergrad or grad CGPA) Or Exemplary professional achievement For all baccalaureate awards: CGPA: 2.5 or above (undergrad CGPA) Or Exemplary professional achievement	Only 1 student per quarter per program will be awarded. Recipient will be awarded 100% tuition scholarship.
3. Matching Scholarship	The matching scholarship is for students who have been officially awarded a scholarship by a U.S. based businesses / organization including state and federal agencies.	Proof of scholarship awarded by a U.S. based institution. <i>(single member LLC, sole proprietorship or S corp NOT acceptable)</i>	The exact scholarship (either % or \$ awarded) will be matched. Under no circumstances can a student receive more than 50% IGU scholarship towards his/her program tuition calculated per quarter. Award is credited quarterly as long as the U.S. based business / organization continues to award the scholarship.

Tuition Assistance Programs

Name of Tuition Assistance Program	Description	Eligibility Criteria	Relief Amount
1. First Country	The "First Country" Scholarship was created to promote cultural diversity at IGU. This	The applicant should be the first applicant from a specific country; based on Country of Birth. Only admitted students.	30% of the total tuition. Relief amount is credited quarterly.

	scholarship is available to the first student representing a country from which IGU never enrolled a student previously	One student per program of study.	
2. Special Talent	This relief is awarded to students who have demonstrated superior talent and experiences outside the classroom. This should include, but is not limited to, experience in the fields of athletics, music, and art. Candidates' professional experiences are also considered.	Student must submit documents /artifacts to prove the talents. Among the acceptable artifacts are media coverage, professional membership, CDs, awards, recognition, and letter from the professional agency, etc.	30% of the total tuition. Award is credited quarterly. Both undergrad and grad students (current & prospective can apply)
3. Dependents of U.S. Veterans	IGU is committed to providing financial incentives to families and dependents of the U.S. military personnel in appreciation of their services and sacrifices for the country.	The applicant must submit a proof of their dependent status to a U.S military personnel.	Dependents: 30% of the total tuition.
4. Family Assistance	The immediate family member who is currently enrolled in IGU with a minimum GPA of 3.0 gets a 30% discount per quarter.	Immediate Family member of newly enrolled student. Immediate family members include parents, siblings, children and spouses.	30% tuition discount until completing the program from the time when another immediate family member is enrolled at IGU
5. Government Worker Assistance	Current employees and their immediate family members from any level of government (local, state, federal, or foreign including embassy) who enroll in degree programs at IGU	An official letter on a letterhead or verifiable document(s), i.e., recent pay stub, official email from Human Resources, is required for proof of employment.	30% tuition discount for the duration of program of study.
6. Global Campus	In order to enhance our global presence and create brand awareness worldwide, we created a special tuition for all students enrolled in our programs outside the U.S.A.	Student must be residing in his/home country. Student must be taking classes from outside the U.S.A. If and when the student travels to the U.S.A to continue his/her studies here, then this discount is terminated.	70% discount is applied during the duration of the study.
7. First Quarter	In order to attract highly qualified and motivated students, IGU made a tradition to offer	All residential students only. This assistance is given only for the first quarter at IGU.	Relief amount is 50% of the first quarter tuition.

	considerable discount during the first term for all applicants.	Student can apply academic merit scholarship after the first quarter.	
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Renewal of Scholarship & Tuition Assistance

IGUs tuition scholarships are awarded for the life of the program for which students first applied and enrolled, except when their scholarship was preconditioned otherwise. If the recipient changes his/her program of study, the initial award will expire automatically, and the recipient is required to submit a new application. Applicant’s eligibility will be re-evaluated based on the new Academic Catalogue for that particular academic year. The renewal process is no different than that of the initial grant of the award, regardless of the applicant’s history at IGU.

5.2 Federal Financial Aid

Federal Financial Aid is available only for those who qualify. IGU is approved by the US Department of Education to participate in the following Federal Student Financial Aid program.

LOANS

If you apply for financial aid, you may be offered loans as part of your financial aid award. A loan is money you borrow and must pay back with interest.

The William D. Ford Federal Direct Loan (Direct Loan) Program is the largest federal student loan program. Under this program, the U.S. Department of Education is your lender. There are four types of Direct Loans available:

- Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school.
- Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate, and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan.
- Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid.
- Direct Consolidation Loans allow you to combine all of your eligible federal student loans into a single loan with a single loan servicer.

GRANTS

The Federal Pell Grant is usually awarded only to undergraduate students. A Federal Pell Grant, unlike a loan, does not have to be repaid, except under certain circumstances. For the 2020-21 award year (July 1, 2020 to June 30, 2021) the maximum award is \$6,345. The amount you get, though, will depend on:

- your financial need,
- your cost of attendance,
- your status as a full-time or part-time student
- Estimated Family Contribution (EFC)

You may not receive Federal Pell Grant funds from more than one school at a time.

Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant for undergraduate students with exceptional financial need. The FSEOG does not need to be repaid, except under certain circumstances. The FSEOG program is administered directly by the financial aid office at each participating school and is therefore called “campus-based” aid. Not all schools participate. Check with your school’s financial aid office to find out if the school offers the FSEOG.

The U.S. Department of Education offers federal financial aid to the eligible student to help cover the cost of their education at participating schools. Federal student aid includes grants, loans, and federal work-study.

6. ACADEMIC STANDARDS

Students must register every term for designated courses in keeping with their academic plans and for which they meet the stated prerequisites. Students are strongly encouraged to be familiar with their program requirements to properly demonstrate Satisfactory Academic Progress (SAP) for the timely completion of academic requirements.

6.1 Type of Enrollments

1. **Full-time Enrollment:** Undergraduate students registered for 13.5 more credit hours (3 courses) per quarter and graduate students registered for nine (9) or more credit hours (2 courses) per quarter are considered full-time students. Full-time students pay full-time tuition and fees. Certification by the Registrar's Office of any student as full-time requires that the student be engaged in full-time academic study.
2. **Part-Time Enrollment:** All students who do not meet the criteria for full-time students (i.e., who enroll for less than the minimum number of credit hours per quarter as prescribed above) are considered part-time. Part-time students pay tuition based upon the number of credit hours for which they are enrolled.
3. **Student Overloads:** Ordinarily, a student who is willing to register for an overload beyond the full-time course load, must have a satisfactory GPA as required by the degree preceding the overload. For undergraduate study, a minimum GPA of 2.5 and for graduate study, a minimum GPA of 3.5 is required to become eligible. Students may not enroll in overload courses beyond 22.5 credit hours, except in extremely rare and compelling circumstances. Students requesting an overload should be aware that additional tuition charges will be incurred.

6.2 Registration

No enrollment or addition of course(s) is allowed after the 1st week of a term, which is the Add/Drop period. Prior to Registration, a term class schedule will be made available for students to preview. The course schedules may be revised without advanced notice but prior to the Add/Drop end date. A term Registration Fee will be charged to all students. Early payment of tuition and related fees prior to the starting date of a term is required for students to begin their education. A late fee is charged to the student who fails to register on or before the starting date of a term.

6.3 Auditing Courses "X"

A student, whose admission is pending with certain required items to be submitted, is allowed to audit classes/courses with approval from the VP of Academic Affairs. The University may allow certain students to audit courses in an effort to help the community citizens without the formal admission process with the approval from the VP of Academic Affairs, who will decide whether the students will earn credits or not. The maximum number of auditing courses is limited to three courses unless the University President approves otherwise.

6.4 Procedures to Add/Drop Course(s)

The Add/Drop period is the first week of a term, and students may add or drop a course(s) during this period. International students should make sure that they enroll enough number of courses to maintain their full-time status.

Students who wish to add/ drop a course(s) during the Add/Drop period of a term must:

1. Complete and submit a signed Add/Drop Form, available online or from the Registrar, to an Academic Advisor for review and approval.
2. Immediately notify the Registrar during business hours, by phone, email, fax, or mail with the completed Add/Drop Request Form.
3. Immediately notify the course Academic Advisor of your intent to enroll in his/her course(s).
4. Make arrangements for payment of tuition and applicable fees, if any, for the new course(s).
5. Students may not be allowed to add courses if they already carry a maximum course load as the academic overload is not conducive to effective learning.

If an add/drop form is received after the Add/Drop Period has ended, the student is responsible for charges based on the University's refund policy. If a student drops a course during the Add/ Drop Period, all records related to that course are removed from the student's academic and financial records. The student is not charged tuition or fees for the course. Courses dropped during the designated Add/Drop Period are not evaluated in SAP.

6.5 Withdrawals "W"

1. Withdrawals after the Add/Drop Period: A student who wishes to change his/her schedule by dropping a course after the add/drop period may do so only between the 2nd week and 5th week of the quarter. A "W," indicating official withdrawal, will be recorded on transcripts. After a "W" is issued, the course may be repeated once. The grade of "W" will not be assigned to any student who has taken the final examination in the course. "W" grades are not calculated in the CGPA. However, they will be considered credits attempted if the student has incurred a financial obligation for the course. "W" grades affect the successful course completion percentage. A student who does not withdraw from a course before the last day (end of the 5th week) to do so will receive a letter grade based upon his/her performance in the course. To withdraw from a course, the student must complete the relevant section of the Course Add/Drop/Withdrawal Form, obtain his or her program advisor's signature, and submit the completed form to the Registrar's Office.
2. Withdrawals from the University: A student may withdraw from the University only when circumstances beyond the student's control make it impossible for him or her to complete coursework for the quarter. A student wishing to withdraw from the University must complete the relevant section of the Course/Institutional Withdrawal Form (available at the Registrar's Office), obtain the academic advisor's signature, and submit the completed form to the Registrar's Office.

6.6 Course Prerequisite(s)

Course prerequisites provide students with foundational knowledge to achieve academic success in proper sequential order. Students are required to consult with their academic advisors when they register for a course with or without prerequisites. Under certain circumstances, the academic advisor may waive a prerequisite course and allow a student to take a certain course without its prerequisite taken if the student can demonstrate that the student possesses the knowledge and skills required by the prerequisite.

6.7 Independent Study

As a standard operating procedure, IGU does not offer independent study. However, in rare cases where, for example, a student has no other option but to take a particular class to graduate, then at the discretion of the VP of Academics, that particular class may be offered as an independent study. This might typically happen when a student is about to graduate, and s/he is the only student who needs to take a class. However, IGU makes sure that under no circumstances, 10% or more credits (counted towards graduation) are allowed to be earned via independent study.

6.8 Quarter Credit Unit

IGU adopted a quarter system to offer its academic programs.

Credit Hours: At IGU, to complete any program, students must complete a specified number of credit hours as required by their respective programs of study. At IGU, one course is 4.5 quarter credit hours.

Federal regulation (§600.2 of the Department of Education Federal Code) defines a credit hour as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates no less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately ten (10) weeks for a one-quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. The amount of work required for what is stated in paragraph (1) of this section, and for other academic activities established by the institution including laboratory work, CPT training, studio work, and other academic work that can be counted as credits.

One Quarter Credit Hour can be earned by the successful completion of **10 contact hours** of learning during the 10-week quarter. **One contact hour** of learning is defined as a minimum of **50 minutes of supervised** or directed instruction and appropriate break(s). For example, for a 4.5 credit course, a student must receive 45 contact hours of classroom instruction. **1 Credit Hour=10 Contact Hours=20 Lab Hours=30 CPT training Hours.**

Course Codes and Levels:

A course is recognized by its prefix (e.g., “BUS- 213”), and its full title (e.g., “Principals of Accounting”). The prefix is composed of two parts, a letter part indicating a field of study, and a numeric part indicating the level to which the course belongs. Thus,

101-199 Freshman Year Courses	200-299 Sophomore Year Courses
300-399 Junior Year Courses	400-499 Senior Year Courses
500-599 Master’s Core Courses	600-699 Master level Concentration Courses

6.9 Grading System and Grade Point Average

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

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

The GPA is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. The GPA is carried out to three digits past the decimal point (example 1.000). No rounding up or down shall be done to arrive at the GPA. When a course is repeated, only the highest grade earned is counted in the computation of the GPA and the CGPA for graduation.

The grading system adopted by IGU is listed in all course syllabi and is:

Percentage	Letter Grade	Grade Points	CGPA	Academic Standing
100-90	A	4.0	4.0	Honors
89-80	B	3.0	3.0	Excellent-Satisfactory ^a
79-70	C	2.0	2.0	Satisfactory-Lowest passing ^b
69-60	D	1.0		Lowest passing grade ^c
59 and below	F	0	0.0	Failure
--	P	--	--	Passing (for non-credit courses)
--	F	--	--	Unsatisfactory (non-credit courses)

^a Satisfactory grade for graduate-level programs

^b Lowest passing grade for graduate-level programs

^c Lowest passing grade for undergraduate level programs

IGU adopts standard letter grades (A, B, C, D, F, etc.) for its academic programs to fairly and objectively assess student learning and academic achievement. They are recorded in official transcripts and used in the computation of term Grade Point Averages (GPA) and Cumulative Grade Point Average (CGPA).

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

- X:** Audited Course **R:** Repeat Course **TC:** Transfer-in Credits
W: Withdrawn **I:** Incomplete Course **IP:** In-Progress
NC: No Credit **(*):** Course not applicable to the current degree

6.10 Graduation Requirements

The normal length of time for the completion of each program are 24 months for Master degrees, 48 months for Bachelor degrees, excluding annual vacation.

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

	Master's	Bachelor's
Minimum Passing Grade Per Course	C	D
CGPA	3.00	2.00
Total Required Credits	54	180

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

6.11 Satisfactory Academic Progress (SAP) Policy

The following standards and requirements of satisfactory academic progress apply to all enrolled students.

If a student failed in SAP, Registrar would send a message about Academic Warning, Academic Probation, and Academic dismissal through our school management system, Populi, and it will be delivered to students' email. One of our Academic advisors will contact the student for Academic counseling by email or phone. The Quarterly report will be shared with the Financial Aid Administrator, and it will affect the Title IV eligibility.

1. Maximum Time Frame (MTF) Allowed

The Maximum Time Frame (MTF) is the time allowed for a student to complete a course of study. According to U.S. Department of Education standards, "The Maximum Time Frame is not to exceed 150% of the normal program length". In practice, this means all students at IGU must complete their programs of study within 1.5 times the program length as measured in quarter credit hours attempted. If a student cannot complete the program within the MTF, the student will be dismissed from the University.

All registered hours, at the end of the add/drop period, will be counted in the MTF determination. In addition, all transfer credit hours accepted from other institutions will be counted in the Maximum Time Frame.

The MTF is 1.5 times the Normal Program Length (NPL), which can be formulized as $MTF = 1.5 \times NPL$.

For example, our graduate programs (MBA and MSIT) both require successful completion of 54 quarter credits to graduate with a Master’s degree. MTF = 54 credits x 1.5 = 81 credits (maximum time allowed for a master’s degree program).

Program of Study	NPL in Months	NPL in credits	MTF Allowed in credits*
Graduate programs	24	54**	81
Undergraduate programs	48	180	270

* MTF includes credits attempted at IGU and transferred to IGU from other institutions

** Beyond the program prerequisites (if any)

If a student is unable to complete the program within the aforementioned time period, the individual will not be eligible to receive the original credential (i.e., master’s degree).

2. Required Minimum Completion Percentage

IGU will evaluate the successful course completion percentages for all enrolled students at 25%, 50%, 75% and 100% of the Maximum Time Frame above to determine whether the student is maintaining specific qualitative and quantitative minimums in order to avoid probation or dismissal.

Credits Attempted: A credit attempted is defined as any credit hour (or the equivalent) for which the student has incurred a financial obligation.

Evaluation Points (% of MTF attempted)	Required Minimum Completion % (all credits attempted)
At 25% of MTF	*55% (min grade “D” or above from all undergrad courses attempted) (min grade “C” or above from all graduate courses attempted)
At 50% of MTF	**60%
At 75% of MTF	**65%
At 100% of MTF	**70%

* A student not meeting standards does not have to be dismissed; probation is required.

** Probation is not allowed at this point, and academic dismissal is required.

In practice, this means that when the attempted credits are 25% of the MTF, the student must successfully complete 55% of all credits attempted with a grade of C or above. Failure to meet this requirement will result in academic probation. Academic probation is permitted at this point only. Failure to meet the minimum completion percentages at 50%, 75%, or 100% renders the student ineligible for probation and the student must be dismissed. All courses, including withdrawals and retakes, will be included in credit hours attempted. Therefore, withdrawals and retakes will have an impact on the minimum completion percentage. The completion percentage is calculated at the end of each quarter.

3. Required Minimum CGPA

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

IGlobal uses a 4.00 scale grading system and GPAs are calculated at the end of each quarter. Withdrawals are not included in GPA calculations. However, in the case of retakes, only the highest grade is included in the GPA calculation.

Evaluation Points (% of MTF attempted*)	Required <u>Minimum CGPA</u> for All Undergraduate Level Programs		Required <u>Minimum CGPA</u> For All Graduate Level Programs	
	Probation Point	Dismissal Point	Probation Point	Dismissal Point
At 25% of MTF	CGPA < 1.25	No dismissal is allowed. Probation is required.	CGPA < 2.25	No dismissal is allowed. Probation is required.
At 50% of MTF	CGPA < 1.50	CGPA < 1.25	CGPA < 2.50	CGPA < 2.25
At 75% of MTF	CGPA < 1.75	CGPA < 1.50	CGPA < 2.75	CGPA < 2.50
At 100% of MTF	No probation is allowed. Dismissal is required.	CGPA < 2.00	No probation is allowed. Dismissal is required.	CGPA < 3.00

* If these evaluation points fall during the middle of a quarter, the evaluation will be conducted at the end of the previous quarter. The University will not wait until the end of the next quarter to monitor the satisfactory academic progress of its students.

In practice, this means when a graduate student's attempted credits are 50% of the MTF, a CGPA equal to or greater than 2.50, and CGPA below 2.50 will result in probation while a CGPA below 2.25 in this situation results in dismissal.

At 100% of the MTF, or graduation, whichever occurs sooner, the student must have completed all the program requirements with a CGPA of 3.00 or higher in a master's degree program. The student who falls below the statutory minimum is not considered to be maintaining satisfactory progress; so, no probation is allowed at this point and the student will be dismissed from the program. She/he cannot receive the original credential.

6.12 Effects of Incomplete "I" Grade on SAP

Students may request a grade of incomplete (I) from their instructor. In order to request an incomplete grade, students must have been active in the course unless extenuating circumstances can be demonstrated. Requests must be made on or before the last day of the course. If the instructor denied the request, the student might appeal to the Program Chair. If approved, the instructor informs the student of the required work and deadline, the designated department representative, and the Office of the Registrar. A student is required to make up any incomplete course work within 2 weeks of the conclusion of the course.

A grade of "I" is not included in the calculation of the CGPA but will count as credit hours attempted for the purposes of calculating the successful course completion percentage. Courses that remain as an "I" at the end of the 2nd week of the following quarter will automatically become an "F" and will be calculated in the CGPA.

Incompletes are also counted in the calculation of the successful course completion percentage if the student was charged for any portion of the course. Incompletes and withdrawals may have an adverse effect on the successful course completion percentage of a student if he/she has been charged tuition for any part of the course. The “I” grade is issued for verifiable, unavoidable reasons. Since the “I” grade extends enrolment in the course, requirements for satisfactory completion will be established through student/faculty consultation and documented on the student’s transcript. The instructor may complete a **Grade Change Form** to change a grade and must submit the form to the Registrar’s Office on or prior to the deadline stipulated in Academic Calendar.

6.13 Effects of Repeat Course “R” on SAP

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

1. The original grade, credit hours, and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage for the purpose of satisfactory academic progress. As a general rule, all of the credit hours for which the university has collected any tuition, whether for a first time or repeated course, will be included in the computation of the successful course completion percentage.
2. The GPA will be based only upon the higher grade for the repeated course attempted.
3. The original grade for the course repeated under this rule will remain on the student’s academic record. The lower attempt will be flagged for exclusion in the GPA calculation and the higher attempt will be flagged for inclusion in the GPA calculation.
4. Course repetition does not extend the maximum time frame for completing a program of study. (Maximum Time Frame is the time allowed for a student to complete a course of study. This requirement is discussed in more detail in other sections.) The student must complete the program within the original Maximum Time Frame allowed for their program.

6.14 Effects of Transfer Credits “TC” on SAP

When a student brings credits from other institutions, these credits will be noted with a grade of “TC”, meaning *Transfer Credits*. Since these courses will not carry grades, they will have no effect on GPA calculations. These courses meet graduation requirements only. The student’s new normal program length will be shortened to reflect the transfer courses, and the maximum time frame will be recalculated. Normally, a transfer student would start with a 0.0 CGPA, and 0% courses attempted and successfully completed for the purpose of satisfactory academic progress.

As a general rule, a transfer student must complete at least 51% of the credit hours required by their program of study in residence at IGU. For example, a transfer student in IGU’s MBA program would have to complete at least 28 of the required 54 credit hours at IGU. This means that prior to enrolment, a graduate student may bring up to 26 quarter hours of graduate credits from other institutions and apply them towards a graduate program at IGU (with the Program Director’s and Registrar’s approval). A minimum of a 3.0 grade point average (B) out of 4.0 must have been earned on all graduate-level transferable credits. Under extenuating circumstances, and wholly at the discretion of the IGU administration, a maximum of one (1) 3-credit class for which a transferring student has earned a letter grade of (C) may be transferred to IGU.

Transferable credit is considered upon the request of the student at the time of initial registration. An official copy of all transcripts from higher education institutions must be submitted to the Admissions Office to be forwarded to the Registrar for evaluation. Additional documentation such as course descriptions, syllabi, and academic catalogue may be necessary to assure that the transferred course is equivalent to one of the courses required for completion of the degree program at IGU.

6.15 Effects of Withdrawals “W” on SAP

“W” grades are not calculated in the CGPA. However, they will be considered credits attempted if the student has incurred a financial obligation for the course. “W” grades affect the successful course completion percentage. A

student who does not withdraw from a course before the last day to do so will receive a letter grade based upon his/her performance in the course. To withdraw from a course, the student must complete the relevant section of the **Course Add/Drop/Withdrawal Form**, obtain his or her Program Director’s signature, and submit the completed form to the Registrar’s Office.

6.16 Academic Warning

Any student who:

1. Fails to maintain a minimum GPA of 3.00 in a master’s degree program for any quarter, 2.00 in a bachelor’s degree program; or
2. Who receives an “F” or incomplete “I” grade; or
3. Who engages in academic dishonesty, as defined in the Academic Catalog below, will receive an academic warning at the end of that quarter. The student will continue to receive warnings until the situation improves. The Registrar has the authority to place on academic probation any student who receives warning letters for three consecutive quarters.

6.17 Academic Probation

Students who fail to maintain the required CGPA and successful course completion percentage minimums at 25%, 50%, and 75% of the Maximum Time Frame (MTF) at the end of each academic year (for those programs equal to one year in length or longer) will be placed on academic probation as shown in the table below:

Evaluation Points (% of MTF attempted)	CGPA Falling in Probation Period for all Graduate-Level Programs
At 25% of MTF	CGPA <2.25
At 50% of MTF	2.25 < CGPA <2.50
At 75% of MTF	2.50 < CGPA <2.75
At 100% of MTF	No probation is allowed. Dismissal is required.

Evaluation Points (% of MTF attempted)	CGPA Falling in Probation Period for all Undergraduate-Level Programs
At 25% of MTF	CGPA <1.25
At 50% of MTF	1.25 < CGPA <1.50
At 75% of MTF	1.50 < CGPA <1.75
At 100% of MTF	No probation is allowed. Dismissal is required.

Students who do not maintain satisfactory academic progress will be placed on academic probation for one quarter. The student on academic probation will be advised and given assistance, if needed, in order to improve his/her CGPA. The statement “Placed on Academic Probation” will be entered into the student’s permanent record. The academic probationary period is normally one quarter. The student is considered to be maintaining satisfactory academic progress while on probation. It is noted that Academic Probation for the purpose of Federal Financial Aid is one quarter only.

Domestic students placed on Academic Probation for three (3) consecutive terms may be dismissed from IGU and be given an opportunity to appeal this action. An F-1 student who has been placed on Academic Probation must resolve the issue before the student registers for the next term under the specific advising of International Student Advisor

6.18 Academic Dismissal

Students who do not maintain at least a 2.00 GPA in the graduate program at the end of the academic probationary period, and who cannot meet the minimum CGPA requirement at the evaluation points shown in the table below, will be dismissed from the University.

Evaluation Points (% of MTF attempted)	Dismissal Points for all Graduate Level Programs
At 25% of MTF	No dismissal is required.
At 50% of MTF	CGPA < 2.25
At 75% of MTF	CGPA < 2.50
At 100% of MTF	CGPA < 3.00

Evaluation Points (% of MTF attempted)	Dismissal Points for all Undergraduate Level Programs
At 25% of MTF	No dismissal is required.
At 50% of MTF	CGPA < 1.25
At 75% of MTF	CGPA < 1.50
At 100% of MTF	CGPA < 2.00

The statement “Academic Dismissal” will be entered into the student’s permanent record. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the University. (See “Reinstatement as a Regular Student” policy below.) The school won’t certify any Title IV funding and GI Bill® educational benefits at the dismissal point.

In addition to Academic Dismissal, university reserves the right to dismiss a student for violating student code of conducts. If a student violates a law or University policy, such as a drug, alcohol or smoking policy, this could lead the student to immediate suspension, expulsion, and report to the appropriate law enforcement agencies, such as SEVP.

In the case of an F-1 student, the following could lead the student to expulsion: when an F-1 student fails (1) to maintain visa, (2) to meet the SEVIS requirements, (3) to pay for the required tuition and fees; and/or (4) to abide by the laws, regulations, and University policies and procedures.

All international initial, returning, and transfer-in students are required to complete minimum one quarter at IGU before becoming eligible for transfer-out to another institution. A request for transfer-out must be submitted before the first day of classes.

Criminal or otherwise unprofessional conduct or prohibited conduct may also result in dismissal from IGU and potential prosecution. Appropriate tuition refund, if applicable, as stated in this Catalog will apply to all dismissed students as well as those who withdrew.

6.19 Reinstatement as a Regular Student

A student, including veterans using GI Bill® educational benefits, who has been dismissed from the University may petition to be readmitted. In order to be considered for readmission, the student must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be forwarded to the VP of Academics at least two weeks before the beginning of the quarter in which the student requests readmission. The VP of Academics, in coordination with the Registrar, will determine if the

student has demonstrated likelihood for future success in the program of study. 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 quarter. The student may then be permitted to retake previously failed, incomplete, or withdrawn courses in order to improve his or her CGPA and course completion percentage and to re-establish satisfactory academic progress. During the academic probationary period, these students may not be eligible to receive loans and they will be responsible for all costs incurred during this quarter.

It is noted that “Academic Reinstatement” is different than reinstating the Title IV funding or GI Bill® educational benefits; the two should not be confused. For the process of Title IV reinstatement, students are advised to consult with the Financial Aid Office or School Certifying Officials. Registrar will help those offices to determine the Title IV eligibility or re-certification of GI Bill® educational benefits. At the completion of this academic probationary quarter, a student who has established satisfactory progress according to the tables above will return to regular student status.

Military withdrawal

IGU realizes students who are members of the U.S. armed forces may be called to active duty, specialized training, or as part of disaster relief efforts with little notice. While the following policy does NOT pertain to initial active duty training (i.e. basic training), this policy is provided in order to minimize disruptions or inconveniences for students fulfilling their unanticipated U.S. military responsibilities in the midst of an academic term/session.

Any student called to active duty, specialized training or as part of disaster relief efforts may withdraw from all courses and receive a 100% refund of tuition and fees. Alternatively, with the permission of the instructor(s), a student may receive an incomplete or a final grade in some or all of the courses taken. Either alternative may occur anytime during the semester through the end of final examinations. The incomplete should follow the incomplete policy, which allows the student to complete it within 2 weeks. If the situation lasts longer than 2 weeks, the student can retake the class without penalty later. If the withdrawal is processed after the second week of classes, the grade of W will be assigned. Students receiving financial aid will be subject to the refund policies as provided for by the agencies sponsoring the aid. The request to withdraw needs to be made within one week of official notification by the military service and may be made by either the student or other responsible party who has the student's military information.

Students who wish to withdraw from courses as a result of being called to active duty, specialized training, or disaster relief efforts must provide a copy of their orders to the school certifying official along with a signed note asking to be withdrawn. Students who cannot enroll for a future term or who need to withdraw from a current term due to military commitments can also be placed on a military leave of absence that will extend access to Populi and email accounts while they are gone. A copy of orders provided to the campus VA office will initiate this action.

Military Reinstatement

Students are entitled to reinstatement without having to requalify for admissions if:

- a. The student returns after a cumulative absence of not more than 5 years, and
- b. The student provides notice of intent to return to IGU not later than 3 years after the completion of the period of service.

The provisions of the Higher Education Opportunity Act for application will be deferred to those time periods. School will provide enough counseling sessions and support including additional free catch-up sessions and if the program of study is not provided anymore, the student has a choice to transfer to similar programs such as MSIT to MSCS.

Military Readmission

IGU will readmit Active Duty, Reserve, or National Guard students, partners, and dependents who withdrew to perform military service. The readmitted student will maintain the same academic standing he or she had when last in attendance at IGU, so long as the absence does not exceed one calendar year.

When you are ready to return, contact the university's school certifying official if you wish to resume using your VA educational benefits or use them for the first time.

Under the G.I. Bill®, you may be eligible to keep the benefits you've already received and may be able to extend your ending date for benefits. Visit the G.I. Bill® website for more information.

6.20 Satisfactory Progress and Financial Aid

Students must meet the standards of satisfactory academic progress in order to remain eligible and to continue receiving financial assistance as well as to remain eligible to continue as a student of the college.

Students should read the SAP standards carefully and refer any questions to Academic or Financial Services personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, ROP (Rate of Progress) requirements, maximum completion time restrictions, Academic Warning provisions, suspension and dismissal procedures, appeals procedures, and Academic Probation provisions.

Students on Academic Warning are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance for one payment period. Students who have been suspended or dismissed are no longer active students of the University and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event that a student appeal results in readmittance. A student readmitted on Academic Probation is eligible to receive federal financial assistance for one payment period. While on Academic Probation, the student may be required to fulfill a specific academic plan. The student can qualify for federal financial assistance for additional payment periods if the student meets SAP or meets the requirements of the academic plan.

Students can appeal about the loss of eligibility to the Financial Aid Administrator. Basically, the appeal process follows IGU's common grievance policy. The Financial Aid Administrator reviews the appeal and discusses it with the Academic Committee about the grading issue. Finally, the Finance Committee reviews the recommendations from the Academic Committee and makes a final decision about the appeal.

The student has to submit a formal appeal letter to explain why they failed to make SAP and what has changed in the student's situation that will allow them to meet SAP requirements at the next evaluation with the applicant's signature to the Financial Aid Administrator. An example of situations includes the death of family members, sickness, or accidents. The student has to submit official documents to prove the situation, such as certificates, Medical doctor's note or diagnosis, and/or police reports. The Financial Aid Administrator will review the Academic Advising note from the Academic department and submit the summarized review and recommendation to the Academic Committee.

6.21 Attendance Policy

Successful course completion in residential (face-to-face) instruction depends upon routinely following the instruction guidelines provided in the course syllabus. The student's class attendance will be monitored by timely completion or submission of weekly course assignments/requirements such as course projects, presentations, reports, group discussions, demonstration of learning, and knowledge retention.

All students are required to be present for all class meetings of any course (residential and online) for which they are enrolled. It is the responsibility of enrolled students to learn about, become knowledgeable of, and comply with the University attendance policy stated during the orientation, in the student handbook, catalog and/or faculty syllabus.

Faculty members will provide details on the rules for attendance in their course syllabi. Both the Office of Academic Affairs and faculty members will keep students' attendance records.

A record of excused and unexcused absences, as well as attendance will be maintained by the corresponding faculty member. When requested by the student, teachers will inform the student who has been absent whether make-up work is allowed and whether absences jeopardize the student's academic standing in a class. Students are also expected to arrive to class on time and not leave before class is dismissed. A student that misses 45 minutes or more of scheduled class time is marked absent.

Absence for unexcused reasons may negatively affect the student's final course grade. More importantly, under faculty discretion, excused and unexcused absences in excess of 25% of total class and lab time may result in failure of the course.

All students are expected to arrive to class on time. Late attendance is disruptive to both the instructor and students. If a student is tardy for a class more than the instructor deems advisable, the instructor might report the issue to the student's Program Director for appropriate action.

Excused Absences

Students are responsible for providing the faculty member and the Office of Academic Affairs with reason(s) for his or her absence. The faculty member and the Office of Academic Affairs then determine the validity of the reason(s) for the absence and whether the student is to be excused for the absence. Faculty members and the Office of Academic Affairs will consider the following reasons for absence as excusable:

- Emergency medical situation - Requires appropriate medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, including length of absent needed;
- Traffic accident - Requires police report or insurance documentation;
- Death in the immediate family - Requires proof of relation and documentation of service;
- Obligation of student to fulfill responsibility as civic citizen, such as a jury duty - Requires a court document.

Attendance as Part of the Grade

Faculty members shall count attendance as a part of overall requirements for final grades (10 % of the total grade). Although classroom attendance is the foremost important requirement, the student must excel in all the other aspects of leaning activities, including participation in discussions, group projects, and timely submission of assignments.

International Student Attendance

The policies outlined above apply to both domestic and international students. However, international students must comply with the SEVIS regulations in addition to or in place of the above policies. The SEVIS regulations may be subject to change by the U.S. Department of Homeland Security and the up-to-date SEVIS regulations may override the above class attendance policy in the case of international students.

An international student who is absent without prior notification will receive a written warning. Three or more consecutive unexcused absences might be subject to termination of the student's SEVIS record at the discretion of the Dean of Student Affairs. If a student's SEVIS record is terminated, the student is required to leave the country within 10 days or to apply for reinstatement. If a student cannot attend class for any reason, the student must contact both the instructor of the class and the respective designated school official (DSO) to provide required supporting documentation. Refer to the examples of possible excused absences specified above and consult with a DSO for details of the SEVIS regulations.

Makeup Work

Students missing classroom work due to an excused absence bear the responsibility of both informing the instructor about their excused absence and making up any missed coursework within one week following the period of the excused absence. The instructor shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence and shall do so during the quarter in which the absence occurred. The method of making up this work shall be determined by the faculty member and student advisor. If a student has an unexcused absence on a day when a quiz is given, the instructor may deny permission for a makeup exam and simply calculate the student's grade based on the remaining requirements. The faculty member should discuss the decision with the student and notify the Office of Academic Affairs of the outcome.

Nature of Absence	Consequences
Excused + Unexcused is equal or greater than 25% of Class time	Failure of a class
Missing three consecutive weeks	Administrative Withdrawal from a class. If less than a full-time, F-1 visa will be terminated.
Make-up work for a missing assignment	No make-up is allowed for unexcused absence

6.22 Grade Appeal Policy

A grade appeal must be initiated by the student within 1st week of receiving the grade by submitting a written request to the instructor. Any grade change request made after that time period will not be honored.

If faculty and student cannot resolve the issue, then student is required to submit official Grade Appeal Form to the Program Chair no later than the end of the 2nd week. The Program Chair will call for a grade appeal meeting whose members are VP of Academics, Registrar, and a faculty member. During the grade appeal hearing the student and the faculty member may present information. The Grade Appeal meeting decision is final and not appealable. Grade changes may result in the loss of federal student aid (FSA) eligibility because regulations may limit the time within which aid may be re-awarded or disbursed. University adheres to a schedule that allows grades to be submitted during the subsequent term. Because of this, students evaluated after grade submissions may have their FSA eligibility recalculated and may need to adjust their payment arrangements.

6.23 Annual Vacation

An academic year at IGU consists of four (4) quarters. All international students are eligible for one (1) quarter annual vacation after studying three (3) quarters full-time.

6.24 Leave of Absence (LOA)

IGU permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 calendar days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the student to interrupt their education.

Extenuating circumstances include but are not limited to: Medical (including pregnancy), Family Care (including unexpected loss of childcare and medical care of family), Military Obligations and Jury Duty.

In order for the student to be granted a LOA, the student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation in advance of the LOA start date to the Director of Education. The student must have completed the most recent term and received academic grades (A-F) for that term.

- Students in a credit-hour program must request the LOA before the start of the term.
- A LOA cannot be granted after the start date of the term for which the student is requesting the LOA unless the student is enrolled in a clock-hour program.
- In rare cases, if unforeseen and extenuating circumstances prevented a student from requesting the LOA before the start of a term, the student should contact the Director of Education when possible for potential consideration.

IGU reserves the right to grant a retroactive LOA due to unforeseen and extenuating circumstances where the student was unable to request the LOA timely. The student must provide the Institution with documentation of the unforeseen and extenuating circumstances along with all required LOA paperwork.

IGU will determine the Last Day of Attendance (LDA) for the student based on the documentation submitted with the request. On a case-by-case basis, students enrolled in a credit-hour program may be granted a retroactive LOA after commencement of the term, in accordance with the requirements outlined above, which may include expunging the student's record of registration for the term.

During the student's approved LOA period, federal loan disbursements will not be disbursed to the student's school account; however, the Institution may post grant funds.

Returning from a Leave of Absence

Upon return from leave, a student will be required to re-enroll and continue in the same course(s) from which the student interrupted studies prior to the LOA and receive final grades for the course(s). If the term was completed before an LOA was granted, students will be allowed to continue and enroll in course(s) offered in the normal sequence of the educational program during the following quarter upon return.

Failure to Return from a Leave of Absence

Student who fails to return from a LOA on or before the scheduled return date indicated in the written request will be withdrawn from the Institution, and the Institution will invoke the cancellation/refund policy. As required by federal statute and regulations, the student's last date of attendance (LDA) prior to the scheduled return date from the approved LOA will be used in order to determine the amount of funds the Institution earned and make any refunds that may be required under federal, state or institutional policy.

The determination date of withdrawal will be the date the student was required to return and did not. A student who has received federal student loans must be made aware that failure to return from an approved LOA (depending on the length of the LOA), may have an adverse effect on the student's loan repayment schedules. Federal loan programs provide students with a "grace period" that delays the student's obligation to begin repaying his/her loan debt for six months (180 days) from the LDA. If a student takes a lengthy LOA and fails to return to the Institution after the conclusion, some or all of the grace period may be exhausted – forcing the student borrower to begin making loan repayments immediately.

Effects of Leave of Absence on SAP

Students who are contemplating a leave of absence should be cautioned that one or more factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the phase/course required to maintain the normal progress in their training program will be available at the time of reentry;
- Students may have to wait for the appropriate phase/course to be offered;
- Students may be required to repeat the entire phase/ course for which they elected to withdraw prior to receiving a final grade;
- Financial aid may be affected.

7. STUDENT'S RIGHTS AND RESPONSIBILITIES

IGU is committed to maintain fair and reasonable practices in all matters affecting students: the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the handling of student grievances. Furthermore, IGU endorses and supports the basic principles of the Codes of Ethics issued by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Student understanding and cooperation are essential to the successful implementation of this legal structure.

Students are fully protected against impulsive, subjective, unreasonable, unauthorized, false, malicious, unfair or inappropriate evaluations or unacceptable behavior by a faculty member. Student complaints are considered as grievances that can be classified as Academic (dealing with term Grades or Grade Point Average), Non-Academic, and Discriminative Complaints (dealing with sexual harassment, illegal discrimination or violation of IGU Regulations or Policies, etc.).

Students, staff and Academic Advisors are required to act in ways that promote the safety of self and others and to report any serious crimes and emergencies to the administration as soon as they are known or discovered.

7.1 Freedom of Access

IGU is open to all qualified applicants according to its published admissions policies and standards. Upon enrollment, students have access to all IGU services, its physical facilities and resources. Access will be denied to individuals who are not IGU students.

7.2 Sexual Harassment Policy

As an institution of higher education, IGU will not tolerate any form of sexual harassment as IGU provides educational programs, employment, and a business environment free of unwelcome sexual advances, requests for sexual favors or intimidation and other verbal or physical conduct or communications, including electronic communications and systems, constituting sexual harassment as defined and otherwise prohibited by State and Federal statutes. Any individual who knowingly violate this Policy will be subject to appropriate and immediate disciplinary action.

7.3 IGU Catalog

It is the responsibility of each student to be familiar with the information presented in this Catalog and to know and observe all current policies, regulations and procedures related to the program he/she is pursuing. Regulations will not be waived, nor exceptions granted because a student pleads ignorance of these policies, regulations, or procedures. While academic advisors will assist students in every way possible, the responsibility for following all policies and meeting all requirements and deadlines rests with the student. A student is expected to satisfy the requirements found in the Catalog in effect at the time he/she is admitted to and begins coursework in a degree program. However, a student may elect to graduate under the Catalog in force at the time of his/her graduation, provided the student complies with all requirements of the later Catalog.

7.4 New Policies, Regulations, Standards and Procedures

IGU will make every effort to inform its constituents of changes in policies, regulations, standards and procedures that have been approved and adopted by the University's Executive Management and administration or mandated by State, Federal and accreditation agencies. In instances where these changes have been implemented after the publication of a new Catalog, IGU will bring them to the attention of students and faculty in the following ways:

1. Posting the appropriate changes on the website (www.igu.edu) and email them to all constituents, if necessary.
2. Academic Advisors will announce or post the new academic changes for students' attention, if necessary.

7.5 Formal Grievance Procedure

IGU has a Grievance process and procedures for students to file grievances as well as an appeal process to assure protection of student rights and maintain fairness and objectivity. Students have the right to appeal any academic adverse decision, standard, or requirement if any of the following conditions exists:

- A faculty who issued a course grade by mistake, fraud, bad faith or retaliation.
- Extenuating circumstances make it impossible to comply with the standard or requirement
- An undue hardship would result from a strict application or interpretation of a standard or requirement.

Documentation will be required, and timely processing of the grievance will be taken into consideration. If a student appeals an academic standard or requirement, the Director of Education will handle the appeal in an expedient way.

The purpose of the appeal process and procedures is to provide a system that will represent “fairness and the absence of arbitrariness.” IGU makes every effort to assure that its grievance procedures are clear to students and the process is not burdensome or cumbersome.

IGU faculty and staff attempt to create, in all areas, an atmosphere that is conducive to learning. For this reason, we have established a procedure that we hope will address any school-related problem, concern, or complaint. Students may express concerns to any administrator. Complaints, however, are best handled by following the below procedure.

Step 1: Most academic concerns will be handled by the instructors. Students should first discuss the problem with the instructor.

Step 2: If the problem is not resolved at that level, the student should contact to the Director of Education or to the Lead Faculty member of the program. All administrative staff members maintain an open-door policy.

At the written request of the student, an ad hoc Grievance Committee (GC) comprised of the Director of Education, Senior Director of Admissions, Lead Faculty members, and Title IX Coordinator (if applicable) will be convened to address concerns which remain unresolved. The ad hoc Grievance Committee will convene within 10 days of a written request. The student will be notified of the committee’s decision within three days of the meeting.

If there is a finding of inappropriate behavior, prompt disciplinary action, including possible termination or expulsion, will be taken.

- Withdrawal of a complaint will not necessarily result in the termination of the University’s investigation into the allegations.
- False and malicious charges may result in sanctions being imposed against the complainant by the University and may lead to charges being filed against the complainant by the accused.

After a judgment has been rendered, either party may choose to avail himself/herself of the established grievance procedures:

When any investigation of a complaint of sexual harassment is completed, the file containing all documentation relating to the complaint will be maintained in the Human Resources Department in a separate confidential file.

Documentation on any disciplinary action will be maintained in accordance with the following guidelines:

- (a) Documentation will be maintained in the Student’s file, which resides with the Admission Department
- (b) Documentation will be maintained in the Professional and Support Staff’s personnel file, which is maintained in the Human Resources Department.
- (c) Documentation will be maintained in the Faculty’s personnel file in the Human Resources Department.

After following the above stated procedure, if the student feels that his or her concerns have not been resolved, he or she may address these concerns in writing to the regulatory agencies listed below:

STUDENT COMPLAINT PROCEDURE (ACCSC)

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

Any issues or problems which have not been satisfactorily answered or resolved by IGU may also be directed to the:

State Council of Higher Education for Virginia (SCHEV)
101 N. 14TH St., James Monroe Bldg. - Richmond, VA 23219
Tel: (804) 225-2600 and Fax: (804) 225-2604; www.schev.edu

Student will not be subject to unfair treatment or adverse actions by the school as a result of initiating a complaint proceeding.

NC-SARA Student Complaint

It can also be found at <https://www.igu.edu/sara-student-complaint>

SARA student complaint

IGU faculty and staff attempt to create, in all areas, an atmosphere that is conducive to learning. For this reason, we have established a procedure that we hope will address any school-related problem, concern, or complaint. Students may express concerns to any administrator. Complaints, however, are best handled by following the below procedure.

Step 1: Most academic concerns will be handled by the instructors. Students should first discuss the problem with the instructor.

Step 2: If the problem is not resolved at that level, the student should contact to the Director of Education or to the VP of Academic Affairs. The VP of Academic Affairs, and all other administrative staff members maintain an open-door policy.

At the written request of the student, an ad hoc Grievance Committee (GC) comprised of the VP of Academic Affairs, Director of Education, Director of Admissions, a faculty member (if applicable), and Title IX Coordinator (if applicable) will be convened to address concerns which remain unresolved. The ad hoc Grievance Committee will convene within 10 days of a written request. The student will be notified of the committee's decision within three days of the meeting.

If there is a finding of inappropriate behavior, prompt disciplinary action, including possible termination or expulsion, will be taken.

Withdrawal of a complaint will not necessarily result in the termination of the University's investigation into the allegations.

False and malicious charges may result in sanctions being imposed against the complainant by the University and may lead to charges being filed against the complainant by the accused.

After a judgment has been rendered, either party may choose to avail himself/herself of the established grievance procedures:

When any investigation of a complaint of sexual harassment is completed, the file containing all documentation relating to the complaint will be maintained in the Human Resources Department in a separate confidential file.

- Documentation on any disciplinary action will be maintained in accordance with the following guidelines:
- Documentation will be maintained in the Student's file, which resides with the Admission Department
- Documentation will be maintained in the Professional and Support Staff's personnel file, which is maintained in the Human Resources Department.

Documentation will be maintained in the Faculty's personnel file in the Human Resources Department. After following the above stated procedure, if the student feels that his or her concerns have not been resolved, he or she may address these concerns in writing to the following organizations:

State Council of Higher Education for Virginia (SCHEV)- www.schev.edu
James Monroe Building, 9th Floor, 101 N. 14th Street, Richmond, VA 23219 (804) 225-2600
And

Accrediting Commission of Career Schools and Colleges (ACCSC)-www.accsc.org
2101 Wilson Boulevard, Suite 302. Arlington, VA 22201
Tel: 703.247.4212 Fax: 703.247.4533

IGU ensures that a student will not be subject to unfair action as a result of initiating a complaint proceeding.

Notice for GI Bill® Beneficiaries:

The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov.

7.6 Civil Rights Compliance

In compliance with Federal, State and local government requirements and the Civil Rights Act of 1964 as amended, IGU will not discriminate against any individual on the basis of age, sex, race, color, religion, association, national and ethnic origin, marital status, sexual orientation, medical condition or physical disability, or qualified disabled veterans in the administration of its educational programs, university-administered programs, publications, admissions of students, award of scholarship and loan programs or in its employment practices.

The academic and graduation requirements and the curricula outlined herein apply to all appropriate students enrolling at IGU as of September 2009 and thereafter.

7.7 Catalog of Record

IGU reserves the right to change its educational programs, academic requirements, course offerings, schedules, policies, rules, regulations, tuition and fees, in compliance with the SCHEV regulations and ACCSC accreditation criteria, or to make other changes that the University considers essential and necessary to its continued successful growth.

Although every effort has been made to ensure the accuracy of information provided in this Catalog, students who use this publication are encouraged to notify IGU of any printing errors or information inaccuracy. This request is in support of IGU's deep commitment to provide comprehensive information to students.

7.8 Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) is also known as the "Buckley Amendment." FERPA is a federal law enacted in 1974 which enables students certain rights with respect to their education records. Specifically, it enables students the right to:

1. Inspect and review their education records;
2. Request the amendment of inaccurate or misleading records;
3. Consent to disclosure of personally identifiable information contained in their education record; and
4. File a complaint with the US Department of Education concerning alleged failures by IGU to comply with this law.

In accordance with the Family Educational Rights and Privacy Act (FERPA), IGU protects the privacy of students' records, including social security numbers, home addresses, email addresses, phone numbers, grades, attendance dates and financial information. The Act provides each student, former student or alumnus with the right to inspect and review information contained in his/her academic file after submitting a written request to the Registrar, the Custodian of Records. When needed, each student also has the right to submit written requests for amendments to his/her academic records.

IGU strives to fully comply with this law by protecting the privacy of student records and judiciously evaluating requests for release of information from those records. FERPA authorizes the release of "Directory Information" without the student's prior consent under certain conditions which are set forth in the Act. Students who wish to withhold their directory information must submit a Directory Information Withhold Form to the Registrar's Office.

With several exceptions provided by law, IGU cannot release information concerning students to third parties without their written consent. The provision of financial data to authorized agencies is not a violation of the Buckley Amendment. The student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for Federal tax purposes. Parents requesting information may generally be granted access upon submission of a signed statement to IGU or other evidence of Federal income tax dependency. Inquiries regarding the Family Educational Rights and Privacy Act (FERPA) should be directed to the Registrar.

In case a student, his/her parents or any other individual has a complaint that an official of IGU is violating FERPA, and the complaint cannot be satisfactorily resolved by administration of the University, that individual has the right to file a complaint with the Department of Education by contacting:

Family Policy Compliance Office
U.S. Department of Education
400 Independence Ave., S.W., Washington, D.C. 20202-4605; Tel: (202) 260-3887

Students should be aware that as required by Virginia state law (SB559/HB984, §23-2.2:1), IGU must comply with all laws and, if requested under law, IGU must provide the Virginia State Police (or other legal agency with appropriate authority) with the following information: Student's full name, social security number, date of birth, and gender.

Students who feel aggrieved with IGU, its policies, procedures, standards, regulations, practices, or its administration, faculty and staff or other students may submit grievances in writing to the Academic office. This can result in an investigation and hearing and eventual discipline against a student, staff, faculty or administrator. Due process and timely action will be observed. Dismissal of a student will not take place without a formal hearing.

7.9 Retention of Student Records

A detailed system of records is maintained for each enrolled student. A student's file will minimally contain application documents, admissions credentials, records of enrollment and attendance, course grades, satisfactory academic progress records, written communication with the student, any disciplinary actions taken and other pertinent documents. IGU shall retain student academic records permanently in accordance with the guidelines published by the State Council for Higher Education of Virginia (SCHEV). Fireproof storage shall be used for safekeeping of students' records, including records of graduation and degree(s) granted. Such records, if stored on computers, will have backups and remains the permanent property of IGU and shall not be available for loan or release to third parties without the written consent of the appropriate student.

7.10 Non-Discrimination Policy

IGU provides its constituents opportunities for the pursuit of excellence through its educational programs and services. The University provides open access to its programs and support services without regard to race, color, age, gender, creed, national or ethnic origin, marital status, sexual preference, physical disability or any other legally protected status in the administration of its educational programs, admission of qualified students or offering of any University-administered activities.

7.11 Copyright Law

Faculty, staff, and Students are required to comply with federal copyright law. The United States Copyright Law protects all copyrighted materials: Printed materials (including copyrighted electronic versions), such as books and journals, music, sound recordings, films, videocassettes, art works, and computer software. Most Internet sites and all their contents are protected by copyright, unless otherwise noted. The Copyright Act of 1976 grants copyright owners' exclusive rights to publish, reproduce, perform, and display their works. Anyone publishing, reproducing, performing, or displaying all or part of a copyrighted work is guilty of infringing the copyright unless the act falls within one of the fair use exceptions, or unless she or he has acquired permission to use the work from the copyright owner. In other words, students must not copy other materials or concepts, and if referring to existing materials, they should properly cite those materials. More information about the copyright law may be available at <http://lcweb.loc.gov/copyright>.

7.12 Student's Code of Conduct

Students are expected to maintain themselves at all times in a manner befitting a professional institution. IGU encourages professionalism in all its constituents. Each student is expected to be an example of proper conduct. This includes the student's attitude and actions during all phases of student's academic life. The administration of IGU has the authority to take appropriate action or administrative disciplinary measures for the violation of this Code of Conduct.

All members of IGU have a responsibility to protect academic excellence and ensure that scholarly probity and standards of conduct are maintained. Furthermore, faculty and staff have the responsibility of coordinating and supervising students' academic work in order to encourage honest and individual effort and taking appropriate action if instances of academic dishonesty are reported or discovered.

Upholding academic honesty is primarily the responsibility of each learner and IGU views any violation of academic probity (cheating, plagiarism, falsification, etc.) as a voluntary act for which there is no acceptable excuse.

1. Academic Misconduct

Violations to the Code of Conduct can ultimately lead to the improper evaluation of assessment tasks leading to unjust attribution of grades or course status. Therefore, it is integral to monitor and evaluate any allegation of academic misconduct. Forms of violation can include, but are not limited to the following:

1. Unauthorized use of material or improper collaboration
2. Intended or unintended plagiarism
3. Submissions of the same work for multiple courses
4. Falsifying, purchasing or altering the work of others or representing others' materials as one's own work
5. Unauthorized access to or the theft of the work of others

2. Non-Academic Misconduct

IGU students should remember that the following types of behaviours are prohibited and that being found guilty of engaging in them can serve as grounds for certain sanctions, including expulsion or the involvement of the local police department:

1. *Illegal activities*: Violation of any federal, state, and local laws.
2. *Copyright infringement*: Most printed materials, photographs, motion pictures, sound recordings, and computer software are protected by copyright. Copyrighted works may not be reproduced, distributed, performed, or adapted by students without the copyright owner's permission.
3. *Computer/Internet misuse*: Some software products are protected by copyright laws. Students may not copy the institution's software without permission of the copyright holder
4. *Drug use*: The manufacture, sale, dispensation, possession, or use of any controlled substances or illegal drug paraphernalia on university premises or at university sponsored events is considered an illegal activity and is prohibited on all university property.
5. *Alcohol consumption*: The use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all university property.
6. *Firearms possession*: The use, possession, or sale of firearms or other weapons or any dangerous explosives or explosive elements or component parts on university property is strictly prohibited.
7. *Physical and psychological abuse*: Any form of physical and/or psychological abuse, threat, or harassment of another person or fighting on university property will result in sanctions. If the abuse is judged severe enough, the local police department may be consulted.
8. *Property damage*: Littering, defacing, destroying, stealing, or damaging university property (or attempting to do so), initiation thereof, or causing such damage to be initiated is prohibited. Any false report, warning or threat of fire, explosion, or other emergency under the University's jurisdiction is also prohibited.
9. *Gambling*: Gambling or holding a raffle or lottery at the university without proper approval is forbidden.
10. *Obscene language or conduct*: Use of profanity and disorderly or obscene conduct is strictly prohibited.

First Violation

A faculty member who believes a violation has occurred must contact the Program Chair with full description of the violation. If the alleged violation of the Code of Conduct is a first violation, it may be resolved through a program chair-faculty-student joint meeting. At the discretion of the Program Chair, the alleged student might not be invited to the meeting at this level. After the joint meeting, if Program Chair and faculty determines that the allegations have merit, then the faculty member informs the student of the details of the suspected violation and the reasons for believing it has occurred. The faculty member is under no obligation to disclose third-party individuals at this time.

Penalty For the 1 st Violation	Non-Academic Misconduct		Academic Misconduct	
	Minimum	Maximum	Minimum	Maximum
	1-day Suspension	5-day suspension	Failure of Assignment with a Make-Up opportunity. Student is given the grade of zero (0) but allowed to	Failure of Assignment without

			resubmit the assignment with the highest grade of C possible.	a Make-Up opportunity.
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Second Violation

If a student commits any subsequent violations after the first reported violation at any time during enrolment at the IGU, the act would be classified as a second violation. The program Chair, at his/ her sole discretion, depending on the severity of the violence, might call a **Grievance Committee (GC)** meeting. Grievance Committee, an ad-hoc meeting whose members include a senior faculty, a student member, dean of students, Program Chair, and chaired by the VP of Academics. The alleged student will be informed at least 5 days advance about GC meeting and will be given an opportunity to submit a written testimony or appear before the GC panel to testify. The Grievance Committee will then go to an executive session and vote for the guilty verdict. A simple majority of the vote is required to take an action. If the violation is proven, the alleged student will be subjected to one of the following penalties depending on what committee determines to be as an appropriate action. The GC decision is final and is not appealable.

Penalty For the 2 nd Violation	Non-Academic Misconduct		Academic Misconduct	
	Minimum	Maximum	Minimum	Maximum
	2-week Suspension	Permanent Expulsion	Failure of Assignment with No Make-Up is allowed.	Failure of Course

A student accused of an Honor Code violation may withdraw from the course in which the offense is alleged to have occurred only if the proposed penalty is less severe than failure of the course, dismissal for the term, or from the University. In all other situations, the student cannot withdraw. A record of a proven violation is kept even if a student is able to withdraw.

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

Students are required to be in compliance with IGU's current Policies, Regulations and Procedures. Any violation of Policies and Regulations established by IGU shall be addressed accordingly, which may result in disciplinary action, suspension or dismissal following appropriate hearing and appeal procedures. Any suspended or dismissed student shall be given the right to appeal the administrative decision.

7.13 Statement of Academic Freedom

IGU is fully committed to the protection of academic freedoms to inquiry and expression in scholarly activity. A diversity of opinion, course content, and instructional and learning methods are encouraged and considered as contributing to the growth of IGU and professionalism of its faculty. Confident in the qualifications, experience and expertise of its faculty, IGU encourages its faculty and teaching staff to exercise their individual judgments regarding the content of assigned courses, organization of current topics and innovative pedagogic strategies/methods, providing only that these judgments are made within the context of appropriate published course descriptions, and that the instructional methods are those officially sanctioned by the University.

The University and faculty enter into a contract in which each faculty member is entitled to full academic freedom in research, statements, and conclusions during each instruction period.

IGU makes its educational programs open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, students will have access to all services and its physical facilities with a student ID number. Access will be denied to individuals who are not IGU students.

7.14 **Transferability of IGU Credits**

Transfer of the credits earned at IGU to another institution is subject to the terms and conditions of the accepting institution and the types of courses being considered for transfer. Acceptance of transfer credit hours from one institution to another is a prerogative of the accepting institution.

7.15 **Catastrophic Event Policy**

In compliance with the NC-SARA requirement, IGU has the following policy for any possible catastrophic event where the university cannot fully deliver the instruction for which student has contracted.

IGU provides the following assistance to its students when a catastrophic event hits:

- a. **Tuition Refund:** If IGU cannot fully deliver the instruction for which student has contracted, IGU will fully refund the tuition for the contracted services paid for by the students.
- b. **Transfer & Teach-Out Assistance:** If any other alternatives are not viable and practical such as delaying the start of the instructional delivery, IGU will reach out to other accredited local colleges/universities offering similar programs to execute a Transfer or a Teach-out partnership.
- c. **Protecting Students Academic Records:** Currently IGU uses the Populi SIS/LMS platform, a cloud-based system to store students' academic, financial and admission records as well as other pertinent information such as attendance, and other program/ class specific information including SAP actions. Because Populi is a third-party platform and their servers are on a cloud and access to those servers are not under our control, we feel very comfortable about the access-control and integrity of our student's academic record. Nonetheless, in case of any catastrophic event, IGU will share admin credential to the VA state agency to ensure that the academic records of our students are fully protected, and the integrity of the data is being well-maintained.

8. ACADEMIC PROGRAMS

8.1 Graduate Degree Programs

In general, the graduate degree program is designed to include a cross-section of theories and competency-building applications that our research shows are needed for contemporary organizations in every sector and most country/cultures. The theories for the degree program are purposefully multi-disciplinary so as to help students develop managerial, political, financial, social, and organizational skills. The concentrations at the graduate level allow the student to gain disciplinary, specific knowledge and leading-edge community of practice techniques.

1. Graduation Requirements

In order to obtain a master's degree, a student must:

1. Have completed all required courses in the approved curriculum
2. Have successfully completed a minimum of 54 credits within the given maximum time frame.
3. Must have achieved a minimum CGPA of 3.0.
4. Have satisfied all financial and other pending obligations, if any.
5. Have applied and academically cleared for graduation.

Note:

- The quarter credit hours are indicated in a () after a course title.
- PR stands for Prerequisite. The Academic Advisor must approve each student's registration for any course. Any deviation from the prerequisite requirement must be approved by the student's Academic Advisor.
- Unless specified otherwise, the quarter credit hours are used herein.

2. Master of Business Administration (MBA) Program

The goal of IGU's MBA is to provide students with the requisite knowledge and skills needed to be successful individuals in a competitive business environment. The MBA program is designed to prepare students for the knowledge and skills essential to finding entry-level employment in a small or mid-size corporation in today's technology-driven and customer-oriented business world. The MBA program emphasizes hands-on, practical education with the optimal integration of academic theories with the real world. The curriculum balances the technical, data-driven, quantitative skills to make objective decisions with interpersonal and communication skills necessary to work effectively with people at all levels from all cultures. The concepts and theories learned in the program are applied to the capstone that combines academic and professional development.

MBA Program Objectives (PO)

Students who graduate from the MBA program will be able to develop the following skills:

1. **Business Leadership & Management Skills:** (SkillsUSA Framework: Academic)
Demonstrate an ability to apply a significant amount of business administration knowledge within the following domains of the MBA program. (MBA 511, MBA 513, MBA 691)
 - Leadership & Management
 - Accounting & Finance
 - Health Care Management
 - Human Resource Management
 - IT Management
 - Project Management
2. **Strategic Planning & Problem-Solving Skills:** (SkillsUSA Framework: Workplace)

To demonstrate an ability to identify problems, define objectives collect and analyse information, evaluate risks and alternatives, and leverage technology to solve organizational problems using a strategic planning approach. (MBA 523, MBA 515, MBA 691)

3. Communication and Team Management Skills: (SkillsUSA Framework: Workplace)

To demonstrate an ability to communicate effectively with all stakeholders and mobilize team for a common purpose with a clear understanding of organizational behavior and change. (MBA 525, MBA 519, MBA 691)

4. Social Responsibility & Ethical Decision-Making Skills: (SkillsUSA Framework: Personal)

To demonstrate the ability to understand and analyze corporate social responsibilities and apply ethical decision-making principles during the day-to-day operations. (MBA 517, MBA 691)

MBA Program Structure

1. Core Courses	8 Courses	36 Quarter Credits
2. Concentration	3 Courses	13.5 Quarter Credits
3. Business Capstone	1 Course	4.5 Quarter Credits
Total		54 Quarter Credits

a. Core Courses (8 Courses=36 quarter credits)

Code	Title	Credits	Prereq Info
MBA 511	Leadership & Management	4.5	None
MBA 513	Research Methods	4.5	None
MBA 515	IT for Managers	4.5	None
MBA 517	Business Law & Ethics	4.5	None
MBA 519	Marketing Strategies	4.5	None
MBA 521	Managerial Accounting	4.5	None
MBA 523	Strategic Analysis & Decision Making	4.5	None
MBA 525	Organizational Behavior	4.5	None

b. MBA Concentrations and Courses (18 credits)

A number of high-level concentration courses are available to master’s degree students in order to provide them with emerging, contemporary and diverse knowledge and skills. Prior to taking the Business Capstone, each MBA student is required to take concentration courses with different topics, which may contribute to coursework and research for the student’s concentration.

1. Leadership and Management
2. Accounting & Finance
3. Information Technology
4. Health Care Management
5. Human Resources Management
6. Project Management

Students have to complete 6 core courses before they are allowed to enrol in their concentration as follows:

- a. One (1) special prerequisite course assigned to each concentration (see tables below)

b. Five (5) other core courses from the list above.

1- Leadership and Management Concentration (choose 3+MBA 691)			
LM 601	Advance Topics in Leadership & Management	4.5	MBA511
LM 603	Entrepreneurship	4.5	MBA 511
LM 605	International Business	4.5	MBA 511
LM 607	International Marketing	4.5	MBA 511
MBA 691	Business Capstone	4.5	Last Term
2- Accounting & Finance Concentration (choose 3+ MBA 691)			
AF 601	Advanced Accounting	4.5	MBA 521
AF 603	Financial Analysis	4.5	MBA 521
AF 607	Business Auditing	4.5	MBA 521
AF 609	Corporate Finance	4.5	MBA 521
MBA 691	Business Capstone	4.5	Last Term
3- Information Technology Concentration (choose 3+ MBA 691)			
IT 501	Management of Information Technology	4.5	MBA 515
IT 505	Network Systems Design & Management	4.5	MBA 515
IT 507	Database Systems Design & Management	4.5	MBA 515
ITSM 605	Mobile & Cloud Computing	4.5	MBA 515
MBA 691	Business Capstone	4.5	Last Term
4- Health Care Management Concentration (choose 3+ MBA 691)			
HC 601	Healthcare Leadership	4.5	MBA 517
HC 603	Healthcare Economics	4.5	MBA 517
HC 605	Healthcare Informatics	4.5	MBA 517
HC 607	Healthcare Operations	4.5	MBA 517
MBA 691	Business Capstone	4.5	Last Term
5- Human Resources Management Concentration (choose 3+ MBA 691)			
HR 601	Principles of Human Resource Management	4.5	MBA 525
HR 603	Compensation & Benefits	4.5	MBA 525
HR 605	Labor Relations	4.5	MBA 525
HR 607	Dispute Resolution & Conflict Management	4.5	MBA 525
MBA 691	Business Capstone	4.5	Last Term
6- Project Management Concentration (choose 3+ MBA 691)			
PM 601	Small Project Management	4.5	MBA 523
PM 603	Enterprise Project Management	4.5	MBA 523
PM 605	Advanced Topics in Project Management	4.5	MBA 523
PM 607	Case Studies in Project Management	4.5	MBA 523
MBA 691	Business Capstone	4.5	Last Term

c. Business Capstone (4.5 credit hours); Prerequisite: All Core and 2 Concentration Courses

CPT Program Course List: Students completed all core courses are eligible to register for a CPT course.

3. Master of Science in Information Technology (MSIT)

The Master of Science in Information Technology (MSIT) program is designed to provide students with the knowledge and skills essential to design, develop and lead Information Technology (IT) teams and projects effectively in today's global organizations. The goal of the MSIT program is to produce qualified professionals for mid-level IT positions in small and mid-size companies. The MSIT program emphasizes real-world knowledge and practical experience in order to develop both a strong theoretical foundation and real-world experience to contribute meaningfully to IT solutions in today's fast-paced, technologically driven global marketplace.

The MSIT program requires for a student to complete a coursework that consists of six (6) core courses and six (6) elective courses from any concentrations below.

MSIT Program Objectives (PO)

Students who graduate from the MSIT program will be able to develop the following skills:

- 1. IT Leadership & Management Skills: (SkillsUSA Framework: Academic)**
Demonstrate an ability to apply a significant amount of Information Technology knowledge within the following domains of the MSIT program (IT 509, ITSM 609, DMA 601, SDM 601)
 - IT Systems & Management
 - Data Analytics & Management
 - Software Design & Management

- 2. Critical Thinking and Problem-Solving Skills: (SkillsUSA: Workplace)**
To demonstrate the ability to perform critical thinking needed to analyse, design and lead solutions for Information Technology problems using an analytical decision-making approach (IT 505, IT 507, IT 509, DMA 607, DMA 609).

- 3. Communication and Team Management Skills:(SkillsUSA: Workplace)**
To demonstrate an ability to communicate effectively with all stakeholders and mobilize and lead teams for a common purpose with a clear understanding of the IT needs of the organization. (IT 501, IT 511, ITSM 601, SDM 601, SDM 609).

- 4. Integrity, Responsibility and Professionalism: (SkillsUSA: Personal)**
To demonstrate the ability to understand and analyse integrity, responsibility and professionalism as they apply to information technology issues within an organization, and to apply ethical decision-making principles during day-to-day operations. (IT 501, IT 509, ITSM 603, ITSM 609, DMA 605)

MSIT Program Structure

1. Core Courses	6 Courses	27 Quarter Credits
2. Concentration Courses	5 Courses	22.5 Quarter Credits
3. MSIT Capstone	1 Course	4.5 Quarter Credits
	Total	54 Quarter Credits

a. Core Courses (6 Courses)

Course No.	Core Course Title	Credit Hours	Prerequisite
IT 501	Management of Information Technology	4.5	None
IT 503	Operating Systems	4.5	None
IT 505	Network Systems Design and Management	4.5	None
IT 507	Database System Design and Management	4.5	None
IT 509	Information Systems Analysis and Design	4.5	None
IT 511	Information Technology Team Management	4.5	None

b. MSIT Concentrations and Courses (6 Courses)

A number of high-level concentration courses are available to master's degree students in order to provide them with emerging, contemporary and diverse knowledge and skills. MSIT Program students may take electives normally after they complete the core courses. However, the academic advisor or the VP of Academic Affairs may advise a student to take concentration courses before the student has completed taking the core courses.

MSIT Program Concentrations

1. IT Systems & Management (ITSM)
2. Data Management & Analytics (DMA)
3. Software Design & Management (SDM)

IT Systems & Management (ITSM) Concentration (choose 5+ MIT 681)			
ITSM 601	Telecommunication Systems and Management	4.5	All core
ITSM 603	Network and Information Security	4.5	All core
ITSM 605	Mobile and Cloud Computing	4.5	All core
ITSM 607	System Testing and Verification	4.5	All core
ITSM 609	Enterprise IT Application and Integration	4.5	All core
ITSM 611	Advanced Topics in IT Systems and Management	4.5	All core
MIT 681	MSIT Capstone	4.5	Last Term

Data Management & Analytics (DMA) Concentration (choose 5+ MIT 681)			
DMA 601	Decision Methods and Modelling	4.5	All core
DMA 603	Presentation and Visualization of Data	4.5	All core
DMA 605	Data Management	4.5	All core
DMA 607	DBMS Design and Analysis	4.5	All core
DMA 609	Advanced Business Analytics	4.5	All core
DMA 611	Advanced Topics in Database Design & Management	4.5	All core
MIT 681	MSIT Capstone	4.5	Last Term

Software Design & Management (SDM) Concentration (choose 5+ MIT 681)			
SDM 601	Managing Software Development	4.5	All core
SDM 603	Data Structures and Algorithms for Information Processing	4.5	All core
SDM 605	Architectures for Software Systems	4.5	All core
SDM 607	System Design and Analysis	4.5	All core
SDM 609	Software Project and Team Management	4.5	All core

SDM 611	Advanced Topics in Software Design and Management	4.5	All core
MIT 681	MSIT Capstone	4.5	Last Term

CPT Program Course List: Students completed all core courses are eligible to register for a CPT course.

4. Master of Science in Cybersecurity (MSCS)

This program is designed to fill a domestic and worldwide critical and growing need for cybersecurity professionals in the public and private sectors. Cybersecurity is becoming one of the major domestic and global challenges. IGlobal University’s mission focuses on providing its students with all the knowledge, abilities, and skills to “exceed emerging global challenges.” IGlobal University’s MS in Cybersecurity program emphasizes the identification and mitigation of information security risks and threats faced by organizations as well as strategies for securing data, processes, and systems of these public and private institutions.

The program has been carefully designed to meet the real-world requirements and to facilitate hands-on experience for achieving successful careers in the general domain of information and cybersecurity technology. The program is appropriate for IT professionals who are interested in mid-level cyber security positions, managing the cybersecurity program, including supervising information security implications that specifically include strategic, personnel, infrastructure, policy enforcement, emergency planning, and security awareness.

Common job titles: Information Security Specialist, Network and Computer Systems Administrator, Computer Network Support Specialists, and Computer Systems Analysts. Master of Science in Cyber Security degree requires successful completion of the following twelve (12) courses for a total of 54 quarter credits.

MSCS Program Objectives (PO)

Upon successful completion of all program requirements, graduates will be able to:

- Identify components of a modern information system and the threats that challenge its security and foundational infrastructure.
- Apply knowledge in the field of cybersecurity to propose solutions to real world problems.
- Identify and apply cybersecurity’s tools and procedures, standard-based concepts and capabilities.
- Analyze network designs, topologies, architectures, protocols, communications, administration, operations, and resource management, for wired and wireless networks that affect security of the cyberspace
- Develop, implement and maintain digital security strategies to protect the organization’s data.
- Evaluate and recommend cybersecurity systems, applications and solutions for a network’s defence and monitoring scheme
- Relate to and communicate technical information verbally, in writing, and in presentations.
- Use appropriate resources to stay abreast of the latest industry tools, applications and techniques in the domain of cybersecurity

Course No.	Core Course Title	Credit Hours	Prerequisite
IT 503	Operating Systems	4.5	None
IT 507	Database System Design & Management	4.5	None
ITSM 603	Network & Information Security	4.5	None
CS 501	Introduction to Cybersecurity	4.5	None
CS 516	Security Policies & Standards	4.5	None
CS 521	Forensic & Network Intrusion	4.5	None

CS 532	Secure Cloud Architecture	4.5	None
CS 536	Information Security & Risk Management	4.5	None
CS 538	Secure Software Development	4.5	None
CS 540	Security Assessment & Testing	4.5	None
CS 544	Cyberlaws & Ethical Hacking	4.5	None
CS 681	Cybersecurity Capstone	4.5	None
	Total (12 courses)	54	

8.2 Undergraduate Degree Programs

IGU Offers two bachelor's degrees: Bachelor of Business Administration (BBA) and Bachelor of Science in Information Technology (BSIT). Each bachelor's degree consists of 12 General Education courses, 24 Core courses, and 4 concentration courses. In line with the mission of IGU, each program is designed for the students to attain the essential knowledge and skills to meet the needs and challenges in the areas of business administration throughout the world.

Structure of bachelor's Degrees:

Categories	# of Courses	Quarter Credit Hours
General Education Courses	12	54
Professional Core Courses	24	108
Professional Concentration Courses	4	18
Total	40	180

1. General Education Courses

GEC Division	Number of Courses	Credit Hours
Written / Oral Communication	2 (English Comp + Critical Writing)	9
Quantitative Reasoning	2 (Calculus + Algebra)	9
Natural Sciences	1 (Intro to Physical Science)	4.5
Social Sciences	3 (Sociology + Psychology + Pol Sci)	13.5
Humanities	4 (Phil+ World Hist + World Rel. + World Lit)	13.5
	Total	54

Course #	Course Title	Credit Hours
ENG 101	English Composition	4.5
ENG 102	Critical Writing	4.5
PHI 101	Introduction to Philosophy	4.5
HIS 101	World History	4.5
HUM 101	World Religion and Cultures	4.5
MAT 101	Algebra	4.5
MAT 102	Calculus	4.5
PHS 101	Intro to Physical Science	4.5
SOC 101	Introduction to Sociology	4.5
POS 101	Intro to Political Science	4.5
LIT 101	World Literature	4.5
PSY 101	Introduction to Psychology	4.5
	Total (12 courses)	54

2. Graduation Requirements

In order to earn a bachelor's degree from IGU, a student must:

1. Have completed all required courses in the approved curriculum
2. Have successfully completed a minimum of 180 quarter credits within the given maximum time frame.
3. Must have achieved a minimum CGPA of 2.0.
4. Have satisfied all financial and other pending obligations, if any.
5. Have applied and academically cleared for graduation.

3. Bachelor of Business Administration (BBA) Program

BBA program is designed to provide students with a strong foundation in business fundamentals and their application in real-world work environments. Ideally, a BBA degree will combine foundational general education courses with a strong focus on the specific business specialization of your choice. These specializations can include management, marketing, entrepreneurship, finance, international business, human resources and others. While four-year degrees are common, at some universities you can earn your BBA in as little as three years

Through a comprehensive curriculum, a BBA degree can prepare you for real-world business administration roles. You can learn how to reach smart business conclusions through empirical analysis, a skill set that can apply across every aspect of business, from planning how the organization will operate day-to-day to adjusting strategies in the face of ongoing changes and challenges.

In line with the mission of IGU, each program is designed for the students to attain the essential knowledge and skills to meet the needs and challenges in the areas of business administration throughout the world.

BBA Program Objectives (PO)

Students who graduate from the BBA program will be able to develop the following skills:

- 1. Business Knowledge & Operational Skills: (SkillsUSA Framework: Academic)**
Demonstrate an ability to apply a significant amount of business operation and management knowledge within the following domains of the BBA program. (LM 409, AF 409, HR 409, PM 407)
 - Leadership & Management
 - Accounting & Finance
 - Human Resource Management
 - Project Management
- 2. Critical Thinking and Problem-Solving Skills: (SkillsUSA Framework: Workplace)**
To demonstrate the ability to perform critical thinking needed to identify and solve organizational problems using various qualitative and quantitative tools and data-driven decision-making approach. (BUS 221, BUS 223, BUS 230, BUS 05, BUS 313)
- 3. Effective Communication and Presentation Skills: (SkillsUSA Framework: Workplace)**
To demonstrate an ability to effectively communicate with all stakeholders by preparing logically constructed and relevant oral and written arguments and ability to present information with professional interactions. (ENG 101, ENG 102, IT 203, BUS 201, BUS 221)
- 4. Social, Legal and Ethical Responsibilities: (SkillsUSA Framework: Personal)**
To demonstrate an ability to understand the implications of ethical principles and corporate social responsibility as they apply to the day-to-day operations of business organizations. (BUS 205, BUS 207, BUS 219, BUS 221)

a. BBA Professional Core Courses

Course #	Course Title	Credit Hours
IT 201	Introduction to Information Systems	4.5
IT 203	Information Technology for Management	4.5
BUS 201	Business Communication	4.5
BUS 205	Law and Ethics	4.5
BUS 207	Ethical Leadership	4.5
BUS 210	Principles of Management	4.5
BUS 213	Principles of Accounting	4.5
BUS 215	Principles of Marketing	4.5
BUS 217	Principles of Economics	4.5
BUS 219	Intro to Human Resources Management	4.5
BUS 221	Leadership Theories and Practice	4.5
BUS 223	Organizational Behavior	4.5
BUS 225	Project Management	4.5
BUS 230	Intro to Entrepreneurship	4.5
BUS 301	Microeconomics	4.5
BUS 302	Macroeconomics	4.5
BUS 305	Managerial Economics	4.5
BUS 307	Global Economy	4.5
BUS 310	Financial Accounting	4.5
BUS 313	Financial Management	4.5
BUS 320	E-Commerce and E-Business	4.5
BUS 325	Integrated Resources Management	4.5
BUS 330	Total Quality Management	4.5
BUS 340	Global Business Management	4.5
	Total (24 courses)	108

b. BBA Concentrations and Courses

1. Accounting and Finance (Select 4 out of 5)
 - AF 401 Intermediate Accounting
 - AF 403 Financial Analysis
 - AF 405 Personal Finance
 - AF 407 International Finance
 - AF 409 Financial for Consultants
2. Leadership & Management (Select 4 out of 5)
 - LM 401 Leadership and Management
 - LM 403 Business Data Analytics
 - LM 405 Effective Negotiations Management
 - LM 407 Intro to International Business
 - LM 409 Managing Growing Companies
3. Human Resource Management (Select 4 out of 5)
 - HR 401 Intro to Labor Law & Relations

-
- HR 403 Human Resources Strategies
 - HR 405 Wages and Benefits Management
 - HR 407 Talent Acquisition and Recruitment
 - HR 409 Survey in Human Resource Management

4. **Project Management**

- PM 401 Fundamentals of Project Management Foundations
- PM 403 Project Planning and Execution
- PM 405 Project Risk Management
- PM 407 Survey in Project Management

4. Bachelor of Science in Information Technology (BSIT) Program

The Bachelor of Science in Information Technology (BSIT) Program is designed to provide not only general education knowledge and core IT essentials, but also specialized knowledge and practical understanding of a specific IT concentration area. The combination of foundational theoretical knowledge and practical hands-on training equips students to enter the work force or continue their academic careers in their chosen IT field.

BSIT Program Objectives (PO)

Students who graduate from the BSIT program will develop the following skills:

1. IT Knowledge & Operational Skills: (SkillsUSA Framework: Academic)

Demonstrate an ability to apply a significant amount of Information Technology knowledge within the following domains of the BSIT program.

- Computer and Information System Principles (IT 201, IT 202, IT 207, IT 214)
- Information Technology Design and Management (BUS 210, IT 203, IT 472)
- Cyber Security (IT 470, SC 492, SC 494)
- Enterprise Information Management (EIM 491, EIM 492)
- Software Engineering (SE 491, SE 493)

2. Critical Thinking and Problem-Solving Skills: (SkillsUSA: Workplace)

To demonstrate the ability to perform critical thinking needed to identify and solve IT-related problems using an analytical decision-making approach (IT 205, IT 206, IT 472, SC 492, SE 493, SE 494)

3. Effective Communication and Presentation Skills: (SkillsUSA: Workplace)

To demonstrate an ability to communicate effectively with all stakeholders by preparing logically constructed and relevant oral and written arguments, and ability to present information with professional interactions. (BUS 201, BUS 210, IT 203, MGT 311, EIM 493, SE 492)

4. Integrity, Responsibility and Professionalism: (SkillsUSA: Personal)

To demonstrate the ability to understand the implications of ethical principles as they apply to the day-to-day operations of IT organizations in a global context. (IT 345, IT 455, EIM 491, EIM 494, SC 494).

5. Humanities, Mathematics, and Science: (SkillsUSA: Personal)

To demonstrate the ability to discuss and apply aspects of liberal arts and science to decisions in a global context, including business, cultural and societal issues (PHI 101, HIS 101, HUM 101, MTH 101, PHS 101, POS 101, SOC 101).

a. BSIT Professional Core Courses

Course #	Course Title	Credit Hours
BUS 201	Business Communication	4.5
BUS 210	Principles of Management	4.5
BUS 225	Project Management	4.5
BUS 320	E-Business	4.5
IT 201	Introduction to Information Systems	4.5
IT 202	Hardware, Software and Network Systems	4.5
IT 203	Information Technology for Management	4.5
IT 204	Office 365 Application	4.5
IT 205	Numerical Analysis	4.5
IT 206	Design and Analysis of Algorithms	4.5
IT 207	Operating Systems	4.5

IT 210	Personal Computing	4.5
IT 214	Computer Science and Engineering	4.5
IT 217	Programming Language	4.5
IT 345	Impact of IT on Organizations & Society	4.5
IT 348	Intranet, Extranet, and Internet	4.5
IT 470	Computer Security Fundamentals	4.5
IT 472	Systems Analysis and Design	4.5
IT 473	Interactive Computer Graphics	4.5
IT 474	Web Design and Development	4.5
IT 476	Database Management Systems	4.5
MGT 311	Engineering Management	4.5
MKT 455	Marketing Strategies	4.5
MKT 457	E-Marketing	4.5
	Total (24 courses)	108

b. BSIT Concentrations and Courses

- Concentration Courses (Student must choose 1 concentration program from the list below.
- Need to complete 4 concentration courses under each program.
- Each concentration course is 4.5 quarter credit hours /45 contact hrs in length.

1. Cybersecurity

- SC 491 Introduction to Cryptography
- SC 492 Computer and Network Security
- SC 493 Computer and Cyber Forensics
- SC 494 Applied Cyber Security

2. Enterprise Information Management

- EIM 491 Enterprise Architecture
- EIM 492 Enterprise Systems
- EIM 493 Management of Information Systems
- EIM 494 Enterprise Resource Planning

3. Software Engineering

- SE 491 Software Construction
- SE 492 Software Project Management
- SE 493 Software Engineering
- SE 494 Mobile Application Development

c. BBA CPT Program

Students completed all 2XX level courses are qualified for a CPT.

8.3 Certificate Programs

IGU offers the following short-term certificate programs at the undergraduate level.

1. CompTIA Networking Certificate

The CompTIA Network Certificate curriculum provides students with career-related education in computer network design and administration, including practical training which will contribute to students' knowledge, skills and competencies and prepare them to seek employment in the Information Technology field. This program should advance students' chances of finding internships and employment in entry-level positions.

Course No.	Core Course Title	Clock Hours	Prerequisite
CNT 101	Introduction to Networks	12	None
CNT 102	Configuring Routers & Switches	12	None
CNT 103	Internet Security and Standards	12	None

2. CompTIA Security Certificate

The CompTIA Security Certificate curriculum provides students with career-related education in computer security design and administration, including practical training which will contribute to students' knowledge, skills and competencies and prepare them to seek employment in the Information Technology field. This program should advance students' chances of finding internships and employment in entry-level positions.

Course No.	Core Course Title	Clock Hours	Prerequisite
CSC 101	Introduction to Network Security	12	None
CSC 102	Network Attacks and Defences	12	None
CSC 103	Access & Risk Management	12	None

9. DISTANCE EDUCATION PROGRAM

9.1 Distance Education (DE) Program Overview

The University offers a combination of residential and distance education to benefit those students who encounter difficulties in attending on-campus classes because of their profession, transportation, or sickness.

Name of the Program	Delivery Status
MBA	<input checked="" type="checkbox"/> Fully On-Ground and <input checked="" type="checkbox"/> Fully Online
MSIT	<input checked="" type="checkbox"/> Fully On-Ground and <input checked="" type="checkbox"/> About 90% Online
MSCS	<input checked="" type="checkbox"/> Fully On-Ground and <input checked="" type="checkbox"/> About 90% Online
BBA	<input checked="" type="checkbox"/> Fully On-Ground and <input checked="" type="checkbox"/> About 90% Online
BSIT	<input checked="" type="checkbox"/> Fully On-Ground and <input checked="" type="checkbox"/> About 90% Online

9.2 Admissions Requirements and Enrollment

1. The admissions requirements for DE applicants are identical to those for residential applicants.
2. International (F-1) students have limitations on taking DE.
3. The University provides a new student orientation and a Distance Education Placement Assessment (DEPA) to admitted students who take one or more DE course. The primary purpose of the placement assessment is to determine whether the admitted student is capable to take DE courses without special training or tutorial services. Students must pass DEPA course before enrolling in online courses.
4. The tuition for DE courses is identical to that of residential courses. There is no additional fee for taking DE courses.
5. Note: Please see the “**Admission Information**” section of the Catalog about the DE self-Assessment requirement at the time of admission.

9.3 Student Services and DE Orientation

1. Student services must be made available to students enrolled in distance education programs or courses of study in accordance with section VI, Substantive Standards, Standards of Accreditation ACCSC. The University is also taking adequate supervision of its student services for student enrolled in a DE course of study.
2. All admitted students are provided with student orientation on distance education program. According to the result of the placement test, the University provides training and tutoring services using DEPA.
3. The University provides DE students with same academic advising and job placement and career development services. Such advising is conducted via email, telephone, and Skype.

Each student is required to do the following to complete a DE course:

1. DE students must post their response to each discussion question as outline in respective course syllabus.
2. Post weekly assignments (projects, papers, exams or group work) or more per week.
3. The performance expectations and the student learning outcomes for DE student are comparable to residential courses.

9.4 SARA(State Authorization Reciprocity Agreements) Compliance

When delivering online courses, IGU puts great emphasis on the following SARA quality standards, and we have the following expectations from the faculty members teaching online:

1. Faculty is to ensure that curricula for the online learning offerings are comparable in academic rigor to programs offered in traditional instructional formats.
2. Faculty member assures the integrity of its online teaching and learning.

In practice, IGU expects of its faculty to comply with the table below:

Assessment Areas	Discussion Board	Graded Assignment
Original Posting	Obligate students to post an original response to weekly discussion questions. All responses must be <u>original</u> and <u>meaningful</u> .	All graded assignments must be <u>original</u> and <u>meaningful</u> .
Peer-to-Peer Interaction	Obligate students to interact with peers by posting comments on each other's post. All comments must be <u>original</u> and <u>meaningful</u> . Faculty is to review / make sure that all peer-interaction is <u>substantive, original</u> and <u>meaningful</u> .	Not needed unless Faculty / Syllabus deem it necessary.
Student-Faculty Interaction	Faculty is to provide: <ol style="list-style-type: none"> a. Individualized and meaningful feedback for student's original posting. b. Review the peer-to-peer interactions and offer correction if needed. Faculty is to review / make sure that all peer-interaction is <u>substantive, original</u> and <u>meaningful</u> .	Not needed unless Faculty / Syllabus deem it necessary.
Addressing Plagiarism	Any graded activity that contributes final course grade must be original. IGU uses Unicheck system integrated in the Canvas LMS.	Unicheck Similarity Index 30% or less.
Maintaining Rigor	Faculty is to ensure the academic rigor and level is well-maintained. <ol style="list-style-type: none"> a. Level of Content or Textbook chosen to cover in the class b. Level and rigor of teacher-faculty interactions c. Level and rigor of peer-to-interactions 	Not needed unless Faculty / Syllabus deem it necessary.
Dealing with Late or Missing Work	Any late or missing work can ONLY be considered for grading after deducting certain points. No late or make-up assignment should ever receive a full grade.	Not needed unless Faculty / Syllabus deem it necessary.

10. COURSE DESCRIPTIONS

10.1 MBA Courses

Notes:

1. Course Numbering System

All Graduate Courses: 500 or higher

Concentration Courses: 600 or higher

2. Prerequisites

Each student is required to take a course after the student has obtained approval from his/her Academic Advisor, who determines whether the course prerequisite, if any, is satisfied or waived. The prerequisites may be waived or changed at the discretion of his/her Academic Advisor.

Prerequisite: Denotes Prerequisite

MBA 511 – Leadership & Management (4.5 credits/45 contact hrs)

In this advanced level course, students will learn what differentiates leadership and management. Functional responsibilities of both will be explored while noting the similarity of industry use concerning the various styles and characteristics of each. Students will critically examine, “Is this leadership or management?” Upon completion of this course, students will have the ability to recognize and differentiate between organizational leadership and management. **Prerequisite: None**

MBA 513 – Research Methods (4.5 credits /45 contact hrs)

This course emphasizes the use of data collection and analysis in business environments to facilitate decision-making. Emphasis is on basic research methods and appropriate use of statistics in the social sciences. Topics include nature and history of the scientific method, research tools, data collection and analysis. Discussed briefly are research process, and characteristics of approaches and methodologies relevant to research in the field. Upon completion of this course, the student will have the ability to demonstrate an understanding of the nature and characteristics of research by comparing and contrasting several research designs, describe and demonstrate an acceptable format for structuring and submitting a research proposal, and perform basic statistical techniques used in educational and behavioral science research such as the Capstone Project. **Prerequisite: None**

MBA 515 – Information Technology for Managers (4.5 credits /45 contact hrs)

This course provides students with in-depth knowledge of information technology (IT) essential for managers, professionals, and knowledge workers. Covered in this course are the critical contemporary IT concepts, such as: WiFi, WiMax, and others. E-commerce and e-business trends are highlighted, from business-to-consumer, business-to-business, and business-to-society perspectives. Alternative methodologies are revealed for implementing the ‘enterprise system buy versus build versus rent’ options. The emphasis of theory is how IT affects business strategy, and how managers can apply IT as well as lead the organization to improve by leveraging IT. Given the high accountability placed on managers in this global transparent-interconnected economy, critical issues such as IT ethics, social responsibility and security, are also discussed. The teaching approach allows students to leverage business cases to understand IT theory. Students are encouraged to focus their graded assignments on situations relevant to their learning needs. **Prerequisite: None**

MBA 517 – Business Law & Ethics (4.5 credits/45 contact hrs)

This course is divided into two major parts: Business Law and Business Ethics to introduce students to the legal and ethical aspects of decision making in business within the context of managerial practice. The first part deals with the principles of law with emphasis on business. Discussed is a study of the nature of law, legal reasoning, and procedures, relating to the court systems, government regulation, administrative agencies, and the private judicial systems of arbitration and mediation. Topics include crimes and torts, and economic and business-related aspects of each. Special emphasis is placed on contract law, including formation, breach of contract, and legal remedies. Selected actual cases illustrate practical problems.

The latter part of the course covers the philosophical study of morality, including the theory of right and wrong behavior, the theory of value, and the theory of virtue and vice. Emphasized is the role of decision-making in business placed in the context of basic philosophical perspectives on ethical behavior. Decision-making tools that reveal both ethical and profitable options are demonstrated, along with skills for formulating an organization's code of ethics. Topics such as downsizing, environmental abuse, community/societal responsibilities, government business relations, gender equality, the use of power, ethics in strategic planning, and cultural diversity are analyzed and discussed from a managerial perspective. Upon completion of the course, students will learn knowledge and skills to make sound decisions from the legal and ethical points of view. [Prerequisite: None](#)

MBA 519 – Marketing Strategies (4.5 credits/45 contact hrs)

New service or product development is a common and important function needed in all types of business or non-profit organizations around the world. Marketing strategies concern all key processes of a new or revised product/service development lifecycle including Ideation, competitive analysis, promotion, placement, pricing, and production. The task of establishing marketing strategies requires the analysis of consumer and business client needs and data insights while also considering the capabilities of the organization and the external market factors. Technologies such as Artificial Intelligence, Data-Driven Marketing, Predictive Marketing, Augmented Marketing, and Agile Marketing will assume a large part of creating effective strategies in 21st century marketing. [Prerequisite: None](#)

MBA 521 – Managerial Accounting (4.5 credits/45 contact hrs)

This course covers various cutting-edge topics that affect today's business world such as Lean Production, Six Sigma, corporate governance, enterprise risk management, and the Sarbanes-Oxley Act of 2002. The research and application cases of the course provide the students real business settings that focus and enable students to review and understand the various financial and accounting reports from manufacturing and service industries. [Prerequisite: None](#)

MBA 523 – Strategic Analysis & Decision Making (4.5 credits/45 contact hrs)

This course is to help students think critically about how they interpret data and make decisions and then to learn how to avoid and correct common decision errors that occur because of faulty, ingrained mental models. Students learn how to examine theoretical and practical aspects of decision-making and understand and manage decision making from various perspectives. An emphasis is placed on strategic decisions and crisis decisions in a wide variety of circumstances, including business decisions, personal decisions, and managerial decisions made during several different types of events. Upon completion of this course, students will learn the ability to think critically, interpret information correctly, and make sound decisions. [Prerequisite: None](#)

MBA 525 – Organizational Behavior (4.5 credits/45 contact hrs)

This course provides a framework for understanding organizational behavior and theory in a context of economic development. Covered in detail are managerial behavior in organizations, group dynamics and teamwork, and the enterprise as a system within its social environment. Emphasis is on the role of information and communication technologies and the adaptation of organizational theory to the practice of management. Students are encouraged to assess their own management style/skills and improve their practice of management. Upon completion of this course, students will enhance critical thinking skills used in decision-making and interpersonal communication skills. [Prerequisite: None](#)

MBA 691 – Business Capstone (4.5 credits/45 contact hrs)

All master's degree students are required to successfully complete the Business Capstone course during which they perform intensive research, after they have completed all the core courses and 2 concentration courses. Students will work closely with their instructor and Academic Advisor in developing and completing the thesis or project. A master's degree is conferred to a student whose thesis or capstone project report has been accepted and approved by the instructor, Academic Advisor, and Graduation Committee. **Prerequisite: All Core courses and 2 concentration classes. The Capstone must be taken in the last term of the program.**

CONCENTRATION COURSE DESCRIPTIONS

Note:

1. Concentration Courses (Student must choose 1 concentration program from the list below).
2. Need to complete 4 concentration courses under each program.
3. Each concentration course is 4.5 credits /45 contact hrs in length.
4. All courses within a concentration might not necessarily be taken in a sequential order.

AF 601- Advanced Accounting - 4.5 credits/45 contact hrs

This advanced course teaches advance intermediate financial accounting theory, practice and developmental frameworks. Students will prepare statements and analyses for assets such as cash, accounts receivable and inventories. Attention will be given to their valuation and impact on periodic net income and financial position. **Prerequisite: MBA 521 and 5 core courses**

AF 603- Financial Analysis- 4.5 credits/45 contact hrs

This advanced course teaches students how to use financial statements and the accounting systems that provide the data needed to make business decisions. This course presents principles of accounting and financial management as they relate to managerial decision-making. Financial statement and annual report analysis, cash budgeting, capital management, long-term financing and financial forecasting are covered. **Prerequisite: MBA 521 and 5 core courses**

AF 607- Business Auditing- 4.5 credits/45 contact hrs

This advanced course is a study that introduces auditing and assurance services, auditing standards and processes, emphasizing the audit of internal controls over financial statements and the audit of financial statements. It will include a study of the responsibilities of auditors, development of audit programs, accumulation of audit evidence and reporting. **Prerequisite: MBA 521 and 5 core courses**

AF 609 – Corporate Finance - 4.5 credits/45 contact hrs

This advanced course in corporate finance describes the corporation and its operating environment, the manner in which corporate boards and management evaluate investment opportunities and arrange for financing such investments, create (or, alternatively, destroy) value for shareholders by planning and managing the transformation of a set of inputs (labor-time, including the time it takes to come up with innovations, raw materials, components and other forms of technology consumed in production processes) into a more highly valued set of outputs (embodying both the original investment value and any surplus value generated), and develop strategies for meeting the claims of financial market participants who are sought as financiers (and, therefore, residual claimants to the cash flows/surplus value of) such investments. **Prerequisite: MBA 521 and 5 core courses**

HC 601- Healthcare Leadership- 4.5 credits/45 contact hrs

This course will help students gain leadership skills to challenge and resolve the issues within health care settings. It will also help students understand how to establish and maintain a financially reasonable health care environment with highest satisfaction among patients and employees. This course provides a learning environment for students so they can apply the concepts they learned in health care settings. [Prerequisite\(s\): MBA 517 and 5 Core Courses](#)

HC 603- Healthcare Economics- 4.5 credits/45 contact hrs

This advanced course deals with the primary objective of Health Care Financial Management is to introduce students to the fundamentals of accounting in health care organizations and acclimate students to the language and methods of finance. Approximately half the course is devoted to learning how to use the information found on financial statements. You will study the theory and practice of how accounting information is generated and recorded, how the information is presented, and how it can be used to provide meaningful conclusions about the financial position and performance of a health care organization. At the end of this section, the student should be able to use an organization's financial statements to communicate about the financial health of the organization.

In the second half of the course students will learn how to use principles of financial management to make operating and capital budgeting decisions and to analyze long-term financing options. At the end of this section, the student should be able to make decisions about the efficiency of alternative uses of resources devoted to long-term objectives of the organization. [Prerequisite: MBA 517 and 5 core courses](#)

HC 605- Healthcare Informatics- 4.5 credits/45 contact hrs

The goal of this advanced course is to provide students with a broad understanding of the challenges facing health executives in selecting and implementing a health information system. The course is also designed to provide context for the growing discussion on electronic medical records, health information exchange and its impact on the internal and external environments shaping the healthcare industry. [Prerequisite: MBA 517 and 5 core courses](#)

HC 607- Healthcare Operations- 4.5 credits/45 contact hrs

This advanced course examines specific operational research techniques essential to the analysis of health care managerial challenges are studied. The design of new and improved systems is analyzed, as are those employed to achieve desired system performance. Operational considerations in managing hospitals, clinics, nursing homes, rehabilitation facilities, home health agencies, and other emerging forms of non-institutionalized health care delivery are examined. [Prerequisite: MBA 517 and 5 core courses](#)

HR 601 – Principles of Human Resource Management - 4.5 credits/45 contact hrs

The knowledge of the most possible and effective use of human capital is one of the most general definition of human resources management (HRM). This course covers not only the major topics of HRM (the role of HR, the strategy within the entity and outside the entity, management, sustainability, accounting, finance, and operations), but also introduces the application of the previously gained knowledge of human resources. Based on this knowledge this course also introduces students with critical thinking, judgment, and creativity by demonstrating how managers can come up with the most efficient and impactful human resource management practices. [Prerequisite: MBA 525 and 5 core courses](#)

HR 603 - Compensations & Benefits- 4.5 credits/45 contact hrs

This advanced course will help students better understand and discover how to administer compensation and benefits in private and public organizations. Topics that will be covered in this course are: the components of compensation systems; employee performance; rewards; fair payment policies; employee benefits and satisfaction; employee

assistance programs; grievance and disciplinary procedures; alternative dispute resolution; manuals and employee handbooks; and retention strategies. Students will also be able to understand and apply federally enacted laws that regulate medical, healthcare, safety, security, unionization, and legal policies. [Prerequisite: MBA 525 and 5 core courses](#)

HR 605 –Labor Relations - 4.5 credits/45 contact hrs

This advanced course discusses the background necessary to examine top management strategic decisions regarding unions and day-to-day union worker-management interaction. The course will further focus topics for exploration on compliance of employment practices laws and regulation. Additionally, course discussions include the Civil Rights Act of 1964 (as amended) and related laws and regulations on recruiting, selection, accommodations, health and safety, evaluation, and other workforce management policies and practices will be studied. [Prerequisite: MBA 525 and 5 core courses](#)

HR 607- Dispute Resolution & Conflict Management - 4.5 credits/45 contact hrs

This advanced course introduces skills about dispute resolution and how to manage conflict at the management level.

It teaches the concepts of dispute resolutions, conflict management, and mediation. The course helps students come up with an analytical understanding of the reasons behind disputes and conflicts and resolve them with feasible techniques and methodologies through a culture of mediation and empowerment. [Prerequisite: MBA 525 and 5 core courses](#)

IT 601 IT and Organizational Sustainability - 4.5 credits/45 contact hrs

This advanced course shows to what extent sustainability could improve the effectiveness and the efficiency in information technology. The students will have the knowledge of different techniques and strategies that bring energy efficiency in information technology. This course will also cover the relationship between sustainability and organizational life cycles and the components needed for a successful sustainable infrastructure. [Prerequisite: MBA 515 and 5 core courses](#)

IT 603 Database Design & Management- 4.5 credits/45 contact hrs

This advanced course discusses the theory and design of database management systems (DBMSs). Topics covered include internals of database management systems, fundamental concepts in database theory, and database application design and development. In particular, logical design and conceptual modeling, physical database design strategies, relational data model and query languages (SQL), query optimization, concurrency control and transaction management, privacy and security, will be covered. While we primarily concentrate on relational DBMSs, we may also touch on selected topics from the current database research literature, such as large-scale data management, big data, distributed data access, web databases, decision support systems, data warehousing, and data mining, based on available time and interests of the students. [Prerequisite: Basic understanding of IT concepts and principles. Prerequisite: MBA 515 and 5 core courses](#)

IT 605 Network Design & Management- 4.5 credits/45 contact hrs

This advanced course is designed to provide students with the concepts and fundamentals of network management. Topics to be covered include: data communication concepts and techniques in a layered network architecture, communications switching and routing, types of communication, network congestion, network topologies, network configuration and management, network model components, layered network models (OSI reference model, TCP/IP networking architecture) and their protocols, various types of networks (LAN, MAN, WAN, SAN, and Wireless networks) and their protocols, system & service monitoring – reachability and availability, resource measurement/monitoring – capacity planning/availability, performance, change management and configuration monitoring and security - ensuring that the network is protected from unauthorized users. [Prerequisite: MBA 515 and 5 core courses](#)

IT 607 Cloud Computing - 4.5 credits/45 contact hrs

This advanced course analyzes the various components related to management and deployment of cloud computing as related to software applications. In addition to various discussion topics, the course consists of Discussions topics will be able to assist the student, to understand underlying concepts associated with cloud computing. Finally, the course concludes with a research paper related to the course, whereby the student is asked to argue a position using the weekly course research, reading, and learning as applicable to an organization from a management perspective. The argument will include not only elements of each week's learning, but also other related elements that might impact the topic selected. [Prerequisite: MBA 515 and 5 core courses](#)

LM 601- Advance Topics in Leadership and Management- 4.5 credits/45 contact hrs

This advanced course is designed to offer the MBA student an opportunity to study a topic more focused and timelier than those topics or subjects covered in the Core courses. This course is offered to help MBA students perform his/her research project more effectively. Special topics cover a wide variety of topics relevant to the MBA program including but not limited to: Leadership and Management, Information Technology, Entrepreneurship, Health Care Management, Hospitality and Tourism Management, Human Resources Management, Project Management, Public Service and Administration, Global Business Management, Accounting, and Finance. [Prerequisite: MBA 511 and 5 core courses](#)

LM 603 - Entrepreneurship- 4.5 credits/45 contact hrs

This advanced course introduces the challenges of entrepreneurship including the start-up and operations of a small business. Topics include types of small business ownership (including franchising and home-based business), financing alternatives, and issues of small business (including personnel, marketing, site location, and managerial decision-making. [Prerequisite: MBA 511 and 5 core courses](#)

LM 605 - International Business- 4.5 credits/45 contact hrs

This advanced course provides students with an understanding of the global economy and its impact on business within the United States. Topics include the impact of political systems on business; effects of culture on business style; the role of international trade; management of multinational corporations and the impact of trade restraints and liberalization. Balancing legal, political, and ethical issues in international business techniques is covered. [Prerequisite: MBA 511 and 5 core courses](#)

LM 607 - International Marketing - 4.5 credits/45 contact hrs

This advanced course discusses differences that affect international business in the area of marketing, including social, cultural and economic factors. An understanding of international marketing theory, tools and techniques is gained to establish effective marketing campaigns for multinational corporations. The use of digital media as well as traditional techniques in global marketing is discussed, and effective methods to overcome obstacles in an international marketing campaign are developed. [Prerequisite: MBA 511 and 5 core courses](#)

PM 601 Small Project Management - 4.5 credits/45 contact hrs

This advanced course focuses on the project management specialization and introduces prerequisite knowledge for subsequent project management courses. It starts from a small project design and management. This foundational course spans from "What is project management" to providing practical "How To" guidance, tools and techniques you can apply immediately. [Prerequisite: MBA 523 and 5 core courses](#)

PM 603 Enterprise Project Management - 4.5 credits/45 contact hrs

This advanced course provides an insight for Enterprise Project Management. The course will help students oversee all projects within a company and decide whether these multiple projects meet the overall expectations of the company.

Some companies get engaged with multiple projects within multiple departments at multiple locations. Thus, this course will help students look at from enterprise project manager's perspective and manage such a complicated task when monitoring the projects. This course will help students be equipped with necessary management skills so they could overwhelm such managerial complexity. [Prerequisite: MBA 523 and 5 core courses](#)

PM 605 Advanced Topics in Project Management - 4.5 credits/45 contact hrs

This advanced course examines five process groups and nine knowledge areas of the Project Management Body of Knowledge (PMBOK). The five process groups are: Initiating the project, planning the project, executing the project, monitoring and controlling the project. The nine knowledge areas are: Integration management, project scope management, time management, cost management, quality management, human resources management, communications managements, risk management and procurement management. The purpose of this course is to develop project management expertise through theoretical discussions and hands-on applications. Students will examine specific aspects of project management through simulated projects. This course counts towards the Project Management concentration. [Prerequisite: MBA 523 and 5 core courses](#)

PM 607 Case Studies in Project Management - 4.5 credits/45 contact hrs

This advanced course examines real-life cases from project management perspective and helps students understand standard project management from real-life, urgent, or unexpected cases. It broadens their understanding of the project management by helping students differentiate standard projects from urgent and unexpected real-life projects. Upon successful completion of the course, the students will be able to apply their understanding of the project management into practice by examining real-life cases. [Prerequisite: MBA 523 and 5 core courses](#)

10.2 MSIT Courses

Notes:

1. Course Numbering System
 - All Graduate Courses: 500 or higher
 - Concentration Courses: 600 or higher
2. Prerequisites

Each student is required to take a course after the student has obtained approval from his/her Academic Advisor, who determines whether the course prerequisite, if any, is satisfied or waived. The prerequisites may be waived or changed at the discretion of his/her Academic Advisor.

Prerequisite: Denotes Prerequisite

IT 501 Management of Information Technology (4.5 credits/45 contact hrs)

The emphasis of theory is how IT affects business strategy, and how managers can apply IT as well as lead the organization to improve by leveraging IT. Given the high accountability placed on managers in this global transparent-interconnected economy, critical issues such as IT ethics, social responsibility and security, are also discussed. The teaching approach allows students to leverage business cases to understand IT theory. Students are encouraged to focus their graded assignments on situations relevant to their learning needs. [Prerequisite: None](#)

IT 503 Operating Systems (4.5 credits/45 contact hrs)

Large-scale software development has been described as one of the most difficult of human undertakings. This course examines the reasons for the inherent complexity of software construction and presents structured methods to deal effectively with it. The course will focus on the object-oriented approach for analysis and design. Students will gain an appreciation of the difference between writing programs and doing analysis and design. Problem formulation and

decomposition (analysis) and solution building (design) will be covered. Students will work in small groups, each group having the responsibility for analysis, design and implementation of a software system. Case tools will be used in several stages of the development process. **Prerequisite: None**

IT 505 Network Management and Design Management (4.5 credits/45 contact hrs)

This advanced course is designed to provide students with the concepts and fundamentals of network management. Topics to be covered include: data communication concepts and techniques in a layered network architecture, communications switching and routing, types of communication, network congestion, network topologies, network configuration and management, network model components, layered network models (OSI reference model, TCP/IP networking architecture) and their protocols, various types of networks (LAN, MAN, WAN, SAN, and Wireless networks) and their protocols, system & service monitoring – reachability and availability, resource measurement/monitoring – capacity planning/availability, performance, change management and configuration monitoring and security - ensuring that the network is protected from unauthorized users. **Prerequisite: None**

IT 507 Database System Design & Management (4.5 credits/45 contact hrs)

This course is an introduction to the theory and design of database management systems (DBMSs) for business. Topics covered include internals of database management systems, fundamental concepts in database theory, and database application design and development. In addition, logical design and conceptual modeling, physical database design strategies, relational data model and query languages (SQL), query optimization, concurrency control and transaction management, privacy and security will be covered. **Prerequisite: None**

IT 509 Information Systems Analysis and Design (4.5 credits/45 contact hrs)

This course introduces the various information and communications technologies. Students will research and practice using modern productivity applications. Students will examine how information systems are used to solve problems and make better business decisions and apply these concepts to analyze business cases. **Prerequisite: None**

IT 511 Information Technology Project and Team Management (4.5 credits/45 contact hrs)

This course focuses on project management as applied to management of information technology projects. Students learn critical path analysis, project resource management, crashing projects, vendor selection, assessment of project quality and analysis of project risks. Students also learn how to use media for effective project communication. **Prerequisite: None**

Concentration Course Descriptions

ITSM 601 Telecommunication Systems and Management (4.5 credits/45 contact hrs)

This course focuses on the analysis and management of telecommunication systems. Topics include but are not limited to data communications, network fundamentals, network technologies, and network management. The objectives are to give the students overview of communication systems, instruct the basic theorems for communications, and illustrate the state-of-art for communication techniques. **Prerequisite: Complete all core courses**

ITSM 603 Network and Information Security (4.5 credits/45 contact hrs)

This course is to provide students with an overview of the concepts and fundamentals of network management. Topics to be covered include: data communication concepts and techniques in a layered network architecture, communications switching and routing, types of communication, network congestion, network topologies, network configuration and management, network model components, layered network models (OSI reference model, TCP/IP networking architecture) and their protocols, various types of networks (LAN, MAN, WAN, SAN, and Wireless networks) and their protocols, system & service monitoring – reachability and availability, resource measurement/monitoring – capacity planning/availability, performance, change management and configuration

monitoring and security - ensuring that the network is protected from unauthorized users. [Prerequisite: Complete all core courses](#)

ITSM 605 Mobile and Cloud Computing (4.5 credits/45 contact hrs)

This course analyzes the various components related to management and deployment of cloud computing as related to software applications. In addition to various discussion topics, the course consists of a Discussions topic will be able to assist the student, to understand underlying concepts associated with cloud computing. Finally, the course concludes with a research paper related to the course, whereby the student is asked to argue a position using the weekly course research, reading, and learning as applicable to an organization from a management perspective. The argument will include not only elements of each week's learning, but also other related elements that might impact the topic selected. [Prerequisite: Complete all core courses](#)

ITSM 607 System Testing and Verification (4.5 credits/45 contact hrs)

Software Testing and Verification is a survey course on concepts, principles, and techniques related to software testing and formal program verification. Students will become acquainted with both the strengths and limitations of various functional and structural testing methods, as well as techniques for proving the functional correctness of sequential programs. Topics include black-box and white-box test case design strategies, incremental integration testing techniques, inspections and reviews, axiomatic verification, predicate transforms, and function-theoretic verification. Students will have the opportunity to practice the techniques presented in lectures via optional exercises. [Prerequisite: Complete all core courses](#)

ITSM 609 Enterprise IT Application and Integration (4.5 credits/45 contact hrs)

Enterprise Architecture (EA) is designed to be the first exposure to foundational enterprise architecture (EA) concepts and practices. The course sets the "common language" for EA discussions for professionals new to the EA field as well as functional business people, customers, suppliers, and others that desire an overview of enterprise architecture and the benefits it can bring to an organization. [Prerequisite: Complete all core courses](#)

ITSM 611 Advanced Topics in Information Technology Systems and Management (4.5 credits/45 contact hrs)

This course introduces how computer-based information systems can be used in all functional areas of business. The course will demonstrate to what extent information technologies and systems can be utilized to achieve business goals. Topics include but are not limited to information systems in global business, ethical and social issues in information systems, key system applications for the digital age, and building and managing systems. [Prerequisite: Complete all core courses](#)

DMA 601 Decision Methods and Modeling (4.5 credits/45 contact hrs)

A presentation of the fundamental concepts used in data modeling and database implementation. The data modeling process, basic relational concepts, and the process of normalization, relational algebra, SQL, and guidelines for mapping a data model into a relational database will be covered. Students will model a multimedia and/or text-only problem and implement it on a single machine with a commercially available database package. [Prerequisite: Complete all core courses](#)

DMA 603 Presentation and Visualization of Data (4.5 credits/45 contact hrs)

In addition to the gathering and interpretation of data, today's business environment calls upon the analyst to communicate the results of data analysis to a variety of audiences. In this course students will learn how to synthesize the technical components of data analysis into reports, presentations, and visual dashboards that are meaningful for the intended audience and deliver those components in a coherent, convincing format. [Prerequisite: Complete all core courses](#)

DMA 605 Data Management (4.5 credits/45 contact hrs)

This course addresses data management from the perspective of aligning existing database systems and models with emerging technologies and cybersecurity needs in industry. User access, data storage, data backup, query techniques, and the choice of appropriate data platforms are covered. Cybersecurity and storage considerations are also included. Data management techniques are developed in three main areas: Enterprise Applications, Internet Applications (the Cloud), and Data Analytics tools to support Big Data analysis. [Prerequisite: Complete all core courses](#)

DMA 607 DBMS Design and Analysis (4.5 credits/45 contact hrs)

This course expands on DMA 793 by incorporating analysis and design using new and evolving data management models, such as object-relational databases, Big Data management and visualization, and other emerging developments in the field. Tools and methods for managing different types of data are examined, such as non-structured data, graphical approaches to data presentation, extract-transform-load (ETL) technologies, data warehousing and data mining. Entity relationship modeling and validation methods are developed for complex data relationships, and the role of metadata and database architectures such as the ANSI/SPARC three-schema model are included. Methods for database design and analysis in light of developments in Cloud storage, the Internet of Things (IoT) and Cyber Security are explored. [Prerequisite: Complete all core courses](#)

DMA 609 Advanced Business Analytics (4.5 credits/45 contact hrs)

This course is designed to help students apply business analytics techniques to explore and analyze big data, so they can find subtle and non-trivial relationships that are understandable, useful, and executable to business owners. Valuable insights gained via fact-based decision making can be exploited by managers in various functional areas to achieve competitive advantages. Specific topics covered in this course include: predictive modeling such as regression and decision trees; segmentation; forecasting; and text mining. A case approach will be used, and SAS is the main analytical tool. [Prerequisite: Complete all core courses](#)

DMA 611 Advanced Topics in Database Design & Management (4.5 credits/45 contact hrs)

This advanced course explores database system design and management based on emerging practices and research in the field. This course typically covers such topics as Hadoop and Big Data management; spatial temporal and real-time databases; data visualization and data analytics; query planning and optimization; transaction processing and concurrency control; data warehousing, online analytical processing (OLAP), and data mining; data security and cloud storage; data backup and recovery. [Prerequisite: Complete all core courses](#)

SDM 601 Managing Software Development (4.5 credits/45 contact hrs)

This course addresses the breadth of managing software development and is designed to help technically trained software engineers to acquire the knowledge and skills necessary to lead a project team, understand the relationship of software development to overall project engineering, estimate time and costs, and understand the software process. The nature of software development is sufficiently unique to require specialized management techniques, especially in the areas of estimating and scheduling. [Prerequisite: Complete all core courses](#)

SDM 603 Data Structures and Algorithms for Information Processing (4.5 credits/45 contact hrs)

This course provides solutions to different complexities in data structure and algorithms for information processing. Since the nature of the course focuses on the solutions to algorithmic problems rather than on the theories, it helps students and practitioners prepare for job interviews and competitive exams. It also covers most required topics in computer science and information technology. [Prerequisite: Complete all core courses](#)

SDM 605 Architectures for Software Systems (4.5 credits/45 contact hrs)

Successful design of complex software systems requires the ability to describe, evaluate, and create systems at an architectural level of abstraction. The course considers software architecture, its foundation, principles, and elements,

including the components, the connectors, and the configurations. It teaches the skills and background students need to evaluate the architectures of existing systems and to design new systems in principled ways using visual tools. Students will document a software application with diagrams and analyze the application's architecture in the case study. The term project was designed to empower students to become world-class workers, leaders and responsible citizens. The self-motivated term project will help students to improve their personal skills, and their workplace skills (Teamwork, Decision making and Planning Organizing and management). [Prerequisite: Complete all core courses](#)

SDM 607 System Analysis & Design (4.5 credits/45 contact hrs)

This course addresses the breadth of system analysis & design. The course will concentrate on object-oriented concepts and their use in systems development. It will analyze abstractions called objects, develops analysis-level models of systems from the management perspective and demonstrates how it can be realized in software implementations. The course will exploit technology stacks like UML CASE tools for system analysis/design and implementation of business solutions for the prioritized requirements of the product using design patterns, classes, interfaces and function in a realistic software engineering context. Students will be working in groups on term projects which will empower them to become world-class workers, leaders and responsible citizens. The Self-motivated term project will help the students to develop their personal and the workplace skills (Teamwork, Decision making and Planning Organizing and management). [Prerequisite: Complete all core courses](#)

SDM 609 Software Project and Team Management (4.5 credits/45 contact hrs)

This is the introductory course for managing information technology and software development projects. It is not restricted to project managers but encompasses the art and science of using teamwork to meet project goals. The team includes the project manager, lead developers, software engineers, supporting functions, business experts and other stakeholders. Therefore, this course is directed to students across a wide range of backgrounds and interests. [Prerequisite: Complete all core courses](#)

SDM 611 Advanced Topics in Software Design and Management (4.5 credits/45 contact hrs)

This course addresses advanced techniques, core design concepts, principles, and processes in software design and management. Topics include but are not limited to architecture design, software development life cycle (SDLC), the steps of the ADD method, scalability, and design for pre-sale processes or lightweight architecture reviews. Students will be able to recognize and optimize critical relationships between analysis and design. The course will help students utilize **proven**, reusable design techniques and adapt them to specific problems and contexts. It will also help students solve design problems in emerging domains, such as cloud, mobile, or big data. [Prerequisite: Complete all core courses.](#)

MIT 681 MSIT Capstone (4.5 credits/45 contact hrs)

This capstone is designed to be offered in the final term of a student's major. This course is planned to tie together the key learning objectives that faculty expect the student to have learned during the MSIT program at IGU within the student's concentration. The purpose of this capstone course is to give students an opportunity to present their cumulative knowledge and skills in a simulated business environment. In this role, students will integrate key IT concepts they learned throughout their study.

During the first week of class, students are required to choose a topic of interest aligned with their concentrations. Following the selection of the big idea (topic of interest, statement of problem in practice), students will engage in conducting literature review in the chosen topic, develop a position paper, and eventually produce a final paper as to how IT concepts are being applied to real-life scenarios in a hypothetical business environment. [Prerequisite: All Core courses and 2 concentration classes. The Capstone must be taken in the last term of the program.](#)

10.3 MSCS Courses

IT503 Operating Systems (4.5 credits/45 contact hrs)

The course covers, historical perspective of the evolution of operating systems, focusing on hardware and software evolution leading to contemporary operating systems. The fundamentals of the operating system abstractions, mechanisms, and their implementations are the part of the course. Additionally, algorithms for CPU scheduling, memory and general resource allocation; process coordination and management are the part of the course. Hands on activities included: Installation common Linux distribution, OS system configurations, command line operations, creating, renaming, moving, and deleting files and directories. **Prerequisite: None**

IT 507 Database System Design & Management (4.5 credits/45 contact hrs)

This course is an introduction to the theory and design of database management systems (DBMSs) for business. Topics covered include internals of database management systems, fundamental concepts in database theory, and database application design and development. In addition, logical design and conceptual modeling, physical database design strategies, relational data model and query languages (SQL), query optimization, concurrency control and transaction management, privacy and security will be covered. Hands on activities included: Design and implement the database for Queries. **Prerequisite: None**

ITSM 603 Network and Information Security (4.5 credits/45 contact hrs)

This course is to provide students with an overview of the concepts and fundamentals of network management. Topics to be covered include: data communication concepts and techniques in a layered network architecture, communications switching and routing, types of communication, network congestion, network topologies, network configuration and management, network model components, layered network models (OSI reference model, TCP/IP networking architecture) and their protocols, various types of networks (LAN, MAN, WAN, SAN, and Wireless networks) and their protocols, system & service monitoring – reachability and availability, resource measurement/monitoring – capacity planning/availability, performance, change management and configuration monitoring and security - ensuring that the network is protected from unauthorized users. **Prerequisite: None**

CS 501 Introduction to Cybersecurity (4.5 credits/45 contact hrs)

This course provides a broad overview of the key concepts of cybersecurity, and compliance associated with organizational information systems. The course analyzes the applications and the impact of cybersecurity on business and governmental organizations. It investigates techniques of technology controls to secure information assets in business applications. Topics an introduction to confidentiality, integrity, and availability; information security management, legal regulations and compliance, ethics, security architecture and design; redundant systems, external/internal attacks; defensive security measure; basic cryptography and its applications, physical security, network security, software development security, cyber forensics, risk, intrusion detection and prevention. **Prerequisite: None**

CS 516 Security Policy & Standards (4.5 credits/45 contact hrs)

This course provides a practical and theoretical foundation for applying cyber security compliance measures in specific industries and domains, e.g. health care industry, sales, and advertising, in respect to stated, expanded and evolving technologies, public policies, standards, laws, and regulations. Specific laws and acts in diverse industries in the context of cyber security are discussed: HIPAA, HITECH act, Payment Card Industry (PCI), Data Security Standards (DSS), Sarbanes-Oxley, Access to electronic Protected Health Information (ePHI), and Monetary Authority of Singapore (MAS). **Prerequisite: None**

CS 521 Forensic & Network Intrusion (4.5 credits/45 contact hrs)

This course introduces students to digital forensic examination of an IT system. The course provides broad overview of digital forensics, specifically focusing on computer, mobile, network, and database forensics. This course provides

the student with the knowledge and skills necessary to properly interpret the evidence security breaches, illegal or inappropriate computer use, and communicate the examination results effectively and understandably. **Prerequisite:** None

CS 532 Secure Cloud Architecture (4.5 credits/45 contact hrs)

This course covers cloud computing security guidelines designed and developed by ISO, NIST, ENISA and Cloud Security Alliance (CSA). The course explores cloud landscape and architecture, specifically identifying and mitigating risks. Topics include moving data, protection and isolation of physical & logical infrastructures including compute, network and storage, data protection at all OSI and TCP/IP layers. The course immerses the students into end-to-end identity management, access control/protection mechanisms, monitoring and auditing processes and meeting compliance with industry and regulatory mandates in cloud computing environment. **Prerequisite:** None

CS 536 Information Security & Risk Management (4.5 credits/45 contact hrs)

The goal of the course is to introduce skills and knowledge on Information Security and risk management in businesses. This course covers all aspects of cybersecurity, governance, policy and procedures. The course explores major categories of information security threats, information security controls, important legal provisions regarding information security, standard methodologies for complying with legal requirements. In-depth examination of topics in the management of information technology security including access control systems and methodology, business continuity, disaster recovery planning, legal issues in information system security, ethics, computer operations security, physical security and current Information Security standards. **Prerequisite:** None

CS 538 Secure Software Development (4.5 credits/45 contact hrs)

The course focuses on software security quite broadly, discussing attacks as well as defensive programming. The purpose of the course is to learn about secure software, including its design, implementation and maintenance. This course follows the Software Development Life Cycle approach with Secure Software Development in mind. Topics include end-user needs, software security, risk and mitigation plans, architectural design, coding, testing, and deployment. This course examines security architecture elements within modern programming languages that create the framework for secure programming. **Prerequisite:** None

CS 540 Security Assessment & Testing (4.5 credits/45 contact hrs)

This course covers the testing process and assessment of security levels in various IT systems. The course explores the concepts and techniques for testing and Analysis of Systems in evolving environments. The course explores evaluating the strengths of security controls on an IT system. evaluate procedural and operational controls as well as technological controls. Topics include system feasibility, security analysis requirements, database security, security of technology system architecture, design, and implementation, project control, and systems-level testing. **Prerequisite:** None

CS 544 Cyberlaws & Ethical Hacking (4.5 credits/45 contact hrs)

This course provides an in-depth look at network security concepts and the techniques for attacking and defending a network. The purpose of this course is to develop knowledge base needed to discover vulnerabilities and countermeasures for tightening network security and protecting data from potential attackers. Students will learn realistic penetration testing techniques to a network, internet or computer system to find security vulnerabilities that an intruder may be able to exploit and break in. This course immerses the students into a hands-on environment where they will be shown how to conduct ethical hacking to map out the vulnerabilities of the system. This course immerses the students into a hands-on environment where students will conduct ethical hacking in a virtual lab environment. **Prerequisite:** None

CS 681 Capstone (4.5 credits/45 contact hrs)

This capstone is designed to be offered in the final term of a student's major. This course is planned to tie together the key learning objectives that faculty expect the student to have learned during the master's degree in cyber security program at IGU. The purpose of this capstone course is to give students an opportunity to present their cumulative knowledge and skills in a simulated cyber security-based business environment. In this role, students will integrate key cyber security concepts they learned throughout their study. Following the selection of the big idea (topic of interest, statement of problem in practice), students will engage in conducting literature review in the chosen topic, develop a position paper, and eventually produce a final paper as to how cyber security concepts are being applied to real-life scenarios in a hypothetical cyber security-based business environment. **Prerequisite:** All courses in the program. The Capstone must be taken in the last term of the program.

10.4 Undergraduate Courses

A. General Education

ENG 101 English Composition (4.5 credits/45 contact hrs)

This is the first course of English Composition focused on expository writing ranging from single paragraphs to essays. Content includes study of various English structures including grammar, arguments and an introduction to library usage skills and formal methods of documentation. **Prerequisite:** Placement Test/SAT/TOEFL Score

ENG 102 Critical Writing (4.5 credits/45 contact hrs)

This is the second course of English Composition. Students will develop analytical, interpretive, and information literacy skills necessary for constructing a well-supported, researched, academic argument. **Pre-/co-requisite:** ENG 101

PHI 101 Introduction to Philosophy (4.5 credits/45 contact hrs)

The course will be a combination of lectures, discussions, homework, and group assignments. Students will engage in philosophizing by learning and practicing the skills and methods of philosophical inquiry and analysis. Various topics will be presented and discussed. Matters pertinent to human existence and purpose will form the core of this course and will be presented through a series of philosophers who have reflected on these issues. While not ignoring the ancient masters, modern philosophers such as Kierkegaard, Nietzsche, Heidegger, Wittgenstein and Rawls will be discussed. **Prerequisite:** None

HIS 101 World History (4.5 credits/45 contact hrs)

This course explores the origins of human societies and the development of their hierarchical structures and the network connections between them across the world. An effort will be made to develop a conceptual framework for analyzing different societies and network interactions comparatively so as to highlight meaningful similarities and differences among them. This course also traces the increasing interdependence of the world's different societies as improved communications tie more of the world closely together. This will involve explaining the transformations wrought upon different areas by industrialization and the reactions this process has created across the globe. **Prerequisite:** None

HUM 101 World Religion and Cultures (4.5 credits/45 contact hrs)

This course introduces the basic concepts of Hinduism, Buddhism, Confucianism and Taoism, and their values and practices, and emphasizes enriching the Western mind and facilitating inter-cultural understanding. It also surveys the basic concepts, values and practices of Judaism, Christianity and Islam, and compares religions, their beliefs,

behaviors, and effect on individual outlooks and cultural interaction. This course also examines key topics related to different cultures in the study of religions, such as gender, new religious movements, mysticism and spirituality and myth and ritual, politics, economics, environment, science, and media. [Prerequisite: None](#)

LIT 101 World Literature (4.5 credits/45 contact hrs)

This course aims to introduce students to a selection of classical and modern literary works from various parts of the world. One of the goals of the class is to analyze and discuss the works in their respective socio-historical contexts, with a special focus on the theme of encounter, be it textual or cultural. The impact of various factors (class, race, gender, generation, religion, and so forth) will be taken into consideration in our discussions. The student's critical engagement with the assigned works of literature will be further enhanced by the historical and literary background provided by lectures and secondary sources. No prior knowledge of or familiarity with the pertinent languages is required. All reading materials will be provided in English translation. [Prerequisite: None](#)

MAT 101 College Algebra (4.5 credits/45 contact hrs)

This course explores a variety of algebraic concepts including rational expressions, exponents, polynomials, quadratic expressions, and their applications. [Prerequisite: None](#)

MAT 102 Calculus (4.5 credits/45 contact hrs)

This course focuses on techniques of differential and integral calculus. Students will gain a sound intuitive understanding of the basic concepts of calculus through a problem-solving approach. Topics include functions, graphs, and limits; differentiation; derivatives, exponential and logarithmic functions; integration; and variables. [Pre-/co-requisite: MAT 101](#)

PHS 101 Intro to Physical Science (4.5 credits/45 contact hrs)

This course focuses on Physical Science based on the principles of physics and natural science.

SOC 101 Introduction to Sociology (4.5 credits/45 contact hrs)

This course is an introduction to the basic constructs of the discipline of Sociology and social thought. A clear comprehension of the dynamics of human societies and group behavior is useful in myriad of environments. Students will examine society through the study of culture, race, religion, ethnicity, gender, inequality, education, deviance, and sociological theory and methods. Students are also expected to examine the influences of society on their personal lives in relations to the core concepts discussed in the course. [Prerequisite: None](#)

POS 101 Political Science (4.5 credits/45 contact hrs)

Politics is a part of life. The course introduces students to the major issues in the study of politics and political science. You will become familiar with the basic vocabulary of the discipline and learn how political issues are studied. This course is intended to give the student a better understanding of the forces that influence political decisions that affect their lives. [Prerequisite: None](#)

PSY 101 Psychology (4.5 credits/45 contact hrs)

This course is an introduction to the theories, modalities, and methodologies evolving from the scientific analysis of behavior. This course takes a scientific perspective on behavior and will include discussion of critical thinking skills and a skeptical attitude toward claims. Successful completion of the course will require the student will demonstrate, through written papers and introspective inquiry, an understanding the basic concepts covered in the lectures, text, readings, and weekly discussion. [Prerequisite: None](#)

B. BBA & BSIT Core Courses

BUS 201 Business Communication (4.5 credits/45 contact hrs)

The course is designed to provide communication skills for business students. Success in today's workplace depends upon how well individuals are trained in effective business communication. This course provides tools and techniques and prepares students with excellent, effective, and practical business communication skills. Students will be able to learn these skills by example as this course reviews realistic business communication models and tools used in business world. including the use of virtual meeting software such as GoToMeeting and Zoom. Students will also learn how to create a professional LinkedIn profile. **Prerequisite: None**

BUS 205 Law and Ethics (4.5 credits/45 contact hrs)

This course focuses on the legal aspects of business decision making. It is designed to provide students with an understanding of our legal system and to introduce them to many legal issues that they can expect to encounter in the business world. Students will acquire a basic understanding of the American legal process and the legal and ethical issues that managers and entrepreneurs face as they operate in the legal environment of the business world. Students will learn about the effect of federal, state, and local law on business entities. During the quarter we will evaluate business situations and how the law and ethics respond or affect those situations. **Prerequisite: None**

BUS 207 Ethical Leadership (4.5 credits/45 contact hrs)

The Enron, Worldcom, and Global Crossing scandals show us that even in business there's a lot more at stake than the bottom-line. Some sense of ethical leadership is needed in the Digital Economy. This course investigates some of the ethical issues facing leaders including acceptable risk, worker's rights, whistle-blowing, and outsourcing. We will explore the question, "How can I be a good person and a good leader?" as well as the dark side of business ethics made famous by Gordon Gekko in the movie Wall Street when he proclaimed that "Greed is good." **Prerequisite: None**

BUS 210 Principles of Management (4.5 credits/45 contact hrs)

This course is designed to provide students with general business and management principle, the significant elements of business and management essentials that is required for changing trends and implementations of technologies in today marketplace. In addition, the scope of small business and international business, the growth of the service sector, and the role of ethics and product quality will be discussed. The course also covers the essential and components of a business including marketing, accounting, finance, budgeting, labor relations, e-commerce, and other factors in the business and management world. **Prerequisite: None**

BUS 213 Principle of Accounting (4.5 credits/45 contact hrs)

This is an introductory course intended to develop an understanding of the environment, role, and basic principles of financial accounting, primarily from the standpoint of the user of financial information. This is an introduction to financial accounting concepts. A study of the accounting cycles of service organizations and merchandisers emphasizing the recording of business transactions, and the preparation of financial statements for such organizations. Emphasis is also placed on the accounting principles relating to the measurement, valuation and reporting of assets, liabilities and equity, and related internal control considerations. **Prerequisite: None**

BUS 215 Principles of Marketing (4.5 credits/45 contact hrs)

This course provides a foundation in the principles of marketing used to manage profitable customer relationships. In addition, the course explains the pivotal role of marketing within an organization's strategic plan. It also examines the marketing process and determines marketing strategies and tactics. Topics include consumer behavior, competitive analysis, segmentation, target marketing, positioning, branding, new product development, pricing, value chains, and marketing communications. **Prerequisite: None**

BUS 217 Principles of Economics (4.5 credits/45 contact hrs)

Modern economics is the study of how households, individuals, firms, governments, and other types of human society choose to allocate and manage resources in a world of scarcity. The central focus of this introductory course is how and why markets (one important mechanism for allocating scarce resources) work, why they may fail to work, and the implications for social policy of both their successes and failures. This course also covers thinking like an economist that involves identifying and evaluating tradeoffs in the context of constraints, distinguishing positive from normative analysis, and tracing behavioral implications of change while abstracting from aspects of reality. It, moreover, involves describing redistributive implications of change, amassing data to evaluate economic events, and testing hypotheses about how consumers and producers make choices and how the economy works. Finally, thinking like an economist involves examining many problems through a filter of efficiency – coping with limited resources.

Prerequisite: None

BUS 219 Human Resources Management (4.5 credits/45 contact hrs)

Human Resource Management (HRM) plays an important role in today's workplace. This course is designed to provide an overview of Human Resource Management, how it relates to the management process, and how it is adapting to ever-changing trends in the workplace. Management uses HRM tools and techniques in strategic planning to improve organizational performance and to create competency. Students will gain knowledge and skills with regard to how organizations use HRM concepts to meet challenges with their emerging global competition. Prerequisite:

BUS 201

BUS 221 Leadership Theories and Practice (4.5 credits/45 contact hrs)

This course introduces students to the concept of leadership. It is designed to facilitate learning using assessment of theories and practice of leadership in the context of exploring the qualities that make an effective leader. Different types of leader models will be examined to understand leader behaviors in different situational circumstances and how leaders adapt to an ever-changing market place. In addition, students will gain knowledge of many leadership tools and techniques used in today's marketplace. Prerequisite: None

BUS 223 Organizational Behavior (4.5 credits/45 contact hrs)

This course analyzes the elements of organizational behavior and management. Topics include the behavior of work groups and supervisors; intergroup relations; current challenges to organizations; organizational culture; diversity; methods for dealing with personnel problems; motivation; formal and informal behavior; communications; ethics; stress management; conflict resolution, workforce diversity and managing change. This course also, will examine current research, theory and application on the forces underlying the behavior of members of an organization.

Prerequisite: None

BUS 225 Project Management (4.5 credits/45 contact hrs)

This course is designed to provide an in depth understanding of Project Management principles and concepts, methodology, business communication, and the leadership skills required to manage projects. In addition, this course offers tools and techniques to diverse organizational teams to facilitate a relationship between projects and customers and to advance organizational strategic goals and objectives. This course also provides an overview of topics that emphasize all the PMBOK. Prerequisite: None

BUS 230 Entrepreneurship and Small Business Management (4.5 credits/45 contact hrs)

This course provides the appropriate tools, knowledge and skills for those students who wish to launch a new venture and become successful entrepreneurs. This course has adopted a hands-on approach to entrepreneurship by providing business information, statistics, and real-world examples as well as case studies. In addition, this course will build a pathway for a successful business by examining all required segments of managing a business such as business strategy, finance, and marketing. Prerequisite: None

BUS 301 Microeconomics (4.5 credits/45 contact hrs)

This course provides an overview of the domestic modern market economy. During this course, students will gain an understanding of the operation and decision-making for economic units, supply and demand, resource allocation, the problem of scarcity and various other types of analysis for market and industry structures. [Prerequisite: BUS 217](#)

BUS 302 Macroeconomics (4.5 credits/45 contact hrs)

This course will provide students a thorough understanding of macroeconomic theories and systems. Particular emphasis will be placed on the study of national income and price determination, unemployment, inflation, cyclical business fluctuations, economic growth, the role of money, theories of interest rates, stabilization policies, foreign exchange rates, and balance of payments difficulties. And comparative economic advantages among nations as well as familiarizing the student with economic performance measures and growth. [Prerequisite: BUS 301](#)

BUS 305 Managerial Economics (4.5 credits/45 contact hrs)

Changing economic conditions often affect a manager's decision making. This course applies basic economic philosophy to decision making methods in contemporary business. Students will learn how to bridge theory with business practices. This course will also help students understand how to assess the changes in revenues and costs for better business decisions. Upon successful completion of the course, the student will gain a managerial perspective through which they will be able to make better decisions that increase revenues while decreasing costs for maximum profit. [Prerequisite: BUS 217](#)

BUS 307 Global Economics (4.5 credits/45 contact hrs)

This course provides a general outlook for the modern global market economy as a system. Students will understand and analyze the relationships among variables such as national income, employment, inflation and the quantity of money. Additionally, students will understand the roles of government expenditure, international finance, economic development, taxation and monetary policy in economic structure. [Prerequisite: BUS 302](#)

BUS 310 Financial Accounting (4.5 credits/45 contact hrs)

Accounting theory and problems in the classification of transactions, asset and liability valuation, income determination, and the presentation and interpretation of financial statements. Study of generally accepted accounting principles. [Prerequisite: None](#)

BUS 313 Financial Management (4.5 credits/45 contact hrs)

This course studies the role of money in the economy; examines monetary policy and tools by investigating the relationships between money supply and interest rates, inflation and business cycles; and explains how financial institutions and markets work, as these institutions involve huge flows of funds throughout the economy, affecting thus production of goods and services, employment and profit. [Prerequisite: None](#)

BUS 320 eCommerce and eBusiness (4.5 credits/45 contact hrs)

This course is designed for students to learn about new trends of doing businesses. The course highlights the misconception that eBusiness refers only to self-side eCommerce. Topics to cover include digital marketing, business or consumer models, eBusiness opportunities, etc. [Prerequisite: None](#)

BUS 325 Integrated Resources Management (4.5 credits/45 contact hrs)

This course is designed to introduce students to Enterprise Resource Planning (ERP). This course covers an overview of information systems and defines the ERP system from various perspectives such as infrastructure and the implementation process. In addition, this course will explore and have comprehensive discussions about business processes such as Accounting, Human Resources, Marketing, Purchasing, and Manufacturing and how they integrate

to enhance an organization's efficiency and productivity. Students will gain an in-depth knowledge of supply chain, customer relationships and management. [Prerequisite: None](#)

BUS 330 Total Quality Management (4.5 credits/45 contact hrs)

This course introduces the student to Total Quality Management (TQM) concepts, techniques, terminology, technologies and processes. In addition, other lean production and quality management tools will be discussed in context of an overall quality management framework. Topics covered in this course will include TQM prerequisites, PDCA-Shewhart cycle, TQM Metrics, Requirements, Project Management tools, schedules, metrics and functions, Statistics and Controls, Process analysis and improvement strategies, TQM inspection and quality assurance, TQM tracking metrics and other supporting initiatives such as CMMI, Total Productive Management (TPM), Six-Sigma and Business Process Re-engineering methods. [Prerequisite: None](#)

BUS 340 Global Business Management (4.5 credits/45 contact hrs)

This course is designed to explore international business with regard to the sourcing of goods and services from locations around the globe in order to take advantage of national differences with respect to cost and quality. Students will gain skills and understand the national differences in the context of political economy, culture, international trade theory, foreign direct investment, foreign exchange market and other elements that could impact global business. Students will learn how to develop international business strategy, how to enter into new market and the components of exploring in exporting, importing and countertrade business. In addition, the concepts of financial management in international business and global human resources management in terms of outsourcing and marketing will be discussed. [Prerequisite: None](#)

IT 201 Introduction to Information Systems (4.5 credits/45 contact hrs)

This course introduces the topic of information systems (IS) and how organizations use information systems. Topics in this course include: an overview of basic IS hardware and software, business process reengineering, collaborative computing, electronic commerce, the impacts of IS upon organizations and society, ethical use of information systems, types of information systems, and how to analyze and design information systems. [Prerequisite: None](#)

IT 202 Hardware, Software and Network Systems (4.5 credits/45 contact hrs)

This course explains the basic principles of how computers work. It provides an understanding of the essential hardware, software and networking components associated with computers (with a focus on PCs). Topics include history of computers, the processor and buses, motherboard, memory and storage, graphics, sound and other adapters, input and output devices. An overview of operating systems and other common software packages, as well as the various methods used to connect computers to each other and the Internet, are presented. [Prerequisite: IT 201](#)

IT 203 Information Technology for Management (4.5 credits/45 contact hrs)

This course gives the student an understanding of how business processes and activities have changed with the advent of the digital economy. Information technology has become a major facilitator in organizations, changing how, why, and where we do business. This course introduces students to all aspects of Information Technology Management and provides an overview to new business models and methods supported by the Digital Economy. [Prerequisite: None](#)

IT 204 Word Processing (4.5 credits/45 contact hrs)

The course aims to prepare students for fluency in word processing. Microsoft Word 2010 will be used as it is the most widely used commercial word processing package. This course covers advanced techniques in merging, macros, graphics, and desktop publishing and includes extensive formatting for technical documents. The course emphasizes

business applications. This skill development specifically includes MS Word. This course covers the required skill sets on the Microsoft Office Specialist (MOS) expert-level exam for Word. [Prerequisite: None](#)

IT 205 Numerical Analysis (4.5 credits/45 contact hrs)

This course introduces students to the concepts and tools of numerical analysis. Topics include how to represent numbers and analyze various types of numbers. [Prerequisite: None](#)

IT 206 Design and Analysis of Algorithms (4.5 credits/45 contact hrs)

This course introduces the student to methods for algorithm design. Special emphasis will be placed on problem solving, unifying ideas, proof techniques, the “scientific method”, as well as striving for elegance, insights, and generalizability in developing algorithms and proofs. Paradigms such as divide and conquer, “greedy” & dynamic programming and techniques for analysis, such as asymptotic notations and estimates will be discussed. Many similar topics will be covered. [Prerequisite: None](#)

IT 207 Operating Systems (4.5 credits/45 contact hrs)

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 focus on 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. [Prerequisite: None](#)

IT 210 Personal Computing (4.5 credits/45 contact hrs)

This course introduces the student to personal computing hardware, operating systems and software applications. This course covers fundamentals of computing and current and future uses of computer technology, PC hardware, Windows/Mac OS/Linux operating systems, applications software, networking and the Internet, and developments in the computer industry. This course will cover materials used for CompTIA A+ Certification. [Prerequisite: None](#)

IT 214 Computer Science and Engineering (4.5 credits/45 contact hrs)

This course introduces students to computer science (the study of how to describe and predict properties of information processes) and computer engineering (the study of how to implement and automate information processes using current computer technologies). Computer science and engineering are two sides to the same coin. We would not have modern medicine, the Internet, modern mass transit, logistics. In short, we would not have the modern world. The course then divides into two sections. The computer science portion introduces the concepts of algorithms, recursion, computability, problem complexity, data and procedures and abstraction. The computer engineering portion introduces computer hardware, software, networks, programming and repair. [Prerequisite: None](#)

IT 217 Programming Language (4.5 credits/45 contact hrs)

This course is a gentle introduction to basic concepts in the design of programming languages as they apply to the World-Wide Web (WWW). Examples of concepts will be presented using specific languages and methods that include, Java-Script, Java, AJAX, PHP and others. At the end of the course students will be familiar with the concepts that are commonly available in widely used in the development of web-based applications. [Prerequisite: None](#)

IT 345 Impact of IT on Individuals, Organizations, and Society (4.5 credits/45 contact hrs)

This course critically assesses the institutional forces that shape and create the demand for information technology (IT). The course will facilitate the integration of student views into a coherent and realistic perspective of a

technological society. Students will be challenged to consider and assess the evolution of technology and society and their mutual impact. Emphasis will be placed on individual and social impacts both within the business organization and externally. It will also discuss how the consumption of IT impacts economy and society. The course will help participants think about how changing social and economic conditions determine what technologies are consumed and how they are consumed, who consumes them and where they are consumed. [Prerequisite: None](#)

IT 348 Intranet, Extranet and Internet (4.5 credits/45 contact hrs)

The course focuses on the technologies, uses, benefits and risks associated with intranets (internal business networks), extranets (private, multi-organizational networks) and the Internet (public). [Prerequisite: None](#)

IT 470 Computer Security Fundamentals (4.5 credits/45 contact hrs)

Data is the most valuable asset of an organization and must be protected in order to avoid potential loss. This course is designed to explore computer security and how it can protect computer networks from malicious threats such as viruses and attacks by hackers. Students will gain knowledge of different types of threats to computer networks and how to implement protection elements to prevent an unstable environment. In addition, security policies will be reviewed to provide an in depth understanding of procedures and a contingency plan in the case of uncertainty. [Prerequisite: None](#)

IT 472 Systems Analysis and Design (4.5 credits/45 contact hrs)

The objective of this course is to introduce students to systems analysis and design. This course emphasizes the strategies and techniques of systems analysis and design for producing logical methodologies for dealing with complexity in the development of information systems. The course approaches the development of information systems from a problem-solving perspective. Focus is placed on all parts of Systems Development Life Cycle (SDLC), Requirements & Planning, Analysis & Design, Implementation, Transition & Operations, and finally Retirement or End of Life. [Prerequisite: None](#)

IT 473 Interactive Computer Graphics (4.5 credits/45 contact hrs)

This course introduces the student to introductory computer graphics and the OpenGL and WebGL programming interfaces. Image characteristics such as light, sequencing, the human visual system and object modeling are covered from a technical perspective. Business graphics applications will be emphasized in this course. Other topics include Graphics architectures, programming interfaces, pen-plotter model, image models, rasterization, geometric objects and transformation, classical and computer viewing, perspective and projection, vectorization, hidden-surface removal and other topics. [Prerequisite: None](#)

IT 474 Web Design and Development (4.5 credits/45 contact hrs)

This course introduces the student Web 2.0 design and development. This course will provide a basic understanding of the methods and techniques of developing a simple to moderately complex web site. Using the current standard web page language, students will be instructed on creating and maintaining a simple web site. Examples of concepts will be presented using specific languages and methods that include, Java-Script, Java, AJAX, PHP and others. [Prerequisite: None](#)

IT 476 Database Management Systems (4.5 credits/45 contact hrs)

This course focuses on the general concepts and methodologies in file and database management systems-data representation, data modeling and file organization. Additional focus will be on the movement of data to related database systems within and outside the user organization. Students are required to understand the architecture of and start implementing simple database applications using commercially available packages such as MS-ACCESS, and ORACLE or MySQL (open source). Other database systems such as hierarchical, XML-tagged and object-oriented

DBMS along with Data mining will be discussed but there are no implementation requirements for these topics.
[Prerequisite: None](#)

[MGT 311 Engineering Management \(4.5 credits/45 contact hrs\)](#)

The class teaches students how to be an effective supervisor in the current business environment. Students will learn basic and cutting-edge techniques of engineering management through real-world problems and situations. In addition, students will be exposed on current engineering management tools and strategies that include, Total Quality Management (TQM), Six-Sigma, Capabilities Maturity Model (CMM) Business Process Engineering (BPM) and others. Topics covered in this course include: Organizational Behavior issues such as: Modern Supervision Methods, Communication, Motivating Employees, “Problem” Employees Counseling and Discipline and others. Engineering strategies include: Reaching Goals, Organizing and Authority, Leader/Supervisor, Problem Solving, Decision Making and Creativity and others. [Prerequisite: None](#)

[MKT 455 Marketing Strategies \(4.5 credits/45 contact hrs\)](#)

This course will introduce a framework for Marketing Management. The overview of materials in this course will emphasize on marketing strategies and tools and techniques and how to achieve such goal. Students will gain knowledge in marketing strategy and decision making how and where to employ for a successful marketing campaign. In addition, various types and model of marketing approach will be discussed to give students in depth knowledge in relate to the model conceptualization. [Prerequisite: None](#)

[MKT 457 E-Marketing \(4.5 credits/45 contact hrs\)](#)

This course teaches how telecommunication technologies and the Internet are emerged with traditional marketing practices. Students will able to understand to what extent these advanced technologies and the Internet have impact on marketing strategies and trends. The course will also introduce the opportunities, techniques, and methodologies created through advanced technologies and the Internet so that they could help businesses sustain and advance in the current competitive market place. Upon successful completion of this course students will have broadened and transformed their traditional knowledge of marketing into a new paradigm that is called e-marketing. [Prerequisite: None](#)

C. BBA & BSIT Concentration Courses

[Note: Student must complete all 1XX and 2XX level courses before attempting to enroll concentration courses.](#)

[AF 401 Intermediate Accounting \(4.5 credits/45 contact hrs\)](#)

This course provides an introduction to intermediate financial accounting theory, practice and developmental frameworks. Students will prepare statements and analyses for assets such as cash, accounts receivable and inventories. Attention will be given to their valuation and impact on periodic net income and financial position. [Prerequisite: None](#)

[AF 403 Managerial Accounting and Financial Analysis \(4.5 credits/45 contact hrs\)](#)

This course introduces students how to use financial statements and the accounting systems that provide the data needed to make business decisions. This course presents principles of accounting and financial management as they relate to managerial decision-making. Financial statement and annual report analysis, cash budgeting, capital management, long-term financing and financial forecasting are covered. [Prerequisite: None](#)

[AF 405 Personal Finance \(4.5 credits/45 contact hrs\)](#)

This course will help students to become financially responsible, conscientious members of society. To reach that end, this course develops students understanding and skills in such areas as money management, budgeting, financial goal attainment, the wise use of credit, insurance, investments, and consumer rights and responsibilities. This course will

give students the tools and resources needed to make wise financial decisions. Students will analyze their personal financial decisions, evaluate the costs and benefits of their decisions, recognize their rights and responsibilities as consumers, and apply the knowledge learned to financial situations encountered later in life. **Prerequisite: None**

AF 407 International Finance (4.5 credits/45 contact hrs)

This course focuses on understanding the theory of international finance and its real-world applications from a business point of view. Understanding the foreign exchange markets and world capital markets (banking, debt and equity) is necessary to carry out a sound and effective management of the firm from a financial point of view. And since multinational corporations do face opportunities but also risks, financial management involves the design of appropriate strategies to hedge the company from actual and potential risks through the use of the different types of financial assets (such as derivatives) available for this purpose. **Prerequisite: None**

AF 409 Financial for Consultants (4.5 credits/45 contact hrs)

This course presents an introduction of the fundamentals of finance for consulting. It introduces students to the finance consulting process, skills for project, team and client management, the ethics of consulting, careers in consulting, key models and theories use to understand management consultancy work practice areas in the consulting industry, and issues surrounding effective use of consultants. **Prerequisite: None**

LM 401 Leadership and Management (4.5 credits/45 contact hrs)

This course helps students perform his/her research project more effectively. It covers a wide variety of topics relevant to the Business program including but not limited to: Leadership and Management, Information Technology, Entrepreneurship, Health Care Management, Hospitality and Tourism Management, Human Resources Management, Project Management, Public Service and Administration, Global Business Management, Accounting, and Finance. **Prerequisite: None**

LM 403 Business Data Analytics (4.5 credits/45 contact hrs)

This course focuses on current business data analytic tools and techniques. It provides the tools to handle the issues of emerging business world through the applications of big data platforms. The course introduces the drivers by which big data technology can be applied into emerging business world. The course presents applicable analytical solutions to the problems of the business world. The course provides an overview of big data hardware and software architectures and introduces a variety of technologies. **Prerequisite: None**

LM 405 Effective Negotiations Management (4.5 credits/45 contact hrs)

This course provides skills for effective negotiations management. Students understand and develop a systematic approach to preparing for and engaging in international business negotiations. **Prerequisite: None**

LM 407 Introduction to International Business (4.5 credits/45 contact hrs)

This course provides students with an understanding of the global economy and its impact on business within the United States. Topics include the impact of political systems on business; effects of culture on business style; the role of international trade; management of multinational corporations and the impact of trade restraints and liberalization. Balancing legal, political, and ethical issues in international business techniques is covered. **Prerequisite: None**

LM 409 Managing Growing Companies (4.5 credits/45 contact hrs)

This course seeks to provide an understanding of the knowledge and skills that are required to manage and grow small to mid-sized firms. We will study the typical problems and opportunities that confront such organizations. Students will use a variety of disciplines including management, strategy and entrepreneurial finance in order to formulate courses of action based on incomplete information. **Prerequisite: None**

HR 401 Introduction to Labor Law & Relations (4.5 credits/45 contact hrs)

This course introduces the background necessary to examine top management strategic decisions regarding unions and day-to-day union worker-management interactions. The course will further focus on topics for exploration on compliance of employment practices laws and regulation. Additionally, course discussions include the Civil Rights Act of 1964 (as amended) and related laws and regulations on recruiting, selection, accommodations, health and safety, evaluation, and other workforce management policies and practices will be studied. [Prerequisite: None](#)

HR 403 Human Resources Strategies (4.5 credits/45 contact hrs)

In this course, students will discover various strategies in Human Resources Management. Students will be able to analyze the practices of human resources strategies like recruitment and selection, performance management, training and development, rewards and recognitions and employee relations. As they analyze the strategies of human resources, students will also have a greater understanding of how strategies of human resources can integrate with business strategies of an organization to yield a better and integrated overall outcome of the organization. [Prerequisite: None](#)

HR 405 Wages and Benefits Management (4.5 credits/45 contact hrs)

This course will give students a concept of wages and benefits management. This course will help students develop their knowledge of human resources management specifically in terms of wages and benefits management. It will also help students broaden their understanding of the relationship between pay systems and job performances. This course will help students recognize the role of the unions in wages and benefits management and develop their understanding of legal and ethical issues in wages and benefits management at both local and international levels. [Prerequisite: None](#)

HR 407 Talent Acquisition and Recruitment (4.5 credits/45 contact hrs)

This course introduces how to find talents and strategies to recruit good candidates. This course will help students broaden their understanding of human resources management in terms of talent acquisition and recruitment. Students will better understand the practices of human resources management including the processes of interviewing, selecting, recruiting, and orientation. [Prerequisite: None](#)

HR 409 Survey in Human Resource Management (4.5 credits/45 contact hrs)

This course will review the whole process our Human Resource Management including management, resource, and utilizing tools. This course will help students deepen their understanding of the concepts of human resources management. Students will have a better understanding of the practices of human resources that include: essentials of starting a human resource function, staffing plans and legalities, recruitment, selection, and beginning employment, performance management and ending employment, training and development, compensation and benefits, rules, communication, and record-keeping, workplace safety and security, management reports, outsourcing and consultants. [Prerequisite: None](#)

PM 401 Fundamentals of Project Management (4.5 credits/45 contact hrs)

This is the introduction course for the project management specialization and introduces prerequisite knowledge for subsequent project management courses. This foundational course spans from “What is project management” to providing practical “How To” guidance, tools and techniques you can apply immediately. [Prerequisite: None](#)

PM 403 Project Planning and Execution (4.5 credits/45 contact hrs)

This is course introduces thorough examination of the science and art of project management. MS Project and Excel are the software programs utilized. This course emphasizes the process. Students will develop an understanding of the Project Management Institute’s (PMI) Body of Knowledge, concepts, definitions, and approaches. Students will have the opportunity to apply the skills learned in class to manage a project. This experiential learning approach allows the student to apply the theory of this imperative skill in today’s workplace. [Prerequisite: None](#)

PM 405 Project Risk Management (4.5 credits/45 contact hrs)

This course introduces risk management methods in projects. It helps students understand the key concepts of project risk management. It will also help students understand how to manage project risks when dealing with a project throughout the life cycle of the project. The course will help students determine what project management tools and techniques are needed and what competencies are required to handle project risks. [Prerequisite: None](#)

407 Survey in Project Management (4.5 credits/45 contact hrs)

Discusses the contemporary issues in project management through critical discussion of case studies and simulations within the framework of project management theories. Discussions focus on emerging issues such as governance and operational design across diverse industries, including information systems, healthcare, and construction. The student will apply skills and knowledge acquired throughout the quarter as part of a project management simulation. [Prerequisite: None](#)

SC 491 Introduction to Cryptography (4.5 credits/45 contact hrs)

This course is an undergraduate introduction to cryptography. The aim is to understand the theoretical foundations of cryptosystems used in the real world. This course complements Computer and Network Security, which focuses more on "high-level" issues and actual systems; in this class, we will look "under the hood" to get a better understanding of various cryptographic primitives, algorithms, attacks, and protocols. [Prerequisite: None](#)

SC 492 Computer and Network Security (4.5 credits/45 contact hrs)

The objectives of this course are to systematically study theories, principles and techniques of computer and network security. Students will learn basic cryptography, fundamentals of computer/network security, risks faced by computers and networks, security mechanisms, operating system security, secure systems design principles, and network security principles. [Prerequisite: None](#)

SC 493 Computer and Cyber Forensics (4.5 credits/45 contact hrs)

This course focuses on computer and cyber forensics. Students will learn different aspects of computer and cyber-crime and ways in which to uncover, protect, exploit, and document digital evidence. Students will be exposed to different types of tools (both software and hardware), techniques and procedure, and be able to use them to perform rudimentary forensic investigations. [Prerequisite: None](#)

SC 494 Applied Cyber Security (4.5 credits/45 contact hrs)

This course is geared toward participants at the decision-making level who need a broad overview, rather than those who are already deeply immersed in the technical aspects of cyber security (software development, digital forensics, etc.), although both groups will find the course valuable. Cyber security is a very large subject, and therefore this course is only intended to cover the basics of the current leading and pressing cyber security topics. The result is that we can cover many different approaches. We cover the introduction of a topic and after the fundamentals, you can explore further on your own. The goal is for participants to understand the utility of each topic, not to become specialists in any one subject. [Prerequisite: None](#)

SE 491 Software Construction (4.5 credits/45 contact hrs)

In Software Construction, students will cover such topics as the Application Program Interface environment, configuration management, and software reliability. Students will be introduced to a variety of software construction techniques and tools and will be applying these skills toward a course project. [Prerequisite: None](#)

SE 492 Software Project Management (4.5 credits/45 contact hrs)

Software Project Management covers the fundamentals of project management adapted to account for the unique aspects of software projects that differentiate these projects from other kinds of projects (manufacturing, R&D, business operations). Methods, tools, and techniques for planning and estimating, measuring and controlling, leading and directing, and managing risk in software projects are covered. [Prerequisite: None](#)

SE 493 Software Engineering (4.5 credits/45 contact hrs)

This course focuses on issues in the engineering of software systems and software development project design. It includes the present state of software engineering, what has been tried in the past, what worked, what did not, and why. Topics may differ in each offering but will be chosen from: the software process and lifecycle; requirements and specifications; design principles; testing, formal analysis, and reviews; quality management and assessment; product and process metrics; COTS and reuse; evolution and maintenance; team organization and people management; and software engineering aspects of programming languages. [Prerequisite: None](#)

SE 494 Mobile Application Development (4.5 credits/45 contact hrs)

This course will introduce students to application development for mobile devices. Students will learn about the various constraints facing mobile application designers, both with respect to hardware and with respect to user expectation. Students will also learn how to address these constraints with techniques in implementation, software design, and user-interaction design. Additionally, students will also learn about concepts at the core of modern mobile computing, such as software and data distribution models and location awareness. The course focuses on using the iPhone OS as the development platform, but the concepts covered in the course are platform agnostic. As such, students will be introduced to the Objective-C programming language, the XCode programming environment, and the iPhone SDK and APIs. [Prerequisite: None](#)

EIM 491 Enterprise Architecture (4.5 credits/45 contact hrs)

Enterprise Architecture (EA), is designed to be the first exposure to foundational enterprise architecture (EA) concepts and practices. The course sets the “common language” for EA discussions for professionals new to the EA field as well as functional business people, customers, suppliers, and others that desire an overview of enterprise architecture and the benefits it can bring to an organization. [Prerequisite: None](#)

EIM 492 Enterprise Systems (4.5 credits/45 contact hrs)

Enterprise systems are a category of information systems which have been heavily adopted in practice since the 1990s. Enterprise systems are usually based on packaged software products, they drive for cross-functional integration and require organization-wide resources for their implementation. The lifecycle of enterprise systems including the development, the implementation, use and evaluation involves company external entities (e.g. software vendors or consulting companies) as well as company internal entities (e.g. IT departments or end-users). Enterprise systems impact multiple levels of a company, ranging from the individual employee, to groups, the entire organization and even its associated business network. Given these boundary conditions, introducing Enterprise Systems to companies is a challenge. [Prerequisite: None](#)

EIM 493 Management of Information Systems (4.5 credits/45 contact hrs)

This course introduces the various information and communications technologies. Students will research and practice using modern productivity applications. Students will examine how information systems are used to solve problems and make better business decisions and apply these concepts to analyze business cases. [Prerequisite: None](#)

EIM 494 Enterprise Resource Planning (4.5 credits/45 contact hrs)

An Enterprise Resource Planning (ERP) system is software that runs all business areas of an organization including accounting and finance, HR, sales and distribution, production, purchasing and inventory. It is cross-functional, process-centered, real time, and based on industry best practices, from service to manufacturing to not-for-profit. It is

important that business and systems engineers obtain working knowledge of these systems as in their careers they will be ERP users, auditors, consultants, and/or developers. This course covers ERP theory and practice. Course content includes evolution of ERP systems, business process reengineering, process mapping, the ERP life cycle, ERP functionality, ERP bolt-ons and auditing and risk issues. **Prerequisite: None**

D. CompTIA Certificate Courses

CNT 101 Introduction to Networks (12 Clock Hours)

Course content includes the structure and components of common computer networks. Introduction to network theory using the OSI reference model. Protocols that operate at the various model layers will be covered as well. The course includes LAN Infrastructure configuration including wireless. The services provided by network protocols are within the course content.

CNT 102 Configuring Routers & Switches (12 Clock Hours)

Course content includes TCP/IP system components, interface configuration, IP network design, packet switching, layered architectures, error control, window flow control, local area networks and routing concepts and protocols. Discusses basics of IP routing protocols and fragmentation. Types of hubs, bridges, switches, and routers and their functions are within the course content.

CNT 103 Internet Security and Standards (12 Clock Hours)

This course covers the basics of network security. Includes security objectives, security architecture, security models and security layers. This course introduces the fundamental concepts of security: confidentiality, integrity, availability. Discusses, virus protection, network access, internet security and disaster recovery. Discusses risk management, network security policy, and security training. Common network vulnerabilities and threats are within the course content as well.

CSC 101 Introduction to Network Security (12 Clock Hours)

This course is designed to give the students an introduction to the fundamentals of network security including information security and threats, categories of malware, and psychological approaches to social engineering attacks. The course provides a basic concept of the use of cryptography as a measure of security and describes how to secure client devices and mobile devices through hardware and software systems.

CSC 102 Network Attacks and Defenses (12 Clock Hours)

This course explores some of the common types of attacks in networking and the methods to defend against these attacks. It covers how to administer a secure network through cloud computing and virtualization. It explains how network architecture and technology can enhance security and how to identify and protect against network security threats and vulnerabilities.

CSC 103 Access & Risk Management (12 Clock Hours)

This course explains different types of authentication credentials and how to manage multiple accounts. This course introduces students to the concepts of access control management by providing best practices for access control and implementing access control policies. Other topics covered in this course include vulnerability assessment, risk assessment, and risk mitigation. In this course, students will be presented with the processes and concepts involved in assessing the risks to an organization and the strategies to create a level of protection to manage the risks.