



IGLOBAL UNIVERSITY GRADUATE CATALOG

2016-2017

IGlobal University is transforming the world by providing the most effective education to every human being for their intellectual, professional, and spiritual development and growth, whether they are young or old, rich or poor, privileged or underprivileged, local or remote.

7700 Little River Turnpike, #600, Annandale, VA 22003

www.igu.edu

Disclaimer

This publication cannot be construed as an irrevocable contract between IGlobal University and the student and is subject to changes. It contains official information and academic standards for program offerings for the Academic Year 2016-2017. IGlobal University reserves the right to repeal, change, or amends its Policies, Regulations, Procedures, and provisions contained herein, and may cancel, add or modify educational programs, courses and requirements listed herein. Last revision 12/14/16.

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MESSAGE FROM THE PRESIDENT

Welcome to IGlobal University!

IGlobal University exists to further your education as a part of your success in life. IGlobal University is certified by the State Council of Higher Education for Virginia (SCHEV) and accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA). IGlobal University is certified by the State Council of Higher Education for Virginia (SCHEV) to operate in Virginia and is authorized by the Immigration and Customs Enforcement (ICE) under the federal law to enroll nonimmigrant (F-1) students.

Currently, IGlobal University offers four (4) accredited programs: Master of Business Administration (MBA), Master of Science in Information Technology (MSIT), Bachelor of Business Administration (BBA), Bachelor of Science in Information Technology (BSIT), and English as a Second Language (ESL) Programs. SCHEV and ACICS have approved Master of Science in Information Technology (MSIT) Program for the University to start offering from 2015 Fall Quarter. Our tuition rates for graduate programs are very affordable and competitive. In addition, many types of scholarships, financial assistance, and on-campus employment opportunities are available to qualified students.

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

- ▶ To develop career-related programs and curricular practical training;
- ▶ To provide practical training through internships, externships, practical, field trips, and invited guest speakers in close cooperation with the community resources; and
- ▶ To provide students with ongoing career development services

At IGlobal University, we emphasize practical and career-related education based on proven learning theories, ongoing research, and integration of theoretical learning with real-world applications. We provide flexibility and convenience to working professionals and disabled students by allowing them to pursue their coursework through an on-campus, online, or hybrid modality. International students who are already in the U.S. are NOT allowed to take any online course without prior approval by the Designated School Official (DSO).

IGlobal University envisions transforming the world by providing the most effective education to every human being for their intellectual, professional, spiritual, 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.

At IGlobal University, we are committed to providing the most effective, career-related education that will lead each and every student to prepare for a successful professional career. We will do our best to help you achieve your education and career goals successfully at IGlobal University.

Warm wishes!

Dr. David Sohn

President and CEO

2016 ACADEMIC CALENDAR

2016 WINTER QUARTER (10 WEEKS)

Begins:	Mon., January 4
	University Closed: Fri., January 1 (New Year's Day)
	University Closed: Mon., February 15 (Presidents' Day)
Ends:	Sun., March 13
Winter Break:	Mon., March 14 - Sun., April 3 (3 Weeks)

2016 SPRING QUARTER (10 WEEKS)

Begins:	Mon., April 4
	University Closed: Sat., May 28 (Memorial Day)
	University Closed: Mon., May 30 (Memorial Day)
Ends:	Sun., June 12
Spring Break:	Mon., June 13 - Sun., July 10 (4 Weeks)

2016 SUMMER QUARTER (10 WEEKS)

Begins:	Mon., July 11
	University Closed: Fri., July 4 (Independence Day)
	University Closed: Sat., September 3 (Labor Day)
	University Closed: Mon., September 5 (Labor Day)
Ends:	Sun., September 18
Summer Break:	Mon., September 19 - Sun., October 2 (2 Weeks)

2016 FALL QUARTER (10 WEEKS)

Begins:	Mon., October 3
	University Closed: Mon., October 10, (Columbus Day)
	University Closed: Fri., November 11 (Veterans' Day)
	University Closed: Thu., November 24 (Thanksgiving Day)
	University Closed: Fri., November 25 (Thanksgiving Day)
Ends:	Sun., December 11
	University Closed: Mon., December 26 (Christmas Day)
Fall Break:	Mon., December 12 - Sun., January 1 (3 Weeks)

2017 ACADEMIC CALENDAR

2017 WINTER QUARTER (10 WEEKS)

Begins:	Mon., January 2
	University Closed: Mon., February 20 (Presidents' Day)
Ends:	Sun., March 12
Winter Break:	Mon., March 12 - Sun., April 2 (3 Weeks)

2017 SPRING QUARTER (10 WEEKS)

Begins:	Mon., April 3
	University Closed: Fri-Mon, May 27-29 (Memorial Day)
Ends:	Sun., June 12
Spring Break:	Mon., June 12 - Sun., July 9 (4 Weeks)

2017 SUMMER QUARTER (10 WEEKS)

Begins:	Mon., July 10
	University Closed: Tue., July 4 (Independence Day)
	University Closed: Fri.-Mon., September 2-4 (Labor Day)
Ends:	Sun., September 17
Summer Break:	Mon., September 18 - Sun., October 1 (2 Weeks)

2017 FALL QUARTER (10 WEEKS)

Begins:	Mon., October 2
	University Closed: Mon., October 9, (Columbus Day)
	University Closed: Thurs.-Sat., November 23-25 (Thanksgiving Day)
Ends:	Sun., December 11
	University Closed: Mon., December 26 (Christmas Day)
Fall Break:	Mon., December 11 - Mon., January 1 (3 Weeks)

IGLOBAL UNIVERSITY LOCATION AND ENVIRONMENT

The global headquarters office of IGlobal University is located in Annandale, Fairfax County, Virginia. IGlobal University is conveniently located near Washington D.C., the capital of the United States, connecting to and from the major business, trade, education, and transportation centers, including the federal government agencies, World Bank, International Monetary Funds, airports, bus and trains stations.

Annandale and Tysons Campus Contact Information:

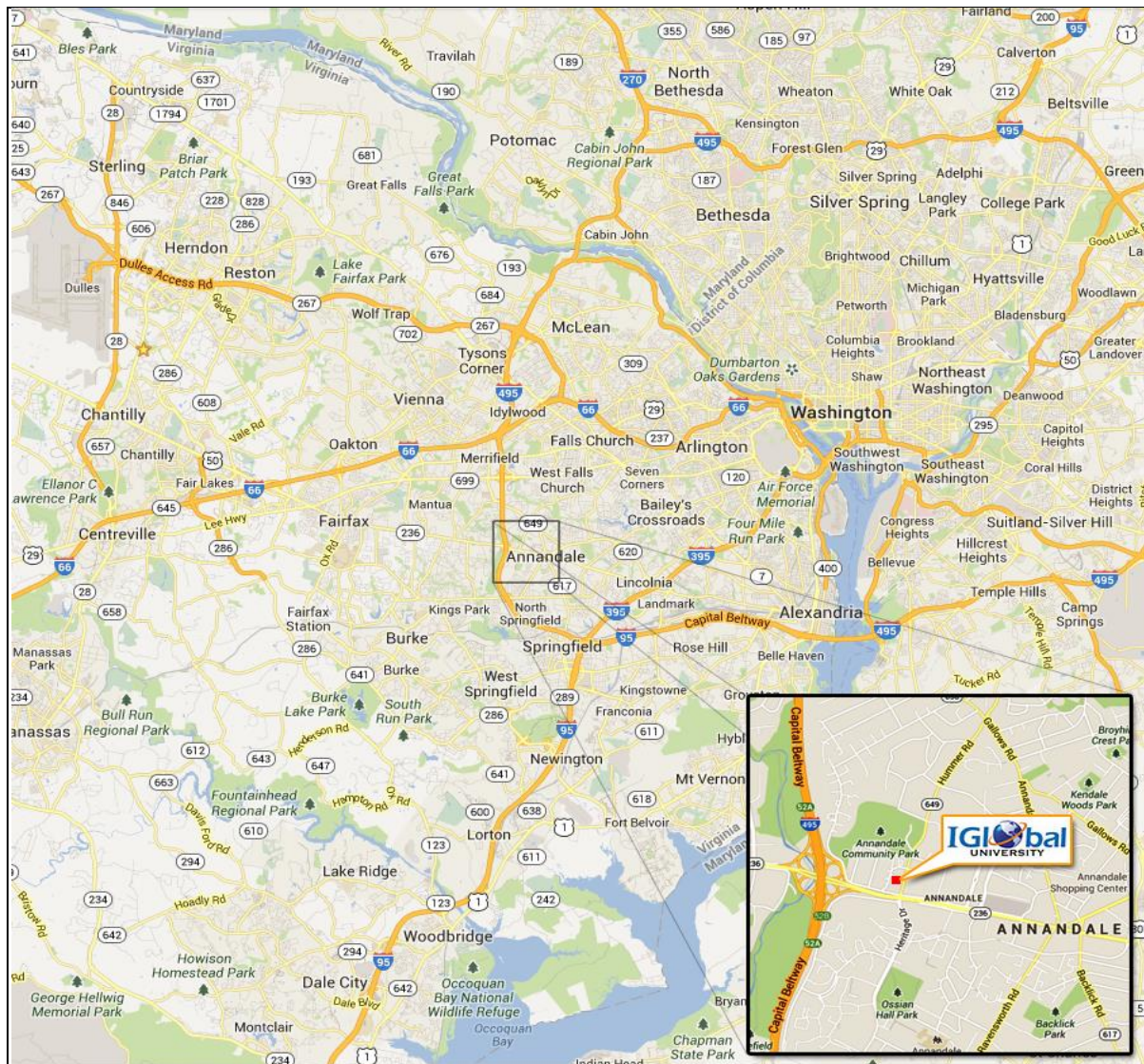
Annandale Campus

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Website: <http://www.igu.edu>
Address: IGlobal University
7700 Little River Turnpike, #600
Annandale, VA 22003
U.S.A.

Tysons Campus

Address: IGlobal University
8133 Leesburg Pike #260
Vienna, VA 22182
U.S.A.

MAIN CAMPUS MAP



GENERAL INFORMATION

IGlobal University (“IGU” or “IGlobal”) is dedicated to providing the highest quality education to people around the world through its competent faculty, its rigorous curricula, and state of the art technologies designed to maximize effective instructional delivery.

IGU has 10 classrooms, 2 conference rooms and 2 computer labs providing maximum 1,000 student enrollments. Every classroom has audio and video support. Computer labs are supporting IT classes such as information technology, software engineering and healthcare informatics. Conference room provide conference call system and video conference system. The facility is enough to provide supports required at business administration and IT classes which don’t need any special practice. The average student to teach ratio is 15:1.

IGlobal University regularly publishes and updates its Catalog. The IGlobal University 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.

IGlobal University has been awarded a national accreditation by ACICS to offer English as a Second Language (ESL) certificate, a Bachelor of Business Administration (BBA) degree, a Bachelor of Science in Information Technology (BSIT) degree, Master of Business Administration (MBA) degree, and a Master of Science in Information Technology (MSIT) degree program.

Nothing in this Catalog shall be construed as, operate as, or has the effect of an abridgement or a limitation of any rights, powers, or privileges of the IGlobal University or its President acting as the Chief Executive Officer. The President or his designees are authorized by State law to adopt, amend, or repeal policies and procedures that apply to the education of students, in compliance with the federal, state and local laws and regulations. Further, addenda to the Catalog may be released from time to time, as new rules and policies are adopted during any academic year. More current and complete information may be obtained from the administrative office or the IGlobal University website (www.igu.edu).

This Catalog does not constitute a contract between the student and IGlobal University. The relationship of the student and IGlobal University is one governed by policies and procedures that were adopted by the President and his duly appointed or authorized administrators. The academic curricula and graduation requirements outlined herein apply to all students enrolled at IGlobal University as of September 2009 and thereafter. This Catalog supersedes and replaces all previously published editions or versions and is made available to students on the IGlobal University website (www.igu.edu).

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

FOUNDING PHILOSOPHY

IGlobal University was founded from a deep commitment of founder Dr. David Sohn and his colleagues to transforming the world by providing the highest 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 IGlobal University to provide lifelong learning opportunities for all learners at the local, national, and global levels based on the instruction presented by competent faculty, the offering of advanced and rigorous academic curricula, and the use of state-of-the-art technologies for the most effective and efficient delivery of instruction.

Dr. Sohn's 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.

VISION STATEMENT

IGlobal University will transform the world by providing the most effective education to people around the world for their intellectual, professional, spiritual, 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.

MISSION STATEMENT

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

- ▶ To develop career-related programs and curricular practical training;
- ▶ To provide practical training through internships, externships, practical, field trips, and invited guest speakers in close cooperation with the community resources; and
- ▶ To provide students with ongoing career development services

INSTITUTIONAL GOALS

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

1. To achieve 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.

INSTITUTIONAL OBJECTIVES

In order to achieve its strategic goals, the University established the following objectives with emphasis on "academic quality":

1. To develop appropriate career-oriented academic programs,
2. To achieve high enrollment, retention, and placement rates through satisfactory student learning outcomes, graduate satisfaction, and employer satisfaction, and
3. To establish close cooperative partnerships with all the stakeholders, including employers and community leaders at the local, regional, national, and global levels.

CORE VALUES

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

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

ACADEMIC OBJECTIVES

In fulfilling its mission, IGlobal University is committed to the following Educational Objectives:

1. Graduates will accumulate foundational and critical knowledge to work productively in the community.
2. Graduates will effectively integrate administrative and management skills to meet the needs of the diverse business community.
3. Graduates will apply educational and practical business concepts and administrative skills in their respective fields of work.
4. Graduates will continue to pursue self-directed and life-long learning to be current with advanced business operations.
5. Graduates will demonstrate competent communication skills in the managing of human resources at the work place.
6. Graduates will exhibit pertinent general knowledge and professional skills for career advancement, leadership role and teamwork in an increasingly versatile economy.
7. Graduates will demonstrate competency and understanding of functional work areas and exhibit broad expertise in their specific field of study.

EDUCATIONAL PROGRAMS

IGlobal University endeavors to help its students achieve professional success and excellence by providing them with MSIT, MBA, BBA, and BSIT degree programs and ESL courses. Graduates of IGlobal University obtain complete preparation to achieve professional excellence in their future endeavors, significant personal growth, and the ability to better contribute to a diverse global society.

CIVIL RIGHTS COMPLIANCE

In compliance with Federal, State and local government requirements and the Civil Rights Act of 1964 as amended, IGlobal University 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 IGlobal University as of September 2009 and thereafter.

ACCREDITATION AND STATE CERTIFICATION

IGlobal University is a higher education institution accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award MBA, MSIT, BBA, and BSIT degrees, and ESL courses. ACICS is recognized by the United States Department of Education and the Council for Higher Education Accreditation (CHEA).

IGlobal University is certified by the State Council Of Higher Education for Virginia (SCHEV).

750 First Street, NE, Suite 980
Washington, DC 20002-4223
www.acics.org

CERTIFICATION BY STUDENT AND EXCHANGE VISITOR PROGRAM (SEVP) TO ISSUE FORM I-20

IGlobal University is certified by the Student and Exchange Visitor Program (SEVP) of the Immigration and Customs Enforcement (ICE) to issue Form I-20 to admit international students.



U.S. Department of Homeland Security

GOVERNANCE AND MANAGEMENT OF IGLOBAL UNIVERSITY

IGlobal University is committed to sound academic management principles. The ultimate responsibility for educational, management and operational policies, expansion and acquisition of property and fiscal solvency lies with the managing members with recommendations of the Board of Directors.

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

IGlobal University endorses and practices a participatory management philosophy. There are policies, regulations and procedures established for every aspect of management. Those pertaining to students are contained in the Student Handbook provided to students upon initial enrollment at IGlobal University. The Faculty Handbook describes all matters related to faculty.

CATALOG OF RECORD

IGlobal University 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 ACICS 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 IGlobal University of any printing errors or information inaccuracy. This request is in support of IGlobal University's deep commitment to provide comprehensive information to students.

PRIVACY OF RECORDS

In accordance with the Family Educational Rights and Privacy Act (FERPA), IGlobal University 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.



State Council of
Higher Education for Virginia

Students should be aware that as required by Virginia state law (SB559/HB984, §23-2.2:1), IGlobal University must comply with all laws and, if requested under law, IGlobal University 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.

BUCKLEY AMENDMENT

In compliance with Public Law 93-380, Section 438 (The Buckley Amendment), a student's grades, academic records and personal information may not be provided to third parties without their written consent. Permission must be given by the student in order for the information in his/her file to be used as reference checks for credit or employment evaluation by third parties, and the student must file with the Registrar a declaration to this effect that will be kept in the student's file. The declaration can be all-inclusive or on a case-by-case access basis. The provision to release financial data or related information to authorized state and federal agencies is not a violation of the Buckley Amendment.

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. IGlobal University shall retain student academic records permanently or indefinitely 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 IGlobal University and shall not be available for loan or release to third parties without the written consent of the appropriate student.

NON-DISCRIMINATION POLICY

IGlobal University 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.

STUDENTS WITH DISABILITIES

IGlobal University is committed to meet all the mandates set forth in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Students with verified disabilities are required to provide medical certification of their disability and are urged to submit early any request for their reasonable accommodations (disability-related needs) to the Academic Dean for consideration. Early term registration may be available for qualified disabled students.

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>.

CODE OF CONDUCT AND PROFESSIONALISM

Students should realize that their enrollment at IGlobal University is a privilege, not a right, and carries with it obligations with regard to conduct not only inside but also outside of its facilities. Personal conduct and appearance are outward expressions of character. Students will be expected to maintain themselves at all times in a manner befitting a professional institution. IGlobal University 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. The administration of IGlobal University has the authority to take appropriate action or administrative disciplinary measures if this Code of Conduct is not adhered to. A student may be dismissed for unsatisfactory conduct, for scholarship or for attendance, or for any other cause if the student's conduct is considered prejudicial to the interest of IGlobal University or the public.

The student must behave professionally and responsibly with all resources made available by IGlobal University, which includes: telephones, fax, email, online discussion forums, web site, Learning Management Systems (LMS) such as Blackboard, electronic databases, career search engines, or any other electronic system provided by IGlobal University to the student to assist with their study at IGlobal University. This means the student must not use any IGlobal University provided resource for any purpose beyond the one intended by IGlobal University.

Students are required to be in compliance with IGlobal University's current Policies, Regulations and Procedures. Any violation of Policies and Regulations established by IGlobal University 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.

STATEMENT OF ACADEMIC FREEDOM

IGlobal University 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 IGlobal University and professionalism of its faculty. Confident in the qualifications, experience and expertise of its faculty, IGlobal University 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.

FREEDOM OF ACCESS

IGlobal University 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 IGlobal University students.

INTERNET COMMUNICATION

Email communication is considered the most common and efficient way to reach IGlobal University so that all inquiries/concerns may be effectively resolved at the earliest time. Enrolled students can have access to the library software system.

CAMPUS AVAILABILITY AND 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).

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.

JOB PLACEMENT AND CAREER SERVICES

IGlobal University'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 concentration as the student's academic pursuit continues. Students may find pertinent career and employment information in an ongoing effort at the IGlobal University website. The MBA program prepares students from entry into mid to high level management positions, and the MSIT program

prepares students for mid to high level entry in IT related positions with respect to the students' concentration of choice.

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 Center offers the following resources:

- Resume review
- Job leads
- Job search methods
- Interview preparation and role playing
- Curricular practical training
- Field trips
- Local business leaders as guest speakers
- Career strategy development
- Career fairs
- Exit interviews

CURRICULAR PRACTICAL TRAINING (CPT)

Curricular Practical Training is work authorization for students holding F-1 visas. CPT permits eligible students to gain specialize, curriculum-based training linked to the student's field of study. Eligibility requirements include completing one academic year of study. CPT will only be authorized for students who have a valid, verifiable internship offer related to their enrolled program. Students interested in CPT can find detailed information on CPT policies, procedures and requirements at the Career Services Center or by contacting the University's DSO. The student who has completed CPT successfully receives 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs for the course and training per quarter, unless otherwise arranged and approved by the University.

ACADEMIC YEAR AND CALENDAR YEAR

Effective as of October 1, 2011, the University adopted a quarter system with 10 weeks per quarter. There are 4 quarters in an academy year, and they are called Winter, Spring, Summer, and Fall Quarters. Refer to the Academic Calendar of this Catalog.

There are a few logistics involved in converting a semester system to a 10-week quarter system, in addition to the difference in length of each period. For example, one (1) quarter credit hour equals, at a minimum, 10 classroom hours of lecture. To convert credit hours from semester to quarter: quarter hours are semester hours multiplied by one and one-half (1.5). For example, 3 semester credit hours equal 4.5 quarter credit hours. According to the quarter system, a course for 4.5 quarter credit hours consists of, at a minimum, 45 hours of lecture. This means that residential class students will attend 4.5 hours per week per course.

Note: Unless otherwise specified, credit hours in this Catalog are based on quarter system calculation (not semester system).

TRANSFERABILTY OF IGLOBAL UNIVERSITY CREDIT HOURS

Transfer of the credits earned at IGlobal University 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.

ADMISSION

General Admission Information

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, IGlobal University admits all qualified applicants regardless of age, sexual preference, gender, marital status, religion, national origin, creed, mental limitation, disability, or ethnic origin. IGlobal University 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.

Evaluation of the applicant's Admission Application and related required documents is essential in the acceptance process of prospective students. Success in an educational program is highly dependent on the applicant's prior education and occupational experience enhanced by the motivation, self-discipline, and desire to succeed. The innovative, on-campus or off-campus educational environment challenges a student's ability to manage his/her time, family, and work commitments, while devoting sufficient time to coursework and study the assigned instructional materials.

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, Dean of Academic Affairs, Registrar, and 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.

The Admissions Committee determines applicant's capability to pursue Satisfactory Academic Progress (SAP) when admitted, by reviewing transcripts, statement of purpose, licenses, and letters of recommendations submitted by the applicant.

Admission Requirements

All applicants for admission to IGlobal University must submit to the Admissions Office the required documents and Application Fee:

Graduate Admission Requirement for MBA and MSIT

1. **Completed Application Form**
2. **An Application Fee of \$50.00** (this fee is non-refundable)
3. **Statement of Purpose or Personal Essay** (A brief statement of the applicant's purpose of study)
4. **Two letters of recommendation**
5. **Photo ID for Domestic students:** driver license or other government issued identification

6. **Official Transcripts** showing the conferral of a Bachelor's degree or its equivalent for admission to a Master's degree program.

A maximum of 50% of the total credit hours required for a Master's degree may be granted as transfer credits toward only compatible coursework based on course-by-course contents evaluation of prior qualified graduate education at accredited educational institutions.

International Students:

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

7. **Copy of student's passport** (inside cover and signature page)
8. **Color copy of official bank account statement(s)** or letter issued within 3 months of the time of application and reflecting a minimum balance equivalent to \$23,640.00

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 6months of the time of the application.

9. **For transfer-in students:** Copy of passport, the I-94, and any previous I-20 forms are required at the time of application.
10. **Evidence of English Proficiency** (effective for applicants of the Summer 2016 quarter)

This may include a minimum,

- TOEFL score of 60 (iBT) Or,
- IELTS score of 5.5Or,
- iTEP score of 3.5Or,
- PTE score of 45Or,
- WAEC score of C6 or higher Or,
- Check ECA (English Conditional Application) in the application form

Note:

IGlobal University offers "English Conditional Admission" (ECA) to international students who meet all the academic requirements for a graduate degree program but either have not achieved the minimum scores of any of the above tests or have not taken any of the tests. Students can be still admitted to the degree program on condition that they will study ESL in IGlobal University.

11. **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.
12. **VISA Copy** (F1-VISA holders must present their VISA upon arrival in the U.S. or upon transferring into the University)

ESL Admission Requirement

1. **Completed Application Form** (paper form, electronic form, or online form)
2. **Application Fee of \$50.00** (this fee is non-refundable)
3. **Two letters of recommendation**
4. **Proof of High School Graduation** or its equivalent

The domestic applicant's high school academic records must show a minimal Cumulative Grade Point Average (CGPA) of C grade (2.0 on a scale of 4.0) or higher.

5. **Photo ID for Domestic students:** driver's license, government ID, etc.

International Students:

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

6. **Copy of student's passport** (inside cover and signature page)
7. **Color copy of official bank account statement(s)** or letter issued within 6 months of the time of application and reflecting a minimum balance equivalent to \$16,200.00.

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.

8. **For transfer-in students:** Copy of Passport, the I-94 and any previous I-20 forms are required at the time of application
9. **iTEP Placement Test upon Arrival**

Unless proof of English proficiency is submitted, the student will be required to take the iTEP upon arrival at the University to be placed to the appropriate level. There is a \$50 fee for this service.

10. **I-20 Mailing Fee \$75 to \$100** (this fee is non-refundable, price varies by region) – required for I-20 forms mailed outside of the U.S.
11. **VISA Copy** (F1-VISA holders must present their VISA upon arrival in the U.S. or upon transferring into the University)
12. **Statement of purpose:** Upon completion of ESL courses, students are required to submit a Statement of Purpose to move to the degree program.

English Conditional Admission (ECA)

IGlobal University offers "English Conditional Admission" (ECA) to international students who meet all the academic requirements for a degree (bachelor's or master's) program but either have not achieved any of the minimum scores or have not taken any of the tests. Students will be admitted to the degree program on condition that they will study ESL in IGlobal University, or pass the iTEP exam (3.5 or higher for graduate programs) before they start the degree program. Students are required to take the iTEP placement exam once they arrive at the University. There is a \$50 non-refundable fee for the exam.

ENROLLMENT AGREEMENT

The Enrollment Agreement is a contract signed by a newly admitted student and the University that clearly outlines all the responsibilities, including financial obligations, of both the new student and the University. An admitted student is allowed to sign the Enrollment Agreement after the student has submitted all the required documents, including an official evaluation of transcript for a degree earned outside of the U.S., to the Office of Enrollment Management. Degrees earned in a country other than 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). The University recommends using either (International Education Research Foundation, Inc.) IERF.

A student admitted to a 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 to the student.

CANCELLATION OF ENROLLMENT AGREEMENT

A student may cancel the Enrollment Agreement without penalty or obligation prior to the start of a term or the Add/Drop period deadline, which occurs at the end of the 2nd week of a term. Any tuition payment will be refunded to the student within a 30 day period following his/her cancellation notice. After the start of a term, the Registration Fee will not be refunded. A notice of enrollment cancellation from a student can be made by mail, fax, email, or in-person delivery to the Registrar's office or Academic Office during business hours. Tuition refund is based on the Tuition Refund Policy found in the Financial Information Section of this Catalog.

MATRICULATION AT IGLOBAL UNIVERSITY

IGlobal University admits new students every term. All students must register for and carry an adequate number of course credit hours each term to comply with Satisfactory Academic Progress (SAP) requirements.

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. However, each and every course considered for transfer must be compatible to a course offered for the same program of IGlobal University with respect to the following, but not limited to: course title, course description and the number of credit hours. In recommendation of the Admissions Committee, the Academic Dean approves or disapproves transfer of credit for any course after a thorough and rigorous course-by-course evaluation.

A student shall complete a minimum of 30% of course work at IGlobal University in order to be granted a degree from IGlobal University. The maximum number of transfer credits for a graduate student is 50%.

TC cannot be awarded for courses with a "C" grade (4.00 scale) or lower 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.

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 IGlobal University and to award appropriate credits for the competencies attained. However, ELC is not available for graduate programs.

READMISSION

A student who was academically dismissed from IGlobal University must wait minimally one term time period 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.

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).

ACADEMIC STANDARDS

It is the policy of IGlobal University to provide high-quality academic programs to prepare students for leadership roles in society and to successfully serve the public and communities. 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 Matrix to properly demonstrate Satisfactory Academic Progress (SAP) for timely completion of academic requirements.

Registration

Prior to the starting date of a term, returning students must register for appropriate course(s) in order to meet Satisfactory Academic Progress (SAP).

No enrollment or addition of course(s) is allowed after the 3rd 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 (last day of the 3rd week of each term). 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.

Auditing Classes/Courses

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

Auditing students are required to officially register for any course they audit with all the tuition and fees paid.

Procedures to Add/Drop Course(S)

The Add/Drop period is the first 3 weeks of a term and students may add or drop a course(s) during this period. A course or courses may be dropped with an equivalent number of courses added without penalty (financial or participation). Adding courses will not be allowed after the 3rd week of a term.

Students who wish to ADD a course(s) during the first three weeks of a term must:

1. Complete and submit a signed Add/Drop Request 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 academic overload is not conducive to effective learning.

Students who wish to DROP a course(s) after the Add/Drop period must:

1. Complete and submit a signed Add/Drop Request 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 so that the date of withdrawal can be officially recorded.
3. Immediately notify the assigned Academic Advisor of your intent to drop his/her course(s).
4. Tuition refunds, if any, for the dropped course(s) will be processed accordingly within 30 days.
5. Students dropping all term courses registered for at an earlier time are considered as taking a Leave of Absence (LOA);

Withdrawals

1. Withdrawals after the Add/Drop Period: A student who wishes to change his/her schedule by dropping a course may do so only within the first two weeks of each quarter by filing a Course Add/Drop/Withdrawal Form. From the third week to the end of the eighth week of classes, students may withdraw only after obtaining the signature of academic advisor.

2. The Course Add/Drop/Withdrawal Form is available at the Registrar's Office. 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 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.
3. 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.

Course Prerequisite(s)

Course prerequisites provide students with foundational knowledge to achieve academic success in a proper sequential order. Students are required to consult with their academic advisors when they register for a course with or without prerequisite. The academic advisor may 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.

Academic (Quarter) Unit

IGlobal University adopted a quarter system to offer its academic programs.

Each academic credit hour is defined as a minimum of four-and-half (4.5) hours of lecture (face-to-face instruction) per week for ten (10) weeks per quarter with successful completion of related academic coursework assignments and requirements.

IGlobal University offers distance education (DE) modality conditionally. All DE courses must be approved by the Dean of Academic Affairs before the registration starts for a term. All F-1 students are not allowed to take any online or DE course without prior approval of DSO. Furthermore, DSO shall NOT allow any F-1 student to take more than one (1) online or DE course per quarter.

The University's distance education was designed to provide benefits to the following students who are U.S. citizens or lawful permanent residents but not F-1 students:

- a. Working professionals who are difficult to commute to on-campus classrooms
- b. Physically disabled students
- c. Military personnel who are frequently relocated
- d. Remotely located students

Academic (Study) Load: Full Time and Part Time Students

Full-time graduate students are required to carry a minimum average academic load of two courses or 9 credit hours per term. Part-time students are allowed to take one course per term with their academic advisor's prior approval.

International students are required to take at least 18 hours per week if they are in ESL, at least 9 quarter credit hours in the graduate program.

Students must register each term to comply with Satisfactory Academic Progress (SAP) requirements and Time Limitation for Program or Degree Completion. During a calendar year, a full-time student may take a Leave of Absence (LOA) for one term of 10 weeks without affecting his/her Satisfactory Academic Progress (SAP).

Satisfactory Academic Progress (SAP) Policy

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

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 Appendix D, Requirement 4 of the ACICS's Accreditation Criteria, "The Maximum Time Frame is not to exceed 150% of the normal program length". In practice, this means all students at IGlobal 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 $MTF = 1.5 \times NPL$. At IGlobal, we only have MBA program requires successful completion of 54 quarter credits for graduation. For example: $MTF = 54 \text{ credits} \times 1.5 = 81 \text{ credits}$ (maximum time allowed for a master's degree program).

Program of Study	NPL in credits	MTF Allowed in credits*
Graduate programs	54**	81

* MTF includes credits attempted at IGlobal and transferred to IGlobal 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

IGlobal 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.

Evaluation Points (% of MTF attempted)	Required Minimum Completion % (all credits attempted)
At 25% of MTF	*55%
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 Minimum CGPA For all Graduate Level Programs	
	Probation Point	Dismissal Point
At 25% of MTF	CGPA < 2.25	No dismissal is allowed. Probation is required.
At 50% of MTF	CGPA < 2.50	CGPA < 2.25
At 75% of MTF	CGPA < 2.75	CGPA < 2.50
At 100% of MTF	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 below 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.

4. 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, and a C grade for ESL courses; 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.

5. 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.

Students who do not maintain satisfactory academic progress will be placed on academic probation for one quarter. The student on academic probation will be counseled and given assistance, if needed, in order to improve his/her CGPA. The statement "Placed on Academic Probation" 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.

6. 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

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.)

7. Reinstatement as a Regular Student

A student who has been dismissed from the University may petition to be readmitted. In order to be considered for readmission, the student must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be forwarded to the 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; the two should not be confused. For the process of Title IV reinstatement, students are advised to consult with the Financial Aid Office.

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.

8. Academic Progress Review Committee

Academic Progress Review Committee (APRC) is convened to meet for any student whose academic progress is not satisfactory at the request of student advisor or academic dean. The decision made by the Committee is submitted to the Dean or the President for a final decision.

Standards of Conduct and Academic Honesty (Probity)

All members of IGlobal University 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 IGlobal University views any violation of academic probity (cheating, plagiarism, etc.) as a voluntary act for which there is no acceptable excuse. A student found to be in violation of academic honesty will receive a grade of “F” in the course and may be placed on academic probation, and if found in violation again, may be terminated from enrollment at IGlobal University. Enrollment in a class/course may be terminated

due to unsatisfactory student conduct, undue disrespect toward a faculty member, administrative staff or administrator, or academic dishonesty.

The University strives to establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the Federal and State law and regulations.

Time Limitation for Completion of Graduate Degrees

Upon enrollment, students may complete a Master's degree program (54 credit hours) in the following ways:

1. **Accelerated Academic Track:** In this track, graduate students can complete a Master's degree program in 1.5 academic years or 1.2 calendar years. This includes time for the Master's Thesis/Capstone Project Preparation. Students may be granted a Master's degree in less than 6 academic terms.
2. **Normal Academic Track:** In this track, graduate students can complete a Master's degree program in 6 academic terms.
3. **Extended Academic Track:** In this track, graduate students must complete a Master's degree no longer than 5 academic years with the approval of the president.

Students following the Normal Academic Track will complete their program their MBA program within 21-24 months, and within 21 months for the MSIT program.

ATTENDANCE REGULATION (LEARNING TIME)

Successful course completion in residential (face-to-face) instruction depends upon routinely following the instruction and guidelines provided in the course syllabus. The student's class attendance or Learning Time 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. Attendance or Learning Time will be measured and recorded by signing student names in the Class Roster in the residential settings.

Class Attendance Policy

Policy Overview

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.

Record Keeping (Attendance and Absence)

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. Three tardy marks is equivalent to one unexcused absence. A student that misses 30 - 45 minutes of scheduled class is marked tardy. A student that misses 45 minutes or more of scheduled class time is marked absent.

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 excused 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.

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.

Withdrawal Due to Excessive Absences

Two or more absences in any graduate class per term may result in an administrative withdrawal at the discretion of the Department of Academic Affairs and the Dean of Student Affairs.

Attendance as Part of the Grade

Faculty members shall count attendance as a part of overall requirements for final grades (15 percent of the total grade). Although classroom attendance is the foremost important requirement, the student must excel in all the other aspects of learning 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 that has one unexcused absence will receive a written warning, and two unexcused absences in the graduate program, or three or more absences in ESL courses may be subject to termination of the student's SEVIS record at the discretion of the Dean of Academic Affairs and 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.

EXCESSIVE ABSENTEEISM/DEFICIENCY IN LEARNING TIME FOR DISTANCE EDUCATION CLASSES

In residential instruction, the faculty in charge of a class has the responsibility to monitor student attendance and absenteeism. Students enrolled in Distance Education are required to sign in the Blackboard platform at the beginning of a term. Regular attendance through participation is necessary to achieve Learning Time. If a student is unable to sign in or participate in a course, she/he may be required to make up all work missed. Class attendance is monitored by weekly postings, activities, or assignments.

In case of severe illness, or a death in the immediate family, the Academic Advisor may "excuse" a student from further participating in a course.

GRADING SYSTEM

IGlobal University adopts standard letter grades (A, B, C, 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 (TGPA) and Cumulative Grade Point Average (CGPA).

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

Grade Awarded	Description	Assigned Grade Point
A	Outstanding	4.00
B	Good	3.00
C	Average	2.00 (not a passing grade for Master's level)
P	Pass	N/A (Listed but not incorporated in GPA)
F	Failure	0.00 (Course must be repeated)
CR	Credit	N/A (Listed but not incorporated in GPA)
NC	No Credit	N/A (Listed but not incorporated in GPA)

I	Incomplete	N/A (To convert to F grade if not changed)
TC	Transfer Credit	N/A (Listed but not incorporated in GPA)
WD	Withdrawal	N/A (Listed but not incorporated in GPA)
R	Repeated Course	N/A (Listed but not incorporated in GPA)
IP	In Progress	N/A (Listed but not incorporated in GPA)
UD	Audit	N/A (Listed but not incorporated in GPA)

Grade Point Average (GPA): A student's Grade Point Average is arrived by dividing the Total Grade Points Earned by the Total Credit hours Attempted with letter Grades. The Registrar's Office is responsible for the recording of official grades into students' official academic records or transcripts and the release of term grades and appropriate Grade Point averages to students.

TERM/QUARTER GRADE REPORT

The instructor submits the Official Roster with course final grades to the Registrar who will prepare a term Final Grade Report for each student. In the absence of a mistake, fraud or bad faith, course grades shall be final once they have been filed with the Registrar. Questions regarding grades should be brought to the attention of the Registrar during the term immediately following their release. IGlobal University makes course final grades available to students electronically via email attachment (PDF file) for residential students and the Blackboard Grade Center for distance education students.

CHANGE OF GRADES

Course grades are assigned by the Academic Advisor to reflect the assessment of learning and academic achievement of students. To change a course grade, the Academic Advisor must submit to the Academic Dean a Grade Change Form that shows the appropriate reason(s) and evidence of the requested grade change. Grade Change Forms must be approved by the Academic Office prior to submission to the Registrar for recording. A copy of the Form will remain in the student's academic file for future reference.

A student wishing to contest a course final grade can do so in writing to the Academic Office within a period of eight (8) weeks after the release of grades by the Registrar. Any grade change request made after that time period will not be honored.

GRADE APPEALS

IGlobal University's faculty members strive to conduct fair and just performance evaluations of students' academic work and scholarly success. A student who believes that his/her efforts and achievement have not been reflected by the final grade obtained, may file a grade appeal in writing with the faculty member within two weeks of receiving the grade. If the issue remains unresolved after receiving the faculty member's decision of the appeal, then the student may appeal in writing to the program director/academic advisor within seven (7) days after receiving the decision.

The program chair may call a meeting with the Academic Committee and both the student and faculty member may be invited to present their sides of the issue. The Academic Committee will then vote for a resolution and both the student and faculty member will be notified about the decision within seven (7) days. The decision made by the Academic Committee is final and cannot be appealed further.

PASS (P) GRADE

A Pass (P) grade is commonly assigned to academic requirements such as successful completion of a report or preparation of a Capstone Project. Grades assigned with a Pass (P) designation will not be calculated in the term Grade Point Average or Cumulative Grade Point Average.

FAILURE (F) GRADE

A Failure (F) grade received by a student may be remedied by repeating the course. If a higher grade is earned in the repeated course, the lower grade will remain in the student's official records with an added "R" to show F(R) and will not be incorporated in the student's TGPA and CGPA. Tuition and applicable fees will be charged for each repeated course. Multiple course failure grades may result in Academic Probation and/or academic dismissal.

REPEATED (R) COURSE

Graduate students may repeat any course in which he/she received a "C" grade or lower as a final course grade. Any student who received a failure grade ("F") for a course must repeat that course within the allocated time frame and will be charged for the current tuition rate. All repeated courses count as courses attempted for purposes of determining Satisfactory Academic Progression (SAP). Students cannot register in a new course that has the course with a failure grade as a prerequisite.

INCOMPLETE (I) GRADE

An Incomplete (I) grade is given to a student if, in the judgment of the Academic Advisor and for just cause or justifiable excuse (such as sickness, medical or family emergency, etc.), he/she was unable to complete the academic course requirements before the end of the term. The "I" grade is recorded on the transcript but does not affect the student's GPA.

It is the responsibility of a student to complete the stipulated required academic work so that the "I" grade can be changed by the end of the following term. If the work is not completed within the designated time limit, the "I" grade will be changed to an "F" grade and posted on the student's transcripts. A student receiving an Incomplete (I) that leads to a failure grade may re-enroll in the appropriate course at the start of the following term with the approval of the Academic Dean and payment of appropriate tuition and applicable fees.

WITHDRAWAL (WD) STATUS

Students may withdraw from course(s) during the first two weeks of a term without affecting their GPA. Withdrawal from course(s) after the first two weeks of enrollment and using proper withdrawal

procedures will result in a “WD” grade recorded in the official transcript. Withdrawals are not permitted during the final two (2) weeks of a term, except in cases of emergency, serious accident or illness and documented. A grade of “F” will be automatically entered in the Final Grade Report if the student does not attend the final two weeks of a course without being excused by the Academic Advisor.

LEAVE OF ABSENCE (LOA)

In the case of a prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, a leave of absence may be granted to the student if requested in-writing by the student or designee. No monetary charges or accumulated absences may be assessed to the student during a leave of absence. IGlobal University need not treat a leave of absence as a withdrawal if it is an approved leave of absence.

A leave of absence is an approved leave of absence under the following conditions:

1. IGlobal University has a formal, published policy regarding leaves of absence;
2. The student followed the institution's policy in requesting the leave of absence and submits a signed, dated request with the reasons for the leave of absence;
3. IGlobal University determines that there is a reasonable expectation that the student will return to IGlobal University;
4. IGlobal University approved the student's request in accordance with the published policy;
5. IGlobal University does not impose additional charges to the student as a result of the leave of absence;
6. The leave of absence does not exceed 180 days in any 12-month period; and
7. Upon the student's return from the leave of absence, the student is permitted to complete the coursework began prior to the leave of absence.

If a student does not resume attendance at IGlobal University on or before the end of an approved leave of absence, IGlobal University must treat the student as a withdrawal and the date that the leave of absence was approved should be considered the last date of attendance for refund purposes.

ACADEMIC PROBATION AND DISMISSAL

A minimum TGPA and/or CGPA of 2.00 for a graduate student, and a C grade for an ESL student to adhere to the SAP policy. The student will be notified in writing of his/her academic standing and receive academic counseling from the Academic Dean's Office to potentially determine an effective remedial course to assist him/her improving academic performance.

Domestic students placed on Academic Probation for three (3) consecutive terms may be dismissed from IGlobal University 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.

Criminal or otherwise unprofessional conduct or prohibited conduct may also result in dismissal from IGlobal University 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.

EXPULSION FROM THE UNIVERSITY

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.

FINANCIAL INFORMATION

Registration and matriculation at IGlobal University, 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.

Payment of Tuition and Fees

Tuition and applicable fees are due and payable at 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 as fees. 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.

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.

Books

Course required textbooks purchased by students for study and use in coursework preparation are their personal property. Book costs are approximately \$600 per academic year for graduate study. IGlobal University will neither accept return of purchased materials nor make refunds of fees.

Tuition, Fees, and Payment Plans

Enrolling in Class

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:

- Loss of financial support or on-campus employment

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

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

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. 50% 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 \$50 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

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 also will not be permitted to enroll in new classes.

Costs of Degree Program: Tuition and Fees Estimates

The estimates of the Cost of Tuition and Fees for Attendance at the IGlobal University 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
Total Quarter Credit/Clock Hours	54 Quarter Credit Hours
Modality	On-Campus/Online
Per Quarter Credit Hour	\$400
Per Quarter Credit Hour For CPT (optional)	\$400
Per Course	\$1,800
Total Program Tuition	\$21,600

Room and Board and Personal Expenses will vary depending on the student. There is no dormitory or living facility at IGlobal University. However, information about off-campus housing and accommodation facilities is available at IGlobal University. Annual room and board expenses are

estimated to be \$9,900 and annual personal expenses are estimated to be \$2,100. 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 programs, and is based on the University policies, not on individual preferences or spending habits.

Applicable Fees (Non Refundable)

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

Application Fee (One-Time) ¹	\$50
Foreign Official Transcript Evaluation Fee ¹	\$105
Transfer Credit Request Fee	\$100
Registration Fee (charged each quarter)	\$80
Completion Evaluation and Graduation Fee ¹	\$100
Withdrawal Request Fee	\$100
Returned Check Fee (Non-Sufficient Funds Fee) ¹	\$50
Change of Status (Probation, Leave of Absence) ¹	\$25
Duplicate Copy of Diploma	\$50
Transcript Fee	\$10
Late Payment Fee ¹	\$50
iTEP Test	\$55
Payment Plan Fee ¹	\$50

Note¹: Not applicable to students registered under Veterans Benefits, Chapter 36, Title 38, U.S. Code.

Owing a Debt to IGlobal University

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

Canceling Enrollment Agreement

A student may cancel his/her Enrollment Agreement at any time on or before the first day of a term without any tuition and fee charges, except for the Admission Application Fee. A student may also cancel the Enrollment Agreement without penalty or obligation by the Add/Drop period deadline (the last day of the third week of a term). The student will receive a full tuition refund (except for the Registration Fee, if any). Refundable tuition is defined as the total course tuition excluding the Registration fee.

Tuition Refund Policy

The University follows the guidelines set forth by SCHEV.

Upon submission of the valid University 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. If the student came to the University to register for classes, in order to get full refund a written notice must be received by the last day of add/drop period.

Instruction Time	Tuition Refund
Less than 25%	75% of tuition of the registered course
25% up to but 50%	50% of tuition of the registered course
50% up to but less than 75%	25% of tuition of the registered course
75% or more	No Refund

Return of Title IV Policy

Financial aid is awarded with the assumption that students will remain enrolled for the entire semester. 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 withdraw 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. An unofficial withdraw is when a student stops attending all his/her classes during the semester, 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, or a combination of both).

When a student completely withdraws from IGlobal University 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.

Number of days completed divided by the Total days in the semester = percentage of aid earned

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)

SCHOLARSHIP AND FINANCIAL ASSISTANCE POLICIES AND PROCEDURES

This document outlines the policies and procedures for IGlobal University ("University") scholarships and financial assistance. Scholarships are defined as any form of award, payment, reimbursement or other transaction awarded to a current or prospective student for the purpose of aiding his/her study, training, or research at the University, whereas financial assistance is provided to students in other forms of assistance, such as campus employment and teaching assistance.

The detailed policies and application procedures are described below.

General Policies

1. Scholarship and Financial Assistance (hereinafter referred to as "SFA") are awarded from the funds allocated on the basis of academic year. Therefore, in the event that all the annual funds allocated have been used (run out), an application for scholarship submitted will be processed in the following academic year.
2. SFA will not be awarded to any student until the SFA Committee approves the student's application.
3. Prospective students may apply for SFA at the time of their application. However, SFA application will not be processed until they have been admitted to one of the University programs.
4. Enrolled students apply for SFA before the first quarter and at least one quarter before the quarter for which their SFA will be awarded, if approved.
5. No student will be awarded two or more types of scholarship concurrently, unless otherwise specified or authorized by the University.
6. Each scholarship recipient is required to enter a Scholarship Award Contract by which each scholarship recipient pledges that the student will maintain the satisfactory academic progress (SAP) by receiving the passing grade for each of the courses taken per term and recording the perfect attendance throughout each term. In the event that each scholarship recipient (1) fails to maintain a passing grade for any of the courses taken, or (2) withdraws from the term or the University for any reason other than long-term illness (physician's letter required) the student will be required to refund all the tuition amount waived through the scholarship to the University within five (5) business days after the University issues a refund notice to the student.
7. The University will issue separate policies and procedures for the Title IV Federal Student Financial Aid Program.

SFA Types and Descriptions

1. First Country Scholarship

The "First Country" Scholarship was created to promote cultural diversity at IGlobal University. This scholarship is available to the first student from every country for each of the graduate programs. This scholarship is awarded to those students who have been formally admitted.

Transfer students are not eligible to apply for this scholarship.

- a. Eligibility: Prospective students in all programs
- b. Scholarship Amount: Up to 50% of total tuition per program.
- c. Award Criteria:
 - 1) The applicant must meet the University's admission requirements for the program of study chosen, as outlined in the University Catalog.
 - 2) The applicant should be the first applicant from the country where the applicant resides.

(The list of approved countries is available at www.igu.edu).

2. Life-Long Learning (L3) Scholarship

The L3 Scholarship was created to assist students who add diversity, integrity, and value to IGlobal University's current programs.

- a. Eligibility: Prospective and existing students in all programs
- b. Scholarship Amount: Up to 50% of total tuition per quarter.
- c. Award Criteria:
 - 1) The applicant (prospective student) must meet the University's admission requirements for the program of study chosen as outlined in the University Catalog.
 - 2) The applicant (prospective student) must have a CGPA of 2.50 or higher for their bachelor's degree.
 - 3) The applicant (existing student) must maintain a CGPA of 2.5 or higher for the graduate program.
 - 4) The applicant (prospective or existing student) must demonstrate an exemplary role for leadership or voluntary community service.
 - 5) The applicant (prospective or existing student) was involved in military or government services for their own country.
 - 6) The applicant (prospective or existing student) is a recipient of outstanding performance or award from their community.
 - 7) The applicant (prospective or existing student) made outstanding contributions to the society.

3. Academic Merit Scholarship

This scholarship is normally available to prospective students and is awarded based on GPA for their bachelor's degree.

- a. Eligibility: Prospective students applying for the MBA Program
- b. Scholarship Amount:
 - 1) GPA greater than 3.0 but less than 3.5: 10% per quarter
 - 2) GPA greater than 3.5 but less than or equal to 4.0: 20% per quarter
- c. Award Criteria:
 - 1) The applicant must meet the University's admission requirements for the program of study chosen as outlined in the University Catalog.
 - 2) The applicant must submit a complete scholarship application form to the academic office within two weeks of the application for admission or at the start of a new term.
 - 3) The applicant must submit proof of GPA.

4. Academic Excellence Scholarship

The Academic Excellence Scholarship is awarded to only one student per program who has demonstrated the best academic and attendance record among their peers during each quarter.

- a. Eligibility: Enrolled students in all programs
- b. Scholarship Amount: 10% of total tuition per quarter
- c. Award Criteria:
 - 1) The applicant must be a full-time student for the term when the award is being considered.
 - 2) The applicant must have a perfect attendance record.
 - 3) The applicant must have the best grade among all the students in the program.
 - 4) The applicant must be nominated by the instructors of all the courses taken.
 - 5) VP of Academic Affairs determines the awardee, in the event that there are multiple nominees.

5. Kim Sohn Scholarship

The Kim Sohn Scholarship was created to assist students who are underprivileged financially, physically and/or socially.

- a. Eligibility: Prospective or enrolled students in all programs
- b. Scholarship Amount: Up to 100% of total tuition per term depending upon applicant's individual situation
- c. Award Criteria:
 - 1) The applicant must meet the University's admission requirements for the program of study chosen as outlined in the University Catalog.
 - 2) The applicant must submit evidence of their financial status, disability, and social status.

6. Scholarship for Military Personnel, Veterans, and Dependents

The University is committed to providing scholarships to active military personnel, veterans, and their dependents in appreciation for their services and sacrifices to the country. The University provides special assistance to those active servicemen who are transferred from one base to another base, whether they are stationed in country or overseas. A distance education program specially tailored for military personnel and veterans is available.

It is noted that the University accepts applications for this scholarship from those military personnel and veterans who have receive financial aid through the Veterans Education and Training Program.

- a. Eligibility: Prospective or enrolled students in all programs
- b. Scholarship Amount: Up to 50% of total tuition per program
- c. Award Criteria:
 - 1) The applicant must meet the University's admission requirements for the program of study chosen as outlined in the University Catalog.
 - 2) The applicant must submit a proof of their military service record or dependence status.

7. Financial Assistance by On-Campus Employment

The University provides certain students with financial assistance in the form of on-campus employment. The types of employment vary from quarter to quarter depending on services needed by the University. Typical types of work are administrative assistance or office maintenance.

F-1 students are eligible for on-campus employment with certain limitations – i.e., in compliance with the SEVP regulations.

- a. Eligibility: Prospective or enrolled students in all programs
- b. Scope of Employment: Varies depending upon University's needs at a given time and student's skills and expertise
It is imperative note that the University always ensures that under no circumstances will student's employment hinder their study – full-time study in the case of F-1 students – directly or indirectly.
- c. Award Criteria:
 - 1) The applicant must meet the University's admission requirements for the program of study chosen as outlined in the University Catalog.
 - 2) The applicant possesses skills or expertise in certain areas that could match University's needs.
 - 3) The applicant must demonstrate an exemplary role for leadership or voluntary community service.

Application and Award Procedures

Applications for a scholarship or financial assistance must be submitted to the SFA Office, where the SFA Committee will approve or disapprove each application after their careful review.

- 1. International students must submit their application at least six weeks before their arrival at the University.
- 2. Existing students must submit their applications at least one quarter before the next term begins.
- 3. Scholarships are applied directly to the students' financial account, and a photocopy of the check will be provided to the student.
- 4. When the application is approved, the student will be required to sign the Scholarship Award Contract attached to this document.

STUDENT SERVICES

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

Academic Advising

Academic Advising is provided to students by the Academic Dean, by faculty, and by administrative staff for a variety of academic needs that include, but not limited to, admissions interviews, evaluation of transfer credit award, if applicable, program courses 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. 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.

Foreign Student Advising

The Admissions staff can provide guidance to prospective foreign students in meeting the admission requirements, in 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 credits eligibility and payment of the foreign transcripts 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.

General Advising and Orientation

General Advising is provided to students by the Student Affairs staff for nearby housing information (as IGlobal University 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 IGlobal University. 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 IGlobal University community and institutional operation.

Disability Services

IGlobal University is committed to accommodate 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 specific needs of each individual student. Individuals wishing assistance should contact IGlobal University 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 IGlobal University can accommodate him/her. Students will be required to complete the Request for Disability Accommodation Form.

Student Handbook

Prior to enrollment, each new student receives a Student Handbook. Students are required to familiarize themselves with its contents as the Handbook contains current and essential academic information. The Handbook lists and outlines students' rights, as well as the policies and regulations pertaining to their enrollment at IGlobal University and scholarly endeavors.

Required Course Textbooks and Related Instructional Materials

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

Bookstore

Currently, IGlobal University does not operate a Bookstore on its premises. Students are required to purchase required textbooks and related instructional materials from an external source.

Study Group Practices

For resident students taking courses on campus, the Student Affairs Office can assist them in the formation of Study Group Practices to be conducted in the Library for enhanced interactive learning.

Tutorial Services

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

Ordering Learning Materials

Students can contact the Librarian to order additional learning materials required in various educational programs courses.

Library and Learning Resources

IGlobal University 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 as needed to successfully complete course work assignments and scholarly requirements arranged by the assigned Academic Advisor. IGlobal University allows students to use EBSCO for online access to many research articles and the virtual library system.

Processing Academic Student Records

This service that includes the processing of official transcripts or the issuance of a verification of attendance is provided by the Registrar's office to all matriculated students, graduating students and alumni members for their personal use.

Job Placement and Career Services

IGlobal University'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 concentration as the student's academic pursuit continues. Students may find pertinent career and employment information in an ongoing effort at the IGlobal University website.

The Career Services Center offer 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 Center offers the following resources:

- Resume review
- Job leads
- Job search methods
- Interview preparation and role playing
- Curricular practical training
- Field trips
- Local business leaders as guest speakers
- Career strategy development
- Career fairs
- Exit interviews

Curricular Practical Training (CPT)

Curricular Practical Training is work authorization for students holding F-1 visas. CPT permits eligible students to gain specialize, curriculum-based training linked to the student's field of study. Eligibility requirements include completing one academic year of study. CPT will only be authorized for students who have a valid, verifiable internship offer related to their enrolled program. Students interested in CPT can find detailed information on CPT policies, procedures and requirements at the Career Services Center or by contacting the University's DSO.

Externship/CPT Program (1 crh/200+ contact hrs, .5 crh/100-200 contact hrs)

At IGlobal University we believe the externship/CPT component of our programs is an opportunity for our students to apply and practice their knowledge, skills and further develop their passion for their chosen industry in a real world setting. Quality externships/CPT are not possible without the support of our industry partners who play a critical role in mentoring and helping to develop new professionals in the industry. This Cooperative Education Agreement provides training objectives agreed upon by the employer, faculty advisor, and student and facilitates the authorization for the requested term. Credit received through Externship/CPT is not applied towards a students' graduation.

Parking

To protect the safety of all IGlobal University constituents, students must observe general traffic, speed, and parking regulations or they may be subject to a citation or other penalties including towing or enrollment suspension.

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 IGlobal University 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 IGlobal University 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.

Campus Safety

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), IGlobal University will publish an Annual Security Report in each January for the preceding year. This Report provides information on campus security regulations and campus crime statistics to current and all prospective students.

Housing Services

IGlobal University works with all incoming student to ensure they have the resources they need to find local housing. Currently, IGlobal University does not offer on-campus housing. However, we do partner with a number of local apartment complexes and companies to provide students with the best possible opportunities.

Please contact admissions@igu.edu for more information. Please also be advised that most apartment complexes require students to apply for housing at least two months in advanced to 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 Marriottmore, 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

Refusal of Service

IGlobal University may refuse services to students who have an unpaid tuition and/or fees balance. IGlobal University may also refuse services to a student who has left matriculation with financial obligations not cleared.

STUDENT'S RIGHTS AND RESPONSIBILITIES

IGlobal University 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, IGlobal University 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 as 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 IGlobal University 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.

Grievance Process and Right to Appeal

IGlobal University 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 Academic Dean 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.” IGlobal University makes every effort to assure that its grievance procedures are clear to students and the process is not burdensome or cumbersome.

Students will not be subject to unfair actions as a result of initiating a complaint processing.

Freedom of Access

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

Sexual Harassment Policy

As an institution of higher education, IGlobal University will not tolerate any form of sexual harassment as IGlobal University 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.

Disclosure of Student Records

With several exceptions provided by law, IGlobal University cannot release information concerning students to third parties without their written consent. The student must provide written permission for the release of information in his/her academic file, used as reference checks for credit or employment evaluation by third parties. The student must file a declaration to this effect that will be kept in the student’s file. The declaration can be all-inclusive or on a case-by-case access basis. 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 IGlobal University 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 IGlobal University 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 who feel aggrieved with IGlobal University, 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.

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

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

IGlobal University 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.

New Policies, Regulations, Standards and Procedures

IGlobal University 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, IGlobal University will bring them to the attention of students and faculty in the following ways:

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

Formal Complaint Procedure

IGlobal University 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. Most academic concerns will be handled by the instructors. Students should first discuss the problem with the instructor if academically related and the Dean of Student Affairs if not academically related. If the problem is not resolved at that level, the student should contact the VP of Academic Affairs or the Campus Director.

The VP of Academic Affairs, the Campus Director, and all other administrative staff members maintain an open-door policy. Students may express concerns to any administrator. Complaints, however, are best handled by following the above-stated procedure. At the written request of the student, an ad hoc Grievance Committee comprised of the VP of Academic Affairs, Dean of Student Affairs, Campus Director, 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. 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 Council for Independent Colleges and Schools (ACICS) www.acics.org

750 First Street, NE, Suite 980, Washington, DC 20002-4223

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

UNIVERSITY ORGANIZATIONAL GOVERNANCE AND STRUCTURE

The Board of Directors has a dual role of overseeing the Limited Liability Company (LLC) as a company and IGlobal University 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

Wayne Kim

Steven I. Yoon

Hyunae Shin

Kim Sohn

David Sohn

Program Advisory Board

- ▶ Executive Committee
- ▶ Graduate Program Advisory Committee (GPAC)
- ▶ Entrepreneurship and Incubator Program Committee
- ▶ Research and Development Program Committee

International Council of Advisors

- ▶ Executive Committee
- ▶ Leadership and Management Committee
- ▶ Global Business Committee
- ▶ Global Education Committee
- ▶ Science and Technology Committee
- ▶ Institutional Effectiveness Committee
- ▶ Lifelong Learning Committee
- ▶ Research and Development Committee
- ▶ Global Health and Human Services Committee
- ▶ Global Program Advisory Committee

Ownership and Governance by the Co-Managers

IGlobal University 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). IGlobal University 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 is the managing member who makes all the day-to-day operational decisions for the Co-Managers.

Officers, Administrators and Staff

The President and CEO is responsible for all aspects of day-to-day operations of the University. The President calls for and presides over meetings of the Executive Committee, which consists of the President, Vice Presidents, and Departmental Chairs, to resolve any important and critical issues.

Dr. David Sohn

President and Chief Executive Officer

Doctor of Management, Organizational Leadership, University of Phoenix, Phoenix, 2005

MS, Computer Engineering, Rutgers University, New Brunswick, NJ, 1972

Owner/CEO Program Management, Harvard University, Cambridge, MA 1993

Kim Sohn

Vice President of Finance

BS, Pharmacy, Chung-Ang University, Seoul, Korea, 1964

Dr. Gail Whitaker

Vice President of Academic Affairs

DM, Technology and Information Systems, UMUC, College Park, MD 2010

DM, Organizational Process Management, UMUC, College Park, MD 2009

MS, Information Technology, UMUC, College Park, MD 2005

MS, Labor Studies, University of the DC, Washington, D.C. 1987

Dustin Cassell

Campus Director/Dean of Student Affairs

MBA, Frostburg State University, Frostburg, MD 2015

BS, Physics, Shippensburg University, Shippensburg, PA 2011

Dr. Shane Cho

Director of Operations/Registrar

BS, MS and PhD. Chemical Engineering, KAIST, Korea, 2001

Dr. Kristina Olsen

Program Director of Business and IT

PhD, Theology, Catholic University of America 2014

MBA, University of Montana 2007

MS, Computer Science, Northwestern University 1992

Charles Kim

Director of Information Technology and Distance Education Programs

MS, Information Systems, Strayer University, VA 2011

BS, Management, Virginia Tech, VA 1999

Executive Certificate in Management and Leadership, Massachusetts Institute of Technology, MA 2015

Big Data Certification, Massachusetts Institute of Technology, MA 2015

Enterprise Architecture Certification, Carnegie Mellon University, PA 2008

Dr. Rick Murphree

Director of Compliance

EdD, Organizational Leadership, Argosy University 2012

MBA, University of La Verne 2001

Jihee Jurado

Administrative Manager and Assistant Registrar

BS, Information Technology, Stratford, VA 2014

Mark Jiidee

Manager of IT and Administration

Master of Science, IT, University of Northern Virginia, 2012

John Wasley

Library Assistant and Facility Manager

MS, Library Science, Catholic University 1997

Munkhzul Bayanmandal

Senior International Student Advisor and Designated School Official (DSO)

MBA, Institute of Finance and Economics, Mongolia, 2006

Jolie Troung

International Student Advisor and Designated School Official (DSO)

AS, Social Science, Northern Virginia Community College, 2012

Milica Mitic

International Student Advisor

BA, Foreign Language and Literature - English, University of Nis, Serbia 2012

Amit Gupta
Career Services Coordinator and Business Analyst
MBA, IGlobal University, VA 2016
M.Com, Mumbai University, India 2005
B.Com, Mumbai University, India 2004

Kwabena Ampomah
Business Analyst and Administrative Assistant
MBA, IGlobal University, VA 2016
BA, Social Work and Political Science, University of Ghana, Ghana 2013

Faculty's Research and Publications

The University encourages graduate faculty members to engage in scholarly research. Graduate faculty members are recommended to submit to the Department of Academic Affairs for approval a proposal for their research topic and description in line with their discipline or inter-discipline. Depending upon the scope and type of proposed research, the University may fund the research project partially or entirely. For approved research proposals, faculty may contribute to seminars, classes and symposia as may be arranged.

Faculty are also encouraged to publish articles in professional journals. Those faculty who advise graduating students for their master's degree theses or capstone projects should strive to publish the theses or capstone projects in leading professional journals, such as The Academy of Management Journal, Association for Computing Machine (ACM), Institute of Electrical And Electronics Engineers (IEEE), The Scientific Research Society (SIGMA XI), National Electrical Engineering Honor Society (ETA KAPPA NU), National Society Of Professional Engineers (NSPE), etc.

Faculty

Dr. Divine M. Chiangheh, Health Services and Health Care Management
Doctor of Philosophy in Public Health, Walden University, MN 2014
Master of Business in Administration, University of Bridgeport, CT 2008

Dr. Christine Dai, Project Management
Doctor of Philosophy, George Washington University, Washington, DC 2001
Master of Business Administration, George Washington University, Washington, DC 1995
Bachelor of Arts, East China Normal University, Shanghai, China 1985

Mr. Mahmoud M. Elharazi, CPA, Managerial Accounting
Master of Science in Accounting, Strayer University, VA 1985
Bachelor of Arts, Alexandria University, Egypt, 1985

Dr. Roger Fuller, Leadership and Management
DM, Organizational Leadership, University of Phoenix, AZ 2006
Master of Science in Science Management, Friends University, Wichita, KS 2002
Bachelor of Science in Animal Science, Oklahoma State University, 1986

Dr. Souheil Ghannouchi, Statistics and Mathematics
Doctor of Philosophy in Chemical Engineering, University of Wisconsin, WI

Dr. Yongman Kim, Research and Statistics

Doctor of Philosophy in Statistics, Rutgers University, Brunswick, NJ 1995

Master of Science in Statistics, University of Chicago, IL 1990

Master of Arts in Economics, Yonsei University, South Korea 1985

Bachelor of Arts in Economics, Yonsei University, South Korea 1983

Dr. Jack Kitaeff, Psychology and Law

Doctor of Philosophy, University of Mississippi, MS 1978

Juris Doctor, George Mason University School of Law, VA 2001

Master of Science, State University of New York, NY 1977

Bachelor of Arts, Psychology, Brooklyn College, NY 1974

Gary Krinberg, Business Administration

Ed.D Leadership, Argosy University, HI 2011

Master of Science, Education, Old Dominion University, 1997

Dr. David K. Lee, Information Technology

Doctor of Philosophy in Information Technology, George Mason University, VA 2001

Master of Science, Industrial Engineering, Texas A&M., TX 1990

Bachelor of Arts, Business Administration, Yonsei University, South Korea 1988

Dr. Gideon U. Nwatu, Information Technology

Doctor of Philosophy in Information Systems Management, Walden University, 2011

Master of Business Administration, Management and Accounting, University of District of Columbia, DC 1991

Bachelor of Science, Business Administration, West Virginia University, WV 1993

Dr. Felipe H. Perdomo, Information Systems Management

Doctor of Philosophy in Applied Management and Decision Sciences, Information Systems Management, Walden University, MN 2012

Master of Business Administration, e-Business, University of Phoenix, AZ 2005

Bachelor of Arts, Physics/Mathematics, University of Puerto Rico 1985

Dr. Narayanan Ramanathan, Cloud Computing, IT and Organizational Sustainability

Doctor of Philosophy in Electrical Engineering, University of Maryland, MD 2009

Master of Science in Electrical Engineering, University of Maryland, MD 2004

Bachelor of Engineering in Electrical and Electronics Engineering

Dr. Shelton Rhodes, Leadership and Management

Doctor of Philosophy, Old Dominion University, VA 1994

MPA, Howard University, DC 1985

Bachelor of Arts, Virginia Military Institute, VA 1977

Dr. Edward Stoker, Research and Statistics

Doctor of Philosophy in Electrical Engineering, University of Virginia, Charlottesville, VA, 2004

Master of Business Administration, University of Pittsburgh, Pittsburgh, PA, 1981

Bachelor of Science, Arts in Music, University of Pittsburgh, PA 1975

Dr. Suanu Bliss Wikina, Information Technology

Doctor of Philosophy in Technology Management, Indiana State University, IN 2011

Master of Business Administration, University of Maryland University College, MD 2006
 Master of Science, Management Information Systems, University of Maryland University College, MD 2002
 Bachelor of Science, University of Port Harcourt, Nigeria 1985

Dr. Jonas Okafor, Information Technology
 Doctor of Management in Organizational Leadership, University of Phoenix, 2009
 Master of Business Administration, Accounting, University of the District of Columbia Washington, DC, 1989
 Bachelor of Science, Business Economic/Accounting, State University of New York, NY

Dr. Mark O Afolabi, Information Systems
 PhD. in Systems Science, Binghamton University - State University of New York, Binghamton, NY, USA
 Master of Science in Systems Science, Binghamton University - State University of New York, Binghamton, NY, USA
 Bachelor of Arts in Math and Education, Lagos State University, Lagos, Nigeria

Shinwook Yi
 Master of Business Administration in Accounting, Economics, and Finance, The University of Chicago Booth School of Business, Chicago, IL, USA.
 Master of Accountancy, George Washington University, Washington DC, USA

ACADEMIC PROGRAM OVERVIEW

IGlobal University is certified to operate by the State Council of High Education for Virginia (SCHEV) and accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to offer Master of Science in Information Technology, Master of Business Administration (MBA), Bachelor of Science in Information Technology (BSIT), Bachelor of Business Administration (BBA), and English as a Second Language (ESL) Programs.

Master of Business Administration (MBA) Program

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 multidisciplinary so as to help students develop managerial, political, financial, social, and organizational skills. The degree program concentration electives allow the student to gain disciplinary, specific knowledge and leading-edge community of practice techniques.

Master's degree is awarded to students who have completed a minimum of 54 quarter credit hours of courses and is conferred upon those who have fulfilled the following requirements:

1. Successfully completed all the MBA Core and Concentration courses of the appropriate curriculum and have fulfilled the minimal required Learning Time for each course and program.
2. Met the study time residential requirement for degree completion and award.

3. Achieve at least 3.0 Cumulative Grade Point Average (CGPA) for all courses taken at IGlobal University.
4. Be cleared of all indebtedness and other obligations to IGlobal University prior to degree's award.
5. Be recommended for graduation by the Dean of Academic Affairs and the President.

The Master of Business Administration (MBA) program is designed to prepare students for the knowledge and skills essential to lead and manage small to large corporations effectively within a technology-driven world, organizational or individual. The MBA program emphasizes hands-on, practical education with the optimal integration of academic theories with the real world.

The MBA program requires for a student to complete a coursework that consists of eight (8) core courses and four (4) or five (5) concentration courses. Depending upon whether the student is interested in taking the Thesis/capstone Project course, the student may choose one of the following two options;

1. Option 1: Coursework with a Thesis/Capstone Project

- | | |
|-----------------------------|---------------------------------------|
| 1) Core: | 8 Courses (36 quarter credit hours) |
| 2) Concentration: | 3 Courses (13.5 quarter credit hours) |
| 3) Thesis/Capstone Project: | 1 Course (4.5 quarter credit hours) |

Total:	12 Courses (54 quarter credit hours)
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2. Option 2: Coursework without a Thesis/Capstone Project

- | | |
|-------------------|---------------------------------------|
| 1) Core: | 8 Courses (36 quarter credit hours) |
| 2) Concentration: | 5 Courses (22.5 quarter credit hours) |

Total:	13 Courses (58.5 quarter credit hours)
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Program Competencies and Learning Objectives

► Leadership Styles and Skills

To demonstrate the ability to learn a wide variety of leadership styles and skills to lead different types of followers in various situations.

► Communication and Team Management

To demonstrate the ability to communicate effectively in decision making, marketing, strategic planning and implementation.

► Organizational Behavior Knowledge

To demonstrate the ability to analyze, plan and improve an organizational process that includes organizational behavior.

► Analysis, Critical Thinking and Research

To demonstrate the ability to perform critical thinking and analysis, investigative research, and problem-solving. Statistical approaches are used to analyze specific problems.

► Managerial Finance and Accounting

To demonstrate the ability to explain financial and accounting information and manage budgets for sound long-term investment decisions for the growth of the organization.

► Global Business Development and Management

To demonstrate the ability to learn how to develop and manage complex businesses worldwide effectively.

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.
- The student whose undergraduate major is other than business or management is allowed to take Bridge Program courses, before the student starts taking the core courses.
- Unless specified otherwise, the quarter credit hours are used herein.

1. CORE COURSES (8 Courses)

- | | |
|------------|-------------------------------------------------------------------------------------|
| 1) MGT 500 | Leadership and Management (4.5 crh/45 contact hrs); Prerequisite: None |
| 2) RES 510 | Research and Statistics (4.5 crh/45 contact hrs); Prerequisite: None |
| 3) IST 511 | Information Technology for Management (4.5 crh/45 contact hrs); Prerequisite: None |
| 4) BUS 515 | Business Law and Ethics (4.5 crh/45 contact hrs); Prerequisite: None |
| 5) MKT 520 | Marketing Strategies (4.5 crh/45 contact hrs); Prerequisite: None |
| 6) ACC 525 | Managerial Accounting (4.5 crh/45 contact hrs); Prerequisite: None |
| 7) BUS 530 | Strategic Analysis and Decision Making (4.5 crh/45 contact hrs); Prerequisite: None |
| 8) MGT 535 | Organizational Behavior and Management (4.5 crh/45 contact hrs); Prerequisite: None |

2. CONCENTRATION AREAS AND COURSES (18 or 22.5 Credit Hours/4 or 5 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. Prior to taking the Thesis/Capstone Project, each MBA student is required to take concentration courses with different topics, which may contribute to coursework and research for the student's concentration.

MBA Program Concentration

- a. Leadership and Management Concentration

- b. Information Technology Concentration
- c. Entrepreneurship
- d. Health Care Management Concentration
- e. Hospitality and Tourism Management Concentration
- f. Human Resources Management Concentration
- g. Project Management Concentration
- h. Public Service and Administration
- i. Global Business Management Concentration
- j. Accounting Concentration
- k. Finance Concentration

3. THESIS/CAPSTONE PROJECT COURSE (4.5 crh/45 contact hrs); Prerequisite: All Core and Concentration Courses

RES 571: Thesis/Capstone Project (4.5 crh/45 contact hrs)

An enrolled MBA Program student who chooses to write a thesis/capstone project is required to complete RES 571 Thesis/Capstone Project Course as the last concentration course to be eligible for graduation. As the prerequisite to this course, the student must have completed taking all the Core courses and the concentration courses. For this course, the student has an option to write either a thesis or a capstone project under close supervision of his/her mentor, committee member, and Academic Advisor. The student is required to adopt and follow an agreed-upon format to write a thesis or a project; a thesis should be based on hypothetical assumptions, whereas a project should be based on both uniqueness and real-world applicability. For detailed information, refer to a document called Master's Thesis/Capstone Project Policy and Guidelines available at the University.

4. Externship/CPT Program (1 crh/200+ contact hrs, .5 crh/100-200 contact hrs)

At IGlobal University we believe the externship/CPT component of our programs is an opportunity for our students to apply and practice their knowledge, skills and further develop their passion for their chosen industry in a real world setting. Quality externships/CPT are not possible without the support of our industry partners who play a critical role in mentoring and helping to develop new professionals in the industry. This Cooperative Education Agreement provides training objectives agreed upon by the employer, faculty advisor, and student and facilitates the authorization for the requested term.

5. EXTERNSHIP/CPT STUDENT REQUIREMENTS

1. The student (graduate or undergraduate) must maintain a satisfactory academic performance (Minimum 3.5 Cumulative GPA on a scale of 4.0) before applying for EXTERNSHIP/CPT and while participating in the program.
2. The student must register for at least two courses and maintain at least 100% attendance in those courses while in the EXTERNSHIP/CPT program.
3. NOTE: Income from CPT cannot be used to satisfy the financial obligations for I-20. This verifies that the student will not be depending on their CPT participation to pay for their expenses while on their F-1 visa.
4. Students applying for EXTERNSHIP/CPT must have their application approved by the University by the beginning of each quarter in order to certify that all tuition and any outstanding debts have been paid in full to the university.

5. The student must document how EXTERNSHIP/CPT practicum will meet the stated learning objectives found in the syllabus of the matching IGlobal University course.
6. EXTERNSHIP/CPT internships for both graduate and undergraduate students are "for 1 credit"; therefore, the student must register for the EXTERNSHIP/CPT course during the term in which the CPT is being issued by the DSO and the Externship by the Dean's office. Credit received through EXTERNSHIP/CPT is not applied towards student's graduation.
7. Students for both EXTERNSHIP/CPT will be required to pay the tuition for the class. The EXTERNSHIP/CPT experience will enable students to apply concepts learned in their academic program so that they are better prepared for their careers. The EXTERNSHIP/CPT course will require midterm and final progress reports submitted by the employers and the students (separately) as well as a weekly journal completed by the student relating their EXTERNSHIP/CPT employment experience to their degree program. These reports and journals will be submitted to the professor of the EXTERNSHIP/CPT course and will be used to calculate the student's final grade.
8. The student must submit all paperwork two weeks prior to the close of registration. Late submissions or changes will not be accepted. This permits IGlobal University to verify the project/employment information.
 - a. Externship/Curricular Practical Training Policies and Procedures:
9. Employment considered ineligible under the EXTERNSHIP/CPT program include:
 - a. Any employment that prevents or inhibits the ISO from verifying the exact location and nature of employment.
 - b. Telecommuting: The EXTERNSHIP/CPT experience involves the close supervision of an expert in the student's field of study and telecommuting does not allow this.
10. As mentioned earlier, all students (graduate or undergraduate) must maintain a satisfactory academic performance (Minimum 3.5 Cumulative GPA on a scale of 4.0) before applying for EXTERNSHIP/CPT and while participating in the program. Failure to comply with this policy will prevent the student from reapplying or extending their EXTERNSHIP/CPT for the next quarter.
11. A student must complete the all CPT class requirements prior to the expected program completion date on the I-20. The I-20 cannot be extended for the sole purpose of CPT.
12. A student must complete all Externship/CPT class requirements and submit a final report on the last date of the semester.

Externship/CPT Program Course List

MBA Externship Courses – 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

1. 780 – 1 - Accounting Externship
2. 780 – 5 - Entrepreneurship Externship
3. 780 - 6 - Finance Externship
4. 780 – 7 - Global Business Management Externship
5. 780 – 8 - Health Care Management Externship
6. 780 – 10 - Hospitality and Tourism Management Externship
7. 780 – 11 - Human Resources Management Externship
8. 780 – 12 - Information Technology Externship
9. 780 – 13 - Leadership and Management Externship
10. 780 – 14 - Project Management Externship

11. 780 – 15 - Public Service and Administration Externship

MBA CPT Courses – 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

1. 781 – 1 - Accounting CPT
2. 781 – 5 - Entrepreneurship CPT
3. 781 – 6 - Finance CPT
4. 781 – 7 - Global Business Management CPT
5. 781 – 8 - Health Care Management CPT
6. 781 – 10 - Hospitality and Tourism Management CPT
7. 781 – 11 - Human Resources Management CPT
8. 781 – 12 - Information Technology CPT
9. 781 – 13 - Leadership and Management CPT
10. 781 – 14 - Project Management CPT
11. 781 – 15 - Public Service and Administration CPT

Option 1: Coursework with Thesis/Capstone Project

Course Number	Course Title	Course Length (Credit Hours/Contact Hours)
Core Courses (8)		
MGT 500	Leadership and Management (4.5 crh/45 contact hrs); Prerequisite: None	4.5 crh/45 contact hrs
RES 510	Research and Statistics (4.5 crh/45 contact hrs); Prerequisite: None	4.5 crh/45 contact hrs
IST 511	Information Technology for Management (4.5 crh/45 contact hrs); Prerequisite: None	4.5 crh/45 contact hrs
BUS 515	Business Law and Ethics (4.5 crh/45 contact hrs); Prerequisite: None	4.5 crh/45 contact hrs
MKT 520	Marketing Strategies (4.5 crh/45 contact hrs); Prerequisite: None	4.5 crh/45 contact hrs
ACC 525	Managerial Accounting (4.5 crh/45 contact hrs); Prerequisite: None	4.5 crh/45 contact hrs
BUS 530	Strategic Analysis and Decision Making (4.5 crh/45 contact hrs); Prerequisite: None	4.5 crh/45 contact hrs
MGT 535	Organizational Behavior and Management (4.5); Prerequisite: None	4.5 crh/45 contact hrs
3 Concentration Courses & Thesis/Capstone Project		
	Concentration Course	4.5 crh/45 contact hrs
	Concentration Course	4.5 crh/45 contact hrs
	Concentration Course	4.5 crh/45 contact hrs
RES 570	Thesis/Capstone Project	4.5 crh/45 contact hrs
TOTAL	12 Courses	54

Option 2: Coursework without Thesis/Capstone Project

Course Number	Course Title	Course Length (Credit Hours)
Core Courses (8)		
MGT 500	Leadership and Management (4.5 crh/45 contact hrs); Prerequisite: None	4.5 crh/45 contact hrs
RES 510	Research and Statistics (4.5 crh/45 contact hrs); Prerequisite: None	4.5 crh/45 contact hrs
IST 511	Information Technology for Management (4.5 crh/45 contact hrs); Prerequisite: None	4.5 crh/45 contact hrs
BUS 515	Business Law and Ethics (4.5 crh/45 contact hrs); Prerequisite: None	4.5 crh/45 contact hrs
MKT 520	Marketing Strategies (4.5 crh/45 contact hrs); Prerequisite: None	4.5 crh/45 contact hrs
ACC 525	Managerial Accounting (4.5 crh/45 contact hrs); Prerequisite: None	4.5 crh/45 contact hrs
BUS 530	Strategic Analysis and Decision Making (4.5 crh/45 contact hrs); Prerequisite: None	4.5 crh/45 contact hrs
MGT 535	Organizational Behavior and Management (4.5 crh/45 contact hrs); Prerequisite: None	4.5 crh/45 contact hrs
5 Concentration Courses		
	Concentration Course	4.5 crh/45 contact hrs
	Concentration Course	4.5 crh/45 contact hrs
	Concentration Course	4.5 crh/45 contact hrs
	Concentration Course	4.5 crh/45 contact hrs
	Concentration Course	4.5 crh/45 contact hrs
TOTAL	13 Courses	58.5

Master of Science in Information Technology (MSIT) Program

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

MSIT degree is awarded to students who have completed a minimum of 54 quarter credit hours of courses and is conferred upon those who have fulfilled the following requirements:

1. Successfully completed all the MSIT Core and Concentration courses of the appropriate curriculum and have fulfilled the minimal required Learning Time for each course and program.
2. Met the study time residential requirement for degree completion and award.
3. Achieve at least 3.0 Cumulative Grade Point Average (CGPA) for all courses taken at IGlobal University.

4. Be cleared of all indebtedness and other obligations to IGlobal University prior to degree's award.
5. Be recommended for graduation by the Dean of Academic Affairs and the President.

The Master of Science in Information Technology (MSIT) program is designed to prepare students for the knowledge and skills essential in information technology. The MSIT program emphasizes hands-on, practical education with the optimal integration of academic theories with the real world, where information technology is utilized.

The MSIT program requires for a student to complete a coursework that consists of six (6) core courses and six (6) concentration courses.

Program Competencies and Learning Objectives

- ▶ Leadership Styles and Skills to manage and lead information technology companies or projects
To demonstrate the ability to learn a wide variety of leadership styles and skills to lead different types of followers in various situations.
- ▶ Communication and Team Management for IT Projects
To demonstrate the ability to communicate effectively in decision making, marketing, strategic planning and implementation.
- ▶ Organizational Behavior Knowledge for IT Organizations
To demonstrate the ability to analyze, plan and improve an organizational process that includes organizational behavior.
- ▶ Analysis, Critical Thinking and Research
To demonstrate the ability to perform critical thinking and analysis, investigative research, and problem-solving. Statistical approaches are used to analyze specific problems.

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.
- The student whose undergraduate major is other than business or management is allowed to take Bridge Program courses, before the student starts taking the core courses.
- Unless specified otherwise, the quarter credit hours are used herein.

1. CORE COURSES (6 Courses)

Course No.	Core Course Title	Course Length	Hours
IT 510	Management of Information Technology	4.5	Credit Hours
IT 515	Operating Systems	4.5	Credit Hours
IT 520	Network Systems Design and Management	4.5	Credit Hours
IT 530	Database System Design and Management	4.5	Credit Hours
IT 540	Information Systems Analysis and Design	4.5	Credit Hours
IT 550	Information Technology Team Management	4.5	Credit Hours

2. CONCENTRATION AREAS 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 normally after they complete the core courses. However, the academic advisor or the Dean of Academic Affairs may advise a student take concentration courses before the student has completed taking the core courses.

MSIT Program Concentrations

- Information Technology Systems and Management (ITSM)
- Data Management and Analytics (DMA)
- Software Design and Management (SDM)

Information Technology Systems and Management (ITSM) Concentration Courses (6)			
ITSM 791	Telecommunication Systems and Management	4.5	Credit Hours
ITSM 792	Network and Information Security	4.5	Credit Hours
ITSM 793	Mobile and Cloud Computing	4.5	Credit Hours
ITSM 794	System Testing and Verification	4.5	Credit Hours
ITSM 795	Enterprise IT Application and Integration	4.5	Credit Hours
ITSM 796	Advanced Topics in Information Technology Systems and Management	4.5	Credit Hours

Data Management and Analytics (DMA) Concentration Courses (6)			
DMA 791	Decision Methods and Modeling	4.5	Credit Hours
DMA 792	Pre Presentation and Visualization of Data	4.5	Credit Hours
DMA 793	Data Management	4.5	Credit Hours
DMA 794	DBMS Design and Analysis	4.5	Credit Hours
DMA 795	Advanced Business Analytics	4.5	Credit Hours
DMA 796	Advanced Topics in Database Design & Management	4.5	Credit Hours

Software Design and Management (SDM) Concentration Courses (6)			
SDM 791	Managing Software Development	4.5	Credit Hours
SDM 792	Data Structures and Algorithms for Information Processing	4.5	Credit Hours
SDM 793	Architectures for Software Systems	4.5	Credit Hours
SDM 794	System Design and Analysis	4.5	Credit Hours
SDM 795	Software Project and Team Management	4.5	Credit Hours
SDM 796	Advanced Topics in Software Design and Management	4.5	Credit Hours

3. Externship/CPT Program (1 crh/200+ contact hrs, .5 crh/100-200 contact hrs)

At IGlobal University we believe the externship/CPT component of our programs is an opportunity for our students to apply and practice their knowledge, skills and further develop their passion for their chosen industry in a real world setting. Quality externships/CPT are not possible without the support of our industry partners who play a critical role in mentoring and helping to develop new professionals in the industry. This Cooperative Education Agreement provides training objectives agreed upon by the employer, faculty advisor, and student and facilitates the authorization for the requested term.

4. EXTERNSHIP/CPT STUDENT REQUIREMENTS

1. The student (graduate or undergraduate) must maintain a satisfactory academic performance (Minimum 3.5 Cumulative GPA on a scale of 4.0) before applying for EXTERNSHIP/CPT and while participating in the program.
2. The student must register for at least two courses and maintain at least 100% attendance in those courses while in the EXTERNSHIP/CPT program.
3. NOTE: Income from CPT cannot be used to satisfy the financial obligations for I-20. This verifies that the student will not be depending on their CPT participation to pay for their expenses while on their F-1 visa.
4. Students applying for EXTERNSHIP/CPT must have their application approved by the University by the beginning of each quarter in order to certify that all tuition and any outstanding debts have been paid in full to the university.
5. The student must document how EXTERNSHIP/CPT practicum will meet the stated learning objectives found in the syllabus of the matching IGlobal University course.
6. EXTERNSHIP/CPT internships for both graduate and undergraduate students are "for 1 credit"; therefore, the student must register for the EXTERNSHIP/CPT course during the term in which the CPT is being issued by the DSO and the Externship by the Dean's office. Credit received through EXTERNSHIP/CPT is not applied towards student's graduation.
7. Students for both EXTERNSHIP/CPT will be required to pay the tuition for the class. The EXTERNSHIP/CPT experience will enable students to apply concepts learned in their academic program so that they are better prepared for their careers. The EXTERNSHIP/CPT course will require midterm and final progress reports submitted by the employers and the students (separately) as well as a weekly journal completed by the student relating their EXTERNSHIP/CPT employment experience to their degree program. These reports and journals will be submitted to the professor of the EXTERNSHIP/CPT course and will be used to calculate the student's final grade.
8. The student must submit all paperwork two weeks prior to the close of registration. Late submissions or changes will not be accepted. This permits IGlobal University to verify the project/employment information.
 - a. Externship/Curricular Practical Training Policies and Procedures:

9. Employment considered ineligible under the EXTERNSHIP/CPT program include:
 - a. Any employment that prevents or inhibits the ISO from verifying the exact location and nature of employment.
 - b. Telecommuting: The EXTERNSHIP/CPT experience involves the close supervision of an expert in the student's field of study and telecommuting does not allow this.
10. As mentioned earlier, all students (graduate or undergraduate) must maintain a satisfactory academic performance (Minimum 3.5 Cumulative GPA on a scale of 4.0) before applying for EXTERNSHIP/CPT and while participating in the program. Failure to comply with this policy will prevent the student from reapplying or extending their EXTERNSHIP/CPT for the next quarter.
11. A student must complete the all CPT class requirements prior to the expected program completion date on the I-20. The I-20 cannot be extended for the sole purpose of CPT.
12. A student must complete all Externship/CPT class requirements and submit a final report on the last date of the semester.

Externship/CPT Program Course List

MSIT Externship Courses – 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

1. IT580 – 1 – Operating Systems Externship
2. IT580 – 2 – Network Systems Design and Management Externship
3. IT580 – 3 – Database System Design and Management Externship
4. IT580 – 4 – Information Systems Analysis and Design Externship
5. ITSM780 – 1 – Telecommunication Systems and Management Externship
6. ITSM780 – 2 – Network and Information Security Externship
7. ITSM780 – 3 – Mobile and Cloud Computing Externship
8. ITSM780 – 4 – System Testing and Verification Externship
9. ITSM780 – 5 – Enterprise IT Application and Integration Externship
10. DMA780 – 1 – Decision Methods and Modeling Externship
11. DMA780 – 2 – Presentation and Visualization of Data Externship
12. DMA780 – 3 – Data Management Externship
13. DMA780 – 4 – DBMS Design and Analysis Externship
14. DMA780 – 5 – Advanced Business Analytics Externship
15. SDM780 – 1 – Managing Software Development Externship
16. SDM780 – 2 – Data Structures and Algorithms for Information Processing Externship
17. SDM780 – 3 – Architectures for Software Systems Externship
18. SDM780 – 4 – System Design and Analysis Externship
19. SDM780 – 5 – Software Project and Team Management Externship

MSIT CPT Courses – 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

1. IT581 – 1 – Operating Systems CPT
2. IT581 – 2 – Network Systems Design and Management CPT
3. IT581 – 3 – Database System Design and Management CPT
4. IT581 – 4 – Information Systems Analysis and Design CPT
5. ITSM781 – 1 – Telecommunication Systems and Management CPT
6. ITSM781 – 2 – Network and Information Security CPT
7. ITSM781 – 3 – Mobile and Cloud Computing CPT
8. ITSM781 – 4 – System Testing and Verification CPT
9. ITSM781 – 5 – Enterprise IT Application and Integration CPT
10. DMA781 – 1 – Decision Methods and Modeling CPT
11. DMA781 – 2 – Presentation and Visualization of Data CPT

12. DMA781 – 3 – Data Management CPT
13. DMA781 – 4 – DBMS Design and Analysis CPT
14. DMA781 – 5 – Advanced Business Analytics CPT
15. SDM781 – 1 – Managing Software Development CPT
16. SDM781 – 2 – Data Structures and Algorithms for Information Processing CPT
17. SDM781 – 3 – Architectures for Software Systems CPT
18. SDM781 – 4 – System Design and Analysis CPT
19. SDM781 – 5 – Software Project and Team Management CPT

Graduate Program Course Descriptions

MBA PROGRAM

Notes:

1. Course Numbering System

All Graduate courses: 500 or higher

Special Topics/Research courses: 700 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

ACC 525 – MANAGERIAL ACCOUNTING (4.5 crh/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**

BUS 515 – BUSINESS LAW AND ETHICS (4.5 crh/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

BUS 530 – STRATEGIC ANALYSIS AND DECISION MAKING (4.5 crh/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

IST 511 – INFORMATION TECHNOLOGY FOR MANAGEMENT (4.5 crh/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

MGT 500 – LEADERSHIP AND MANAGEMENT (4.5 crh/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

MGT 535 – ORGANIZATIONAL BEHAVIOR AND MANAGEMENT (4.5 crh/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](#)

MKT 520 – MARKETING STRATEGIES (4.5 crh/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 while also considering the capabilities of the organization and the external market factors. External factors include the competitive situation, the economy, the distribution channels and the supply chain. [Prerequisite: None](#)

RES 510 – RESEARCH AND STATISTICS (4.5 crh/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](#)

791, 792, 793, 794, 795 – CONCENTRATION COURSES (4.5 crh/45 contact hrs each)

Concentration courses are 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. These courses are offered to help an MBA student perform his/her research project more effectively. The student must have a supervising faculty member and a topic defined and approved by the Academic Dean prior to registration. Following the Academic Dean's approval, the student and the supervising faculty develop a detailed course description and course schedule. Special topics cover a wide variety of topics relevant to MBA program, and they may vary from year to year.

Their broader areas include but are 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.

RES 571 – THESIS/CAPSTONE PROJECT (4.5 crh/45 contact hrs)

All master's degree students are required to successfully complete the Thesis or Capstone Project course during which they perform intensive research, after they have completed all the core courses and other 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 all Courses in Each Concentration

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 crh /45 contact hrs in length.
4. All courses within a courses may not be taken in a sequential order, except that Accounting Concentration courses must be taken in ACC 792, ACC 793, ACC 793 ACC 794, and ACC 795 and must be taken after taking all the courses.

ACC 791- Advanced Managerial Accounting and Financial Analysis- 4.5 crh/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: ACC 525](#)

ACC 792- Advanced Intermediate Accounting I- 4.5 crh/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: ACC 525](#)

ACC 793- Advanced Intermediate Accounting II- 4.5 crh/45 contact hrs

This advanced course continues topics presented in Intermediate Accounting, and it includes recognition and measurement of property, intangibles, liabilities, stockholders' equity, retained earnings, and earnings per share. [Prerequisite: ACC 792](#)

ACC 794- Advanced Intermediate Accounting III- 4.5 crh/45 contact hrs

This advanced course introduces students will learn how to account for complex business transactions. Topics studied will include, among others, leases, income taxes, shareholders equity, share-based compensation, accounting changes, error corrections, and derivatives. In addition, students will learn to compute earnings per share and to prepare a complex statement of cash flows. Students will also analyze real world cases and learn how to evaluate firm performance using financial statements. [Prerequisite: ACC 793](#)

ACC 795- Advanced Auditing- 4.5 crh/45 contact hrs

This advanced course is a study introduces auditing and assurance services, auditing standards and processes, emphasizing the audit of internal controls over financial statements and the audit of financial statements. Its will include a study of the responsibilities of auditors, development of audit programs, accumulation of audit evidence and reporting. [Prerequisite: ACC 525](#)

ENT 791/LM 791- Advanced Leadership and Management- 4.5 crh/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, Education, Homeland Security, Public Service and Administration, Global Business Management, Criminal Justice, Church/Ministry Leadership and Management, Accounting, and Finance. [Prerequisite: MGT 500](#)

ENT 792- Advanced Social Networking Services- 4.5 crh/45 contact hrs

This advanced course focuses on the entrepreneur's role of Social Networking. Social Networking has become more than a social media for friends and family to chat and share information. Today, organizations use this form of media to reach out to customers and expand their services. This course is designed to provide an in depth knowledge to students in social networking such as Facebook, MySpace, twitter, and also web-based services such as Usenet, LinkedIn, blogs and the website community. [Prerequisite: MKT 520](#)

ENT 793- Advanced Topics in Entrepreneurship- 4.5 crh/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: MGT 500](#)

ENT 794- Advanced Topics in Managing Growing Companies- 4.5 crh/45 contact hrs

This advanced 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: All Core Courses](#)

ENT 795- Advanced Topics in Global Entrepreneurship- 4.5 crh/45 contact hrs

This advanced course is designed to introduce students to explore all the possible approaches to launch and manage international businesses with emphasis on use of limited capital and manpower. Topics to cover will include optimal use of IT, web marketing, social networking, cultural diversity, etc. [Prerequisite: All Core Courses](#)

FIN 791 - Advanced Topics in Personal Finance - 4.5 crh/45 contact hrs

This advanced 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: ACC 525](#)

FIN 792 -Advanced Topics in International Finance - 4.5 crh/45 contact hrs

This advanced course focuses on understanding the theory of international finance and on 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 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: ACC 525](#)

FIN 793 – Advanced Topics in Corporate Finance - 4.5 crh/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: ACC 525](#)

FIN 794 - Advanced Topics in Financial Accounting - 4.5 crh/45 contact hrs

This advanced course is a study of corporate financial accounting concepts and theories with an emphasis on preparation and use of the income statement, balance sheet, and statement of cash flows. Coverage involves the process of analyzing, processing, interpreting and communicating financial information to aid in decision making. [Prerequisite: ACC 525](#)

FIN 795 - Advanced Topics in Financial for Consultants - 4.5 crh/45 contact hrs

This advanced course teaches 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: ACC 525](#)

GBM 791- Advanced Topics in International Business- 4.5 crh/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: MGT 500](#)

GBM 792- Advanced Topics in Cross Cultural Management- 4.5 crh/45 contact hrs

This advanced course discusses behavioral differences that affect international business, on the cultural differences between nations and how these differences affect social organizations, management of multinational corporations. In addition, this course discusses skills and behaviors that

are perceived as effective leadership characteristics in one culture are not necessarily those that will be effective in a different culture. [Prerequisite: MGT 500](#)

GBM 793- Advanced Topics in International Marketing - 4.5 crh/45 contact hrs

This advanced course discusses behavioral differences that affect international business, on the cultural differences between nations and how these differences affect social organizations, management of multinational corporations. In addition, this course discusses skills and behaviors that are perceived as effective leadership characteristics in one culture are not necessarily those that will be effective in a different culture. [Prerequisite: MKT 520](#)

GBM 794- Advanced Topics in International Management- 4.5 crh/45 contact hrs

This advanced course is designed to educate managers to the basic requirements needed to negotiate successfully across boundaries. The course also addresses the issue of resolving disputes and making decisions in teams. [Prerequisite: MGT 500](#)

GBM 795- Advanced Topics in International Organization Development Strategies Management- 4.5 crh/45 contact hrs

This advanced course in International business and strategy focuses on activities and expertise on forces affecting businesses that have to operate in a globalized economic environment. Globalization and the technological developments of the digital age have created exciting new opportunities for managers who seek growth and profits by accessing resources and serving markets worldwide. This course will focus on the strategic and organizational challenges involved in managing activities across borders, in an increasingly interconnected world. [Prerequisite: MGT 500](#)

HCM 791- Advanced Topics in Healthcare Leadership- 4.5 crh/45 contact hrs

This advanced course will help the student understand how to think through decisions, removing biases and other decision-making traps, and instituting decision-making steps, resulting in effective health-care leadership. [Prerequisite: MGT 500](#)

HCM 792- Advanced Topics in Healthcare Financial Management- 4.5 crh/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, you 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 you 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, you should be able to make decisions about the efficiency of alternative uses of resources devoted to long-term objectives of the organization. [Prerequisite: ACC 525](#)

HCM 793- Advanced Topics in Healthcare Informatics- 4.5 crh/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: IST 511](#)

HCM 794- Advanced Topics in Healthcare Operations- 4.5 crh/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: MGT 500](#)

HCM 795- Advanced Topics in Healthcare Law and Ethics- 4.5 crh/45 contact hrs

This advanced course discusses the laws and ethics that affect health care decisions, relationships among professionals and patients, and the management aspects of health care delivery, 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. Topics include health care law, professional standards, negligence and malpractice, patient rights, medical staff privileges, antitrust law, corporate compliance programs, admission and discharge issues, consent, reproductive law matters, medical records, and government agencies that regulate aspects of health services delivery. Class discussions will also include exercises in recognizing bias, identifying ethical conflicts, making ethical choices, and developing a personal ethics statement to use as a guide in the student's personal and professional life. [Prerequisite: BUS 515](#)

HRM 791 – Advanced Topics in International Human Relations - 4.5 crh/45 contact hrs

This advanced course prepares students for challenges that accompany the globalization and operating in an interconnected world where people are the source of sustainable competitive advantage. The student will examine issues in working abroad and accommodating workers in the United States. The course will address the social and cultural differences in working in a foreign country. [Prerequisite: MGT 500](#)

HRM 792/LM 792 –Advanced Topics in Labor Relations - 4.5 crh/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: MGT 500](#)

HRM 793 –Advanced Topics in Occupational Safety - 4.5 crh/45 contact hrs

This advanced course, students will discover the health and safety issues of various types of work. Students will gain an understanding of the current state of occupational safety and health in the United States and globally including the enforcement of laws regulating occupational safety and health

and the roles of workers, unions, and employers. The historical, economic, and cultural forces contributing to and inhibiting solutions to occupational safety and health problems will be analyzed.

[Prerequisite: MGT 500](#)

HRM 794 Advanced Topics in Public Policy I - 4.5 crh/45 contact hrs

This advanced course exposes students to the human resources professional to understand the process of how Federal, State, and Local bodies enact rules and regulations that impact the human resources function. The topics include: financial implication of compliance, the political process in promulgations, interaction with agencies, and reporting requirements. [Prerequisite: MGT 500](#)

HRM 795 Advanced Topics in Public Policy II - 4.5 crh/45 contact hrs

This advanced course provides students with an understanding of the basic dimensions of program evaluation as applied to public policy and public administration, including an appreciation of the contributions and limitations of public and non-profit program evaluation. Students learn the basics of skills needed to conduct and use evaluations, with an emphasis on conceptual, methodological, organizational, political, and ethical aspects evaluators must address. The various tasks involved in evaluations will be discussed, from developing the questions to presenting the data and analysis.

[Prerequisite: HRM 794](#)

HTM 791 Advanced Topics in Hotel Operations- 4.5 crh/45 contact hrs

This advanced course discusses the fundamentals of hotel operations. This course is designed to provide the students with a general understanding of the dynamics of the lodging industry, and specifically the operations and management of today's modern hotels. [Prerequisite: MGT 500](#)

HTM 792 Advanced Topics in Food Service Management- 4.5 crh/45 contact hrs

This advanced course discusses the principles of food and beverage services management emphasizing how food service professionals create and deliver guest-driven service, enhance value, build guest loyalty, and promote repeat business. Students learn theoretical and practical skills for effective management of food and beverage service operations relating to front and back of the house, leadership, management principles, service skills, service styles (French, Russian, American), and training of personnel. [Prerequisite: MGT 500](#)

HTM 793 Advanced Topics in Hospitality and Tourism Leadership- 4.5 crh/45 contact hrs

This course will help the student understand how to think through decisions, removing biases and other decision-making traps, and instituting decision-making steps, resulting in effective leadership in the Hospitality and Tourism Industry. [Prerequisite: MGT 500](#)

HTM 794 Advanced Topics in Hospitality and Tourism Law- 4.5 crh/45 contact hrs

This advanced course covers the laws and ethics that affect health care decisions, relationships among professionals and patients, and the management aspects of the Hospitality Industry. The goal of the course is to equip future health care executives with the knowledge and skills necessary to recognize legal and ethical issues that arise in health care practice, to be prepared to evaluate situations that may have legal or ethical implications, to know when to seek legal or ethics committee counsel, and to have an understanding of the implications of health care law on their own decision making.

[Prerequisite: BUS 515](#)

HTM 795 Advanced Topics in Hospitality Managerial Accounting - 4.5 crh/45 contact hrs

This advanced course is intended to develop an introductory understanding of the environment, role, and basic principles of financial accounting, primarily from the standpoint of the user of financial information in the Hospitality Industry. 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: ACC 525](#)

IT 791 Advanced Topics in IT and Organizational Sustainability - 4.5 crh/45 contact hrs

This advanced course analyzes the elements of the student's topic area of interest/program concentration, as such pertains to organizational sustainability. Topics of research and discussion are focused on each student's individual program concentration. Discussions on these topics will allow the student, who will likely become or who already is a 21st century manager, to understand why he/she should be concerned with the topic area of interest. Finally, the course concludes with a paper whereby the student is asked to argue a position using the weekly course research, reading, and learning regarding the effectiveness, or not, of the student's topic area of interest and also to critically apply such learning to a company from a management perspective. The argument will include not only elements of each week's learning, but also how such elements might affect and/or be included in educating, training, etc. of employees within an organization. [Prerequisite: IST 511](#)

IT 792 Advanced Topics in Database Design & Management- 4.5 crh/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: IST 511](#)

IT 793 Advanced Topics in Network Management- 4.5 crh/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: IST 511](#)

IT 794 Advanced Topics in Cloud Computing - Management & Deployment- 4.5 crh/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 a 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: IST 511](#)

IT 795 Advanced Topics in Enterprise Systems- 4.5 crh/45 contact hrs

This advanced course is a study of the management of information technology as it is practiced in organizations today. Traditional organizations are moving toward a more interconnected or networked business environment. A major focus is understanding the role and use of complex technology in the support of individual, workgroup, enterprise, inter-enterprise and international computing. This course will utilize a business process management approach through the use of enterprise software. [Prerequisite: IST 511](#)

LM 791- Advance Topics in Leadership and Management- 4.5 crh/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: MGT 500](#)

LM 792/HRM 792- Advanced Topics in Labor Relations- 4.5 crh/45 contact hrs

This advanced course presents 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: MGT 500](#)

LM 793- Advanced Topics in Negotiations Management- 4.5 crh/45 contact hrs

This advanced course provides skills for effective negotiations management. Students understand and develop a systematic approach to preparing for and engaging in international business negotiations. [Prerequisite: MGT 500](#)

LM 794-Advanced Topics in Business Data Analytics- 4.5 crh/45 contact hrs

This advanced course focuses on current business data analytic tools and techniques. Students Topics of research and discussion are focused on each student's individual program concentration.

Discussions on these topics will allow the student, who will likely become or who already is a 21st century manager, to understand why he/she should be concerned with the topic area of interest. Finally, the course concludes with a paper whereby the student is asked to argue a position using the weekly course research, reading, and learning regarding the effectiveness, or not, of the student's topic area of interest and also to critically apply such learning to a company from a management perspective. The argument will include not only elements of each week's learning, but also how such elements might affect and/or be included in educating, training, etc. of employees within an organization. [Prerequisite: MGT 500](#)

LM 795- Advanced Topics in Organizational Sustainability in the Recycling Industry- 4.5 crh/45 contact hrs

This advanced course allows students to contextualize, research, and develop work toward their respective final program research project by applying the broader field of organizational sustainability to the students' narrowed topic area of interest. While student topics will vary, core program course learning will be included such as, though not limited to, Leadership and Management, Information Technology, Entrepreneurship, Health Care Management, Human Resources Management, Project Management, Education, Homeland Security, Public Service and Administration, Global Business Management, Accounting, and Finance. Discussions on these topics pertaining to the student's topic areas will allow students to apply the program's various areas of study pragmatically. The course concludes with a course capstone paper whereby the student is asked to argue a position regarding his/her topic area of interest using the weekly course learning papers and any additional pertinent materials the student believes will strengthen his/her position. [Prerequisite: MGT 500](#)

PM 791 Advanced Topics in Project Management - 4.5 crh/45 contact hrs

This advanced course focuses on 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: MGT 500](#)

PM 792 Advanced Topics in Project Management I- 4.5 crh/45 contact hrs

This advanced course provides a thorough examination of the science and art of project management. This course is the capstone experience for the student. 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: MGT 500](#)

PM 793 Advanced Topics in Project Management II - 4.5 crh/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: MGT 500](#)

PM 794 Advanced Topics in Project Management III - 4.5 crh/45 contact hrs

This advanced course examines 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 semester as part of a project management simulation. This course counts towards the MBA concentration on Project Management. [Prerequisite: MGT 500](#)

PM 795 Advanced Topics in Project Risk Management - 4.5 crh/45 contact hrs

This advanced course examines quantitative techniques for risk assessment and decision making, as well as the steps and elements of a risk management plan, including the ongoing monitoring of risk factors. The accurate identification of risks, and understanding of how to account for the potential impact of risks, can greatly impact the likelihood of project success. [Prerequisite: MGT 500](#)

PSA 791- Advanced Course in Public Service and Administration I- 4.5 crh/45 contact hrs

This advanced course is designed as a broad introduction to public administration. Public administration differs from many other areas in academia in that it has a strong practical component. The course will introduce students to both the theoretical and practical sides of public administration. Among the topics we will cover this semester are major theories of management, the policy process, and the relationship between politics and administration. Upon completion of the course, students will have a general understanding of the history and practice of public administration. Students will also learn basic concepts from the fields of public budgeting, human resources, and strategic management. [Prerequisite: MGT 500](#)

PSA 792- Advanced Course in Public Services and Administration II- 4.5 crh/45 contact hrs

This advanced course discusses public administration for graduate students. Topics to be covered include the role of bureaucracy in the political process, theories of public organizations, bureaucratic discretion and accountability, policy implementation, and the changing nature of public administration. This course is designed as a “hybrid” course that will involve lectures, student presentations, group discussion, research and virtual assignments. Our goal is to develop a solid understanding of public administration theory, research and concepts—with an emphasis on important dimensions of policy formulation and implementation. What sorts of theories and models are available to describe and explain those processes? What evidence supports the theories and models? What theories of public policy might we be able to generate and how might we go about testing those theories? During our consideration of assigned readings, we want to maintain a critical attitude. That involves looking for shortcomings in theory, logic, and evidence in the materials, but it also involves asking how the materials can be extended in new directions to further enhance our knowledge of administrative processes. [Prerequisite: MGT 500](#)

PSA 793- Advanced Course in Public Services and Administration-III 4.5 crh/45 contact hrs

This advanced course discusses the graduate student to American government administration and public policy basics. Questions explored include: why do we need government in modern society? How does American government work? Under what conditions does it fail? How do the various parts, branches, and levels of government interact and overlap? What values guide its conduct? How do politics, power and authority affect administration? Where do/should personal, professional and organizational ethics enter the picture? What do professionalism and expertise mean in government generally and the bureaucracy in particular? Which professions are involved in government administration and what does it mean to be a public administrator? How does the law translate into policy? How does a diverse government workforce affect the delivery of services and performance generally? And how should the public manager work with a diverse workforce? [Prerequisite: MGT 500](#)

PSA 794- Advanced Research Course in Public Administration- 4.5 crh/45 contact hrs

This advanced course provide each student with: an in-depth introduction to research and theory about public administration to provide them a base of knowledge from which to pursue their own research on public organizations. The public manager and the public management function in society are central to the theme of this course. [Prerequisite: RES 510](#)

PSA 795- Advanced Course in Public Services Administrative Practices IV- 4.5 crh/45 contact hrs

This advanced course will examine the historical evolution of ideas and practice related to public administration and public service. The course is designed to enhance students' appreciation for what we may take for granted about "reality," encouraging critical thinking and a constant questioning of underlying assumptions. As is often said, "We don't know what we don't know." This course is intended to provide frames of reference for helping us to seek out what we may not know, and to question what we think we know. All of this is in the context of two events currently unfolding in public administration practice. This exploration will take place in a broader context that joins personal reflection with community building and the recognition that public administration is not an individual endeavor. Together, this intellectual exploration, personal reflection, and group experience create the foundation for the remainder of the MPA program and, we hope, for a lifetime of reflective action and effective practical reasoning as a public administrator. [Prerequisite: MGT 500](#)

Externship/CPT Course Descriptions

780 – 1 - Accounting Externship – 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

781 – 1 - Accounting CPT– 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

This course is designed to expose the student to real-world experience in a professional Accounting environment. The student will utilize and enhance the knowledge gained in the classroom by working with industry professionals and learning the day-to-day operations of their chosen career field. The student will develop the following skills through the externship experience: database management, and database application design and development. Internships provide opportunities to explore career options, test career choices, and encourage the development of skills within a chosen field. An internship allows students to relate classroom theory with practical job experience as well as develop new skills that will be transferable to future. [Pre-requisite: Complete all Business core courses.](#)

780 – 5 - Entrepreneurship Externship - 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

781 – 5 - Entrepreneurship CPT - 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

This course is designed to expose the student to real-world experience in a professional Human Resources Management environment. The student will utilize and enhance the knowledge gained in the classroom by working with industry professionals and learning the day-to-day operations of their chosen career field. The student will develop the following skills through the externship experience: database management, and database application design and development. Internships provide opportunities to explore career options, test career choices, and encourage the development of skills within a chosen field. An internship allows students to relate classroom theory with practical job experience as well as develop new skills that will be transferable to future. [Pre-requisite: Complete all core courses.](#)

780- 6 - Finance Externship - 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

781- 6 - Finance CPT - 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

This course is designed to expose the student to real-world experience in a professional Finance environment. The student will utilize and enhance the knowledge gained in the classroom by working with industry professionals and learning the day-to-day operations of their chosen career field. The student will develop the following skills through the externship experience: database management, and database application design and development. Internships provide opportunities to explore career options, test career choices, and encourage the development of skills within a chosen field. An internship allows students to relate classroom theory with practical job experience as well as develop new skills that will be transferable to future. [Pre-requisite: Complete all core courses.](#)

780 – 7 - Global Business Management Externship - 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

781 – 7 - Global Business Management CPT - 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

This course is designed to expose the student to real-world experience in a professional Global Business Management. The student will utilize and enhance the knowledge gained in the classroom by working with industry professionals and learning the day-to-day operations of their chosen career field. The student will develop the following skills through the externship experience: database management, and database application design and development. Internships provide opportunities to explore career options, test career choices, and encourage the development of skills within a chosen field. An internship allows students to relate classroom theory with practical job experience as well as develop new skills that will be transferable to future. [Pre-requisite: Complete all core courses.](#)

780 – 8 - Health Care Management Externship - 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

781 – 8 - Health Care Management CPT - 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

This course is designed to expose the student to real-world experience in a professional Health Care Management environment. The student will utilize and enhance the knowledge gained in the classroom by working with industry professionals and learning the day-to-day operations of their chosen career field. The student will develop the following skills through the externship experience: database management, and database application design and development. Internships provide opportunities to explore career options, test career choices, and encourage the development of skills within a chosen field. An internship allows students to relate classroom theory with practical job experience as well as develop new skills that will be transferable to future. [Pre-requisite: Complete all core courses.](#)

780-10 - Hospitality and Tourism Management Externship - 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

781-10 - Hospitality and Tourism Management CPT- 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

This course is designed to expose the student to real-world experience in a professional Hospitality and Tourism environment. The student will utilize and enhance the knowledge gained in the classroom by working with industry professionals and learning the day-to-day operations of their chosen career field. The student will develop the following skills through the externship experience: database management, and database application design and development. Internships provide opportunities to explore career options, test career choices, and encourage the development of skills within a chosen field. An internship allows students to relate classroom theory with practical job experience as well as develop new skills that will be transferable to future. [Pre-requisite: Complete all core courses.](#)

780-11 - Human Resources Management Externship - 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

781-11 - Human Resources Management CPT- 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

This course is designed to expose the student to real-world experience in a professional Human Resources Management environment. The student will utilize and enhance the knowledge gained in the classroom by working with industry professionals and learning the day-to-day operations of their chosen career field. The student will develop the following skills through the externship experience: database management, and database application design and development. Internships provide opportunities to explore career options, test career choices, and encourage the development of skills within a chosen field. An internship allows students to relate classroom theory with practical job experience as well as develop new skills that will be transferable to future. [Pre-requisite: Complete all core courses.](#)

780-12 - Information Technology Externship- 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

781-12 - Information Technology CPT - 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

This course is designed to expose the student to real-world experience in a professional environment. The student will utilize and enhance the knowledge gained in the classroom by working with industry professionals and learning the day-to-day operations of their chosen career field. The student will develop the following skills through the externship experience: database management, and database application design and development. Internships provide opportunities to explore career options, test career choices, and encourage the development of skills within a chosen field. An internship allows students to relate classroom theory with practical job experience as well as develop new skills that will be transferable to future. [Pre-requisite: Complete all core courses.](#)

780-13 - Leadership and Management Externship - 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

781-13 - Leadership and Management CPT - 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

This course is designed to expose the student to real-world experience in a professional Leadership and Management environment. The student will utilize and enhance the knowledge gained in the classroom by working with industry professionals and learning the day-to-day operations of their

chosen career field. The student will develop the following skills through the externship experience: database management, and database application design and development. Internships provide opportunities to explore career options, test career choices, and encourage the development of skills within a chosen field. An internship allows students to relate classroom theory with practical job experience as well as develop new skills that will be transferable to future. [Pre-requisite: Complete all core courses.](#)

780-14 - Project Management Externship - 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

781-14 - Project Management CPT - 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

This course is designed to expose the student to real-world experience in a professional Project Management environment. The student will utilize and enhance the knowledge gained in the classroom by working with industry professionals and learning the day-to-day operations of their chosen career field. The student will develop the following skills through the externship experience: database management, and database application design and development. Internships provide opportunities to explore career options, test career choices, and encourage the development of skills within a chosen field. An internship allows students to relate classroom theory with practical job experience as well as develop new skills that will be transferable to future. [Pre-requisite: Complete all core courses.](#)

780-15 - Public Service and Administration Externship - 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

781-15 - Public Service and Administration CPT - 1 crh/200+ contact hrs, .5 crh/100-200 contact hrs

This course is designed to expose the student to real-world experience in a professional Public Service and Administration environment. The student will utilize and enhance the knowledge gained in the classroom by working with industry professionals and learning the day-to-day operations of their chosen career field. The student will develop the following skills through the externship experience: database management, and database application design and development. Internships provide opportunities to explore career options, test career choices, and encourage the development of skills within a chosen field. An internship allows students to relate classroom theory with practical job experience as well as develop new skills that will be transferable to future. [Pre-requisite: Complete all core courses.](#)

MSIT Program

Notes:

1. Course Numbering System
 - All Graduate courses: 500 or higher
 - Special Topics/Research courses: 700 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 510 Management of Information Technology (4.5 crh/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 515 Operating Systems (4.5 crh/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 520 Network Management and Design Management (4.5 crh/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 530 Database System Design & Management (4.5 crh/45 contact hrs)

This course is an introduction to 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: None](#)

IT 540 Information Systems Analysis and Design (4.5 crh/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 550 Information Technology Project and Team Management (4.5 crh/45 contact hrs)

This course focuses on project management as applied to management of healthcare 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 learn to use media for effective project communication. [Prerequisite: None](#)

Concentration Course Descriptions

ITSM 791 Telecommunication Systems and Management (4.5 crh/45 contact hrs)

This course focuses on the analysis and design of communication systems, including both analog and digital systems. We will cover modulation and demodulation techniques, performance of modulation in noise, and application of these techniques to current systems, including radio, TV, satellite, and cellular systems. The analog communication systems will be studied first. Then the basic theories for the communications are briefly covered, such as random process, estimation and detection, information theory, and error correct coding. With these theories, current digital communication techniques will be investigated. 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 792 Network and Information Security (4.5 crh/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 793 Mobile and Cloud Computing (4.5 crh/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 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: Complete all core courses](#)

ITSM 794 System Testing and Verification (4.5 crh/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 795 Enterprise IT Application and Integration (4.5 crh/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 796 Advanced Topics in Information Technology Systems and Management (4.5 crh/45 contact hrs)

Use of computer-based information systems in all functional areas of business. Computer and information technology, resources, management and end-user decision making, and system development. [Prerequisite: Complete all core courses](#)

DMA 791 Decision Methods and Modeling (4.5 crh/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 792 Presentation and Visualization of Data (4.5 crh/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 793 Data Management (4.5 crh/45 contact hrs)

Presents an iterative methodology for developing software systems. Development activities include requirements elicitation and analysis, system and object design, implementation and testing, project and configuration management, infrastructure maintenance, and system deployment to the end user. Students work in teams, assume developer roles, build models of a real-world system, and deliver a proof-of-concept or prototype. [Prerequisite: Complete all core courses](#)

DMA 794 DBMS Design and Analysis (4.5 crh/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 795 Advanced Business Analytics (4.5 crh/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 796 Advanced Topics in Database Design & Management (4.5 crh/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: Complete all core courses](#)

SDM 791 Managing Software Development (4.5 crh/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 792 Data Structures and Algorithms for Information Processing (4.5 crh/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 793 Architectures for Software Systems (4.5 crh/45 contact hrs)

Successful design of complex software systems requires the ability to describe, evaluate, and create systems at an architectural level of abstraction. This course introduces architectural design of complex software systems. The course considers commonly-used software system structures, techniques for designing and implementing these structures, models and formal notations for characterizing and reasoning about architectures, tools for generating specific instances of an architecture, and case studies of actual system architectures. It teaches the skills and background students need to evaluate the architectures of existing systems and to design new systems in principled ways using well-founded architectural paradigms. [Prerequisite: Complete all core courses](#)

SDM 794 System Analysis & Design (4.5 crh/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: Complete all core courses](#)

SDM 795 Software Project and Team Management (4.5 crh/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 796 Advanced Topics in Software Design and Management (4.5 crh/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: Complete all core courses.](#)

DISTANCE EDUCATION PROGRAM

Distance Education (DE) Program Overview

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

The University found that a combination of residential and distance education is favored not only by students but also by faculty. According to M.G. Moore, the author of Handbook of Distance Education, “the course satisfaction of non-traditional adult learners may be significantly influenced by the convenience, flexibility, and reduced opportunity costs” (p. 342) provided by a combination of residential and distance education. According to M.G. Moore, the University of Central Florida found that “87% of its instructors are satisfied with teaching purely online courses and 67% of them are definitely willing to teach purely online” (p. 343).

The University currently offers DE only to MBA Program students. Some of the MBA students take advantage of asynchronous DE courses for convenience and flexibility.

Institutional Readiness

- 1) DE is consistent with the University’s vision and mission. The vision of the university is to provide the most effective education to students around the world through both residential and distance education. The mission of the University is to provide career-related education through both residential and distance education.
- 2) It is the University’s rationale to provide the most effective education to all the people around the world, including those remotely located, working professionals who are not flexible or convenient to attend on-campus classes, and those disabled students who cannot physically attend on-campus classes. DE allows the University to provide flexibility, convenience, and effectiveness through both online and residential classes or course of study.
- 3) The University has been using MyIGU.org that is available free of charge to anyone who has access to the Internet and a computer. MyIGU.org meets or exceeds all the requirements for the MBA program/curriculum/course, student learning objectives, student learning outcomes, and student assessment.
- 4) DE has been incorporated into the 2015 Annual Campus Effectiveness Plan (CEP). DE Program is reviewed thoroughly through the CEP Meetings conducted annually and quarterly for planning for and assessments of student retention, student learning outcomes, and student, faculty, and employer satisfaction.
- 5) The University created the DE Program Administration Team consisting of the DE Program Administrators who are authorized and responsible to plan, manage, and coordinate overall DE activities.
- 6) The DEPA Oversight Committee, who consists of the DE Program Administrators, faculty, DE students, and Employers, oversees the overall DE Program of the University. It is also noted that Graduate Committee and Program Advisory Committee oversee the University’s DE Program as a part of their respective overall committee activities.

Admissions Requirements and Enrollment

- 1) The admissions requirements for DE applicants are identical to those for residential applicants. The University provides a new student orientation and a Distance Education Placement Assessment (DEPA) to admitted students who take one or more DE courses. 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. DEPA are conducted on an individual basis in the form of self-guided online training developed by the Department of DE. Students must pass DEPA course before enrolling in online courses.
- 2) Most graduate students are familiar with the Internet and computers and some of them have taken DE for their undergraduate courses.
 - Some students need to learn how to use MyIGU.org features. The University provides online training support to those who are not familiar with the Internet or computers on campus or online on an individual or group basis.
 - It is noted that international (F-1) students have limitations to taking DE. They must be full-time students and are not allowed to take more than one DE course per term.
- 3) The admissions standards for DE applicants are stated in the catalog and other related publications.
- 4) The University provides the DE orientation on the MBA Program for all students.
- 5) Once a student is enrolled to the MBA Program, the student is provided with a secure email address such as xx@igu.edu. A DE student is also provided with a secure ID and password to access MyIGU.org. The student is allowed to register to a DE course after an academic assessment with the DE Academic administrator.
- 6) The tuition for DE courses is identical to that of residential courses. There is no additional fee for taking DE courses.

DE Development: Curriculum Content, Instruction and Delivery

- 1) The University's DE Program meets or exceeds all the residential MBA Program, curriculum, and course requirements, including, but not limited to, course syllabus, compatible contact hours, out-of-class assignments, such as group projects, and written homework assignments.
- 2) The University's DE Program adopts the educational learning objectives and outcomes identical to the residential program course.
- 3) The University awards 4.5-quarter credit hours to the student who receives a passing grade for a DE course, which is identical to a residential course. The DE student is required to meet or exceed the contact hour requirement by posting responses to two discussion questions per week to the instructor and peer students, minimum of six assignments (projects, papers, exams or group work).
- 4) The University uses Internet-based asynchronous communications for DE students to access their class.
- 5) MyIGU.org allows DE students to receive homework assignments and post their responses, including files, pictures, and videos, between the instructor and students and between students.

Faculty and Instructional Support

- 1) Faculty to teach DE courses are not hired or retained unless they meet or exceed the University's hiring standards; the DE faculty must be qualified academically and experienced in DE teaching and learning. During each quarter, the University provides DE orientation and training to faculty. DE Administrators provide orientation and training especially to newly hired faculty and those who are not proficient to MyIGU.org.
- 2) The academic department checks to see if each DE faculty performs DE teaching that meets the University standards and each DE student's performance meets or exceeds Satisfactory Academic Progress (SAP) requirements.
- 3) MyIGU.org has been used as the DE platform for Learning Management System (LMS) using the Internet.
- 4) The University assigns less than 20 DE students per class, which has proven to be appropriate as the student-teacher ratio, in light of the fact that all LMS transactions are made asynchronously.
- 5) The University's DE support is available 24X7 asynchronously with email (it@igu.edu) and telephone as a supplementary communication means.
- 6) At the end of each DE course, the students are required to submit to the University a completed Instructor Evaluation Form online.

Resources and Equipment

- 1) The DE student is required to use a computer (either at school or home) connected to the Internet to access MyIGU.org. The MyIGU.org features are powerful instructional resources. For example, Announcements, the Discussion Form, Course Resources, Grading Center, Attaching files, and Chats are excellent instructional resources.
- 2) MyIGU.org will work with any device or hardware with the following internet browsers:
 - a) Latest Microsoft Internet Explorer
 - b) Latest Safari from Apple
 - c) Latest Firefox from Mozilla
 - d) Latest Chrome from Google
- 3) MyIGU.org is used free of charge. However, the University allocates considerable budgets for student and faculty training and tutoring, and online database subscriptions (e.g., LIRN and EBSCO) for DE students.
- 4) Online research databases, such as LIRN and EBSCO, are used for both DE and residential students to conduct online research.

Student Services

- 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 academic advising and counseling on job placement and career development.
- 4) Job placement advising is conducted via email, telephone, and Skype.

DE Program Evaluation

- 1) Each student is required to do the following to complete a DE course:
- 2) Post responses to at least two discussion questions per week
It is noted that a response must be substantive. Any response with “Yes” or “No” or “Agree” or “Disagree” is not substantive.
- 3) Post weekly assignments (projects, papers, exams or group work) or more per week.
- 4) The University’s measurement objectives for DE student is comparable to residential courses. DE students must post their response to each discussion question; otherwise they will not receive any grade for the discussion questions.
- 5) The University evaluates DE Program through minutes of CEP Meetings, Program Advisory Committee (PAC) Meetings, and Graduate Committee Meetings. Also the DE Administrators constantly review the DE to improve the quality of DE.
- 6) DE Program is reviewed thoroughly through the CEP Meetings conducted annually and quarterly for planning and assessments of student retention, student learning outcomes, and student, faculty, and employer satisfaction.

Publications

The following descriptions and requirements related to DE are included and outlined in the catalog and all other publications:

- 1) MyIGU.org is used as the University’s DE platform accessed asynchronously through the Internet.
- 2) The admissions requirements for the courses or program of study offered through DE are identical to those of the residential program.
- 3) An orientation and a placement test for use of the Internet, computers and MyIGU.org are conducted for DE students on a quarterly and demand basis.
- 4) A DE student must have access to the Internet and a computer to access MyIGU.org.
- 5) A DE student is provided with a unique email address, ID and password to ensure secure access to MyIGU.org.
- 6) Tuition for DE courses is identical to that of residential courses and there is no fee for using DE courses.
- 7) DE students can have 24X7 access to online research databases such as LIRN and EBSCO free of charge.
- 8) DE Program Plan is published in the Student Handbook and Faculty Handbook and other University plans, such as Campus Effectiveness Plan.

References

Moore, M.G. Handbook of distance education (3rd ed). New York, NY: Routledge.

ACCSC, Substantive Standards, Standards of Accreditation