

2023  
–  
2024

WASHINGTON  
UNIVERSITY  
OF SCIENCE AND TECHNOLOGY

# SCHOOL CATALOG



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2900 Eisenhower Ave., Alexandria, VA 22314

[WWW.WUST.EDU](http://WWW.WUST.EDU)

*Certified to operate in Virginia by SCHEV*  
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# DISCLAIMER

This publication cannot be construed as an irrevocable contract between Washington University of Science and Technology (hereafter referred to as WUST) and the student and is subject to change. It contains official information and academic standards for program offerings during the 2023–2024 term. WUST reserves the right to repeal, change, or amend its Policies, Regulations, Procedures, and Provisions contained herein, and may cancel, add, or modify educational programs, courses and requirements listed herein.

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

The university may publish other manuals such as our Student Handbook, Faculty Handbook, Employee Handbook, and Library Handbook. In the event of any discrepancies between these various handbooks relating to issues of student and academic services, the policies and procedures stipud in this version (2023) of the Catalog shall supersede the statements mentioned in others.

*Advertising Statement:* This is the approved statement for websites and publications. "This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency." *GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <http://www.benefis.va.gov/gibill>."*

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

This Catalog supersedes and replaces all previously published versions and is made available to students on the WUST website ([www.wust.edu](http://www.wust.edu)).

It is noted that the epithet "WUST" has been trademark-protected since the inception of the WUST.

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

Washington University of Science and Technology, formerly IGlobal University (2008 ~ 2024)

*Effective between July 1, 2023 and June 30, 2024*



# MESSAGE FROM CEO & CHAIRMAN



Dear Students and Parents,

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

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

Industrial leaders are naturally very skeptical in hiring fresh graduates directly for mid-level positions. This is mainly due to lack of confidence in fresh graduates with regards to their reliability and effectiveness on the job as they start out.

Employers often rely on their own on-the-job training to increase the effectiveness of their fresh recruits; however, the common risk that all employers face after providing on-the-job training is that these recruits tend to switch employers for better and higher-paying positions. Therefore, this issue creates a slippery slope for both employers and fresh graduates in that the cost of training new graduates outweighs the potential benefits of hiring new graduates, making both parties frustrated and worried.

WUST has been striving to meet the emerging trends in the workplace by providing requisite academic knowledge balanced with relevant technical, soft, and personal skills, which are crucial to being successful on the job. Therefore, WUST puts great emphasis on career placement services.

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

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

WUST has been successfully creating an ecosystem between university and industry by producing a skilled workforce to meet the demands in the industry, bridging the gap between academia and industry. We recognize the importance of increasing a skilled workforce to address the rapid-changing demands on emerging industries such as Cybersecurity and Information Assurance.

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

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

**Your success is our success!**

Best wishes for all.

*Abubakar Hanip*  
Chairman & CEO

# TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>1. GENERAL INFORMATION</b>                          | <b>6</b>  |
| 1.1 History & Development of WUST                      | 6         |
| 1.2 Governance & Ownership                             | 6         |
| 1.3 Certifications, Accreditation, & Approvals         | 8         |
| 1.4 Institutional Mission, Goals, & Objectives         | 9         |
| 1.5 WUST's Learning Outcomes                           | 10        |
| 1.6 WUST Campus, Facilities, & Transportation          | 11        |
| 1.7 Educational Programs                               | 12        |
| 1.8 2023-2024 Academic Calendar                        | 13        |
| 1.9 Holidays   | 14        |
| 1.10 Campus Access & Inclement Weather Policy          | 15        |
| 1.11 Drug, Alcohol Use, & Smoking                      | 15        |
| 1.12 Student Right-to-know & Campus Security Act       | 15        |
| <b>2. STUDENT SERVICES</b>                             | <b>16</b> |
| 2.1 Academic Advising                                  | 16        |
| 2.2 General Advising & Orientation                     | 17        |
| 2.3 Library & Learning Resources System (LRS)          | 18        |
| 2.4 Job Placement & Career Services                    | 18        |
| 2.5 Curricular Practical Training (CPT)                | 19        |
| 2.6 Employment Verification Procedures                 | 20        |
| <b>3. ADMISSIONS INFORMATION</b>                       | <b>21</b> |
| 3.1 Non-Discrimination Policy                          | 21        |
| 3.2 The Admissions Committee                           | 21        |
| 3.3 Admission Requirements                             | 22        |
| 3.4 Enrollment Agreement                               | 25        |
| 3.5 Transfer Students & Transfer Credit (TC)           | 25        |
| 3.6 Experiential Learning Credit Policies & Procedures | 25        |
| 3.7 Readmission  | 25        |
| 3.8 Enrollment Deferment                               | 25        |
| <b>4. TUITION AND FEES</b>                             | <b>26</b> |
| 4.1 Payment of Tuition & Fees                          | 27        |
| 4.2 Late Payment Fee                                   | 27        |
| 4.3 Books  | 27        |
| 4.4 WUST Severe Economic Hardship Accommodations       | 27        |
| 4.5 Payment Plans                                      | 27        |
| 4.6 Outstanding Balances                               | 28        |
| 4.7 Other Fees   | 28        |
| 4.8 Professional Development & Family Discount         | 28        |
| 4.9 Owing a Debt to WUST                               | 28        |
| 4.10 Transferability of WUST Credits                   | 29        |
| 4.11 Cancellation & Tuition Refund Policy              | 29        |
| 4.12 Return of Title IV Money                          | 31        |
| <b>5. FINANCIAL ASSISTANCE</b>                         | <b>32</b> |
| 5.1 WUST Tuition Assistance                            | 32        |
| 5.2 Federal Financial Aid                              | 35        |



|  |           |
|--|-----------|
| <b>6. ACADEMIC STANDARDS</b>                     | <b>36</b> |
| 6.1 Types of Enrollments                         | 36        |
| 6.2 Registration                                 | 37        |
| 6.3 Auditing Courses "AUD"                       | 37        |
| 6.4 Procedures to Add/Drop Course(s)             | 37        |
| 6.5 Withdrawals "W"                              | 37        |
| 6.6 Course Prerequisite(s)                       | 38        |
| 6.7 Independent Study                            | 38        |
| 6.8 Quarter Credit Unit                          | 38        |
| 6.9 Grading System and Grade Point Average       | 39        |
| 6.10 Grade Appeal Policy                         | 40        |
| 6.11 Attendance Policy                           | 40        |
| 6.12 Graduation Requirements                     | 42        |
| 6.13 Satisfactory Academic Progress (SAP) Policy | 42        |
| 6.14 Effects of Incomplete "I" Grade on SAP      | 44        |
| 6.15 Effects of Repeat Course "R" on SAP         | 44        |
| 6.16 Effects of Withdrawals "W" on SAP           | 44        |
| 6.17 Effects of Transfer Credits on SAP          | 45        |
| 6.18 Academic Warning                            | 45        |
| 6.19 Academic Probation                          | 46        |
| 6.20 Academic Dismissal                          | 46        |
| 6.21 Reinstatement as a Regular Student          | 47        |
| 6.22 Annual Vacation                             | 48        |
| 6.23 Leave of Absence (LOA)                      | 48        |

---

|   |           |
|---|-----------|
| <b>7. STUDENT'S RIGHTS AND RESPONSIBILITIES</b>         | <b>49</b> |
| 7.1 Freedom of Access                                   | 49        |
| 7.2 Sexual Harassment Policy                            | 49        |
| 7.3 Non-Discrimination Policy & Civil Rights Compliance | 50        |
| 7.4 Statement of Academic Freedom                       | 50        |
| 7.5 Copyright Law                                       | 50        |
| 7.6 WUST Catalog  | 50        |
| 7.7 Student's Code of Conduct                           | 51        |
| 7.8 Professional Standards                              | 53        |
| 7.9 Computer & Internet Policy                          | 54        |
| 7.10 New Policies, Regulations, Standards & Procedures  | 54        |
| 7.11 Formal Student Grievance Procedure                 | 55        |
| 7.12 Privacy of Student Records                         | 57        |
| 7.13 Retention of Student Records                       | 58        |
| 7.14 Catastrophic Event Policy                          | 58        |
| 7.15 Catalog of Record                                  | 58        |

---

|                                   |           |
|-----------------------------------|-----------|
| <b>8. ACADEMIC PROGRAMS</b>       | <b>59</b> |
| 8.1 Graduate Degree Programs      | 59        |
| 8.2 Undergraduate Degree Programs | 68        |

---

|  |           |
|--|-----------|
| <b>9. DISTANCE EDUCATION</b>                                     | <b>76</b> |
| 9.1 Distance Education (DE) Program Overview                     | 76        |
| 9.2 Admissions Requirements & Enrollment                         | 76        |
| 9.3 Student Services & DE Orientation                            | 77        |
| 9.4 SARA (State Authorization Reciprocity Agreements) Compliance | 77        |

---

|                                |           |
|--------------------------------|-----------|
| <b>10. COURSE DESCRIPTIONS</b> | <b>78</b> |
| 10.1 MBA Courses               | 79        |
| 10.2 MSIT Courses              | 83        |
| 10.3 MSCS Courses              | 86        |
| 10.4 Undergraduate Courses     | 88        |

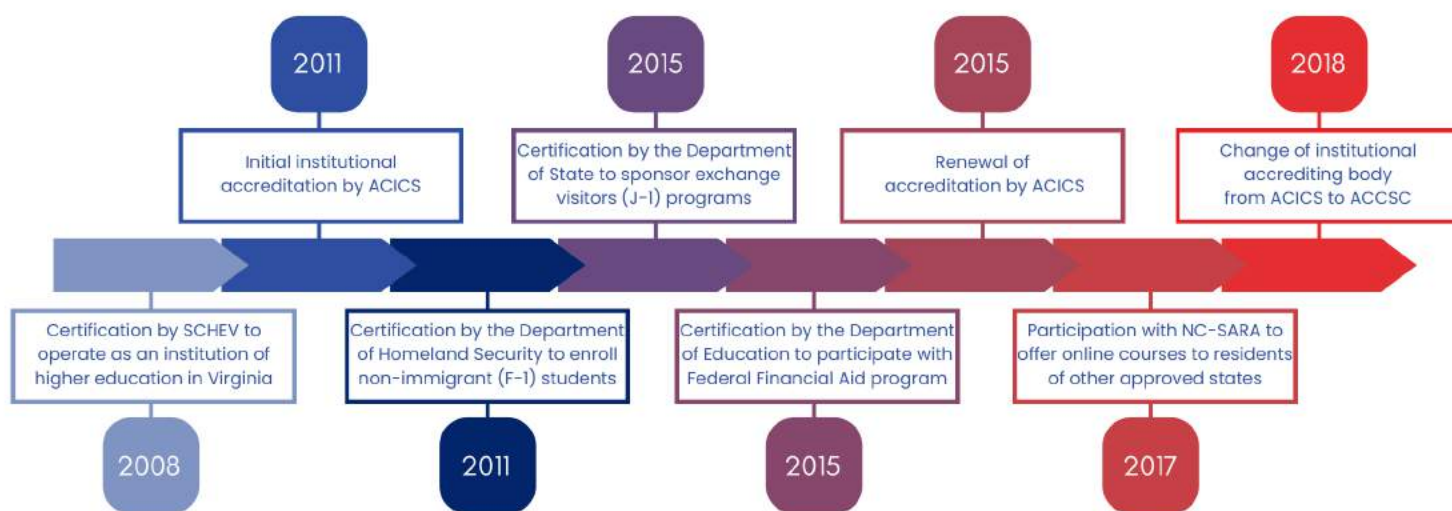
# 1. GENERAL INFORMATION

## 1.1 HISTORY & DEVELOPMENT OF WUST

After retiring from his international IT business, Dr. Sohn, a Korean-American entrepreneur, started teaching business and IT courses at several domestic and foreign universities as a practitioner with a doctoral degree in leadership and management and extensive business experience.

In 2008, Dr. Sohn founded Washington University of Science and Technology, formerly iGlobal University, with a vision to transform the world by providing innovative, effective, and affordable education to people around the world, especially those who are underprivileged economically, physically, or socially.

As part of his founding vision, Dr. Sohn established long-range strategic goals with a number of significant milestones set. Some of the milestones achieved successfully within the first ten years of inception include:



After establishing, funding, and successfully operating the university for more than a decade, Dr. David Sohn decided to retire. The university was acquired in 2020 by Mr. Abubokor Hanip, a renowned Bangladeshi American entrepreneur who, for the last 18 years, has invested in skill development & training programs both inside and outside the United States. Mr. Hanip, as the new owner, decided to change the name from iGlobal University to Washington University of Science and Technology, and the name change was approved by our accrediting body in 2022.

## 1.2 GOVERNANCE AND OWNERSHIP

WUST is a Limited Liability Company (LLC) certified by the State Corporation Commission (SCC) of the Commonwealth of Virginia and the State Council of Higher Education for Virginia (SCHEV). WUST LLC is privately held, and the managers are the majority owners appointed in accordance with the LLC Operating Agreement and collectively called the Board of Directors. Members of the Board of Directors are also the managers of the university who are responsible for and involved in all the essential LLC operations, including but not limited to all financial, administrative, and personnel issues.

The daily governance of the University rests with the President, who delegates specific responsibilities to members of the leadership team that comprises Vice Presidents, Directors, and Managers. Each administrative individual is fully accountable for the management of each respective area of the University.

The Board of Directors has a dual role of overseeing the Limited Liability Company (LLC) as a company and WUST as a higher education institution. The Board will meet regularly (semi-annually) and on an on-demand basis. The Chair of the Board, Mr. Abubokor Hanip, calls for and presides over the Board meetings. The Chairman and Secretary of the Board are responsible for establishing and keeping the Board of Directors meeting minutes.



## University Departments

The President is responsible for all aspects of day-to-day operations of the University. Below outlines the different departments at the University that students may need to contact, as well as their general emails.

### Academics

The Academics Department is overseen by the VP of Education, with each degree awarding program having its own Director who manages the courses and faculty of their program and serves as academic advisor to the students enrolled. In addition, the general education courses are managed by the Associate Director of General Education, who also assists with academic advising of students enrolled in a general education course. The Library falls under this department and is run by the Director of LRS and Librarian. All of WUST's faculty have a minimum of 4 years relevant experience in the subject area they are teaching; many are still working in the field, giving them current real-world experience to draw from. All faculty members are available to provide timely and professional academic advice and mentorship. *General emails:* academics@wust.edu, library@wust.edu

### Student Services

The Director of Student Services supervises the Admissions and International Student Offices, the Center for Student Success, and the Career Service Center.

**Admissions and the International Student Office (ISO):** Overseen by the Manager of Admissions, the Admissions Office serves as the place where students first communicate with our team as they apply and start their educational journey with us. Additionally, many team members serve as DSOs and make up the International Student Office, with extensive training in FI-VISA requirements and regulations.

*General emails:* admissions@wust.edu, iso@wust.edu

**Center for Student Success (CSS):** Headed by the Manager of the Center for Student Success, the mission of the CSS is to provide all students with access to personalized academic support to promote student success and retention with the philosophy that each student should feel loveable, trainable, and cared for. All students can receive free subject matter tutoring, non-academic support advising, and participate in the peer tutoring and mentorship program free of charge.

*General email:* css@wust.edu

**Career Service Center (CSC):** The mission of the CSC is to provide our students with ongoing career development services by assisting them to realize their full career potential and help them make informed decision regarding their future opportunities. Our CSC team, run by the Manager of Career Services, strives to help students identify career opportunities that fit with their values, interests, personality, and skills. We empower students by providing resources designed to foster the development of career skills that will serve them as competent professionals. Services include career counseling, resume review, mock interviews, regular webinars and workshops, job fairs, and more.

*General email:* careerservice@wust.edu

### Operations

The Operations Department is managed by the VP of Operations and includes, among others, the Office of the Registrar, the Accounting Office, and the IT Department. Any student who has questions about RFEs, transcripts, or diplomas should reach out to the Assistant Registrar at hari.pandre@wust.edu. Questions pertaining to finance, including discounts, tuition assistance, tuition, payments, payment plans, reimbursements, etc. should reach out to the Accounting Office at accounting@wust.edu. Students who are having IT issues and need assistance with Microsoft 365, email, Populi, Canvas LMS, etc. can get help from the IT team by emailing it@wust.edu.

### Communications

The Communications team includes our Marketing Department, overseen by the Director of Marketing, as well as the International Outreach staff, Military & Veteran Resource Office, and the Student Government Association (SGA). Under the SGA, students also have the opportunity to create school-sanctioned clubs centered around student interests, majors, nationality, etc. Working with the other departments, like Student Services, the SGA also regularly hosts student social events and celebrations.

*General emails:* marketing@wust.edu, sga@wust.edu



### 1.3 CERTIFICATIONS, ACCREDITATION, & APPROVALS



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

WUST is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award MBA, MSIT, MSCS, BSBA, and BSIT degrees.



WUST is recognized by the U.S. Department of Education as an accredited institution of higher education.

WUST 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.



WUST is certified by the U.S. Department of State to sponsor the JI program.

The National Council approves WUST for State Authorization Reciprocity Agreements (NC-SARA) to offer online courses to the residents of other SARA States.



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





## 1.4 INSTITUTIONAL MISSION, GOALS & OBJECTIVES

### WUST's Mission

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

- To develop career-related programs and prepare graduates to enter the modern workforce;
- To provide practical, career-oriented training; and
- To provide students with ongoing career development services

### WUST's Vision

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

### WUST's Purpose

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

### Founding Philosophy

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

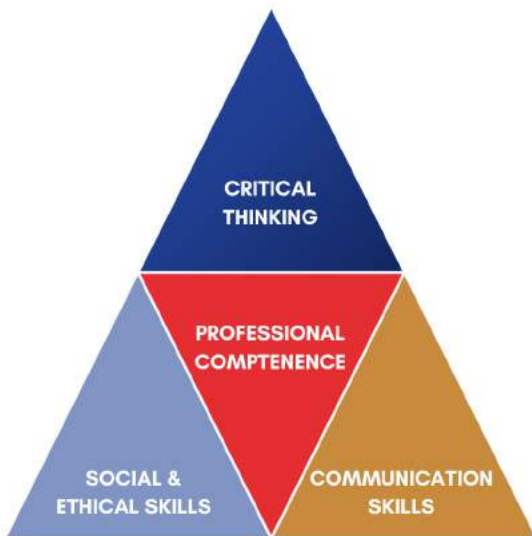
The vision is to provide every human being, especially those who are socially, economically and/or physically underprivileged, with lifelong learning opportunities for their intellectual, professional, spiritual, and leadership development and growth.

### Institutional Goals

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

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

## 1.5 WUST'S LEARNING OUTCOMES



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

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

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

### Core Values

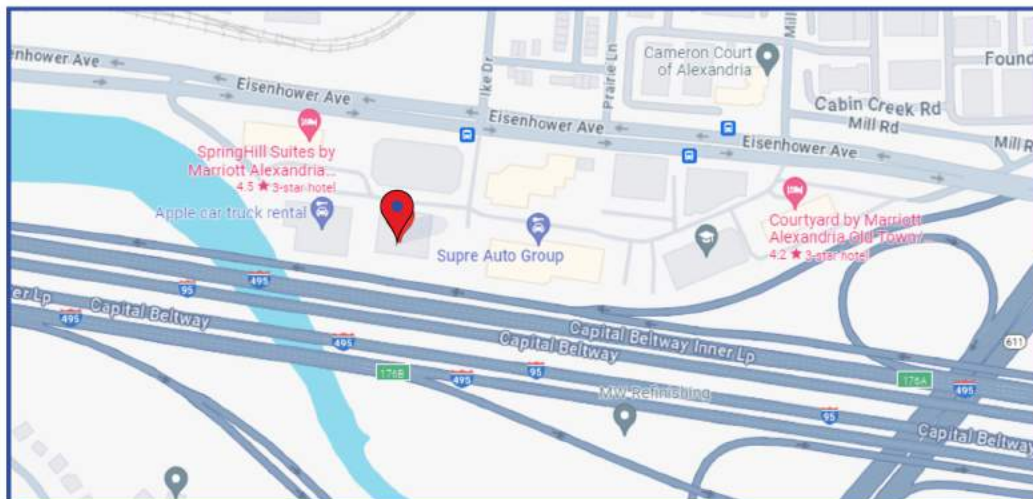
The essential drive of WUST is reflected in its variety of educational programs offered to students worldwide.

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





## 1.6 WUST CAMPUS, FACILITIES, & TRANSPORTATION




WUST's campus is located at 2900 Eisenhower Ave. Alexandria, VA. WUST is conveniently located near Washington D.C., the capital of the United States. Easily connect via metro trains and buses to and from the major business, trade, education, and transportation centers, including federal government agencies, World Bank, International Monetary Fund, two international airports, and bus and train stations.

**Facilities** WUST's classrooms are equipped with projectors, teacher's computers, sound systems, and white boards. Our campus is nearly 60,000 square feet. Parking and building entry occupy the first floor, with reception and campus administration on the second floor. Classrooms occupy the second, third, fourth, and fifth floors. In addition, the campus has a large auditorium, and computer labs, a spacious learning resource center, student break areas, private student guidance and advising rooms, and faculty offices. All campus areas are supported by Wi-Fi and Internet connection. WUST strives to ensure low student-faculty ratios. We maintain class sizes with a maximum 30 students.

**Parking** The campus has ample lighted, covered parking in the adjacent 1st floor parking garage and additional spots to the sides of the building. Spaces in the front of the university are reserved for visitors and future students as well.

**Transportation**  *From IAD Airport to WUST Campus*

- **By Metro:** Walk to door 4 – Silver Line Express, take Flyer bus (arrives every 15–20 minutes) to Silver Line express, walk to Wiehle–Reston East Station, take Silver Metro towards Largo until the L'Enfant Plaza stop. Switch to the Yellow Metro towards Huntington. Get off at the Eisenhower Ave. stop and walk to Washington University of Science and Technology. Refer to [citymapper.com](http://citymapper.com) for further instructions.
- **By Car:** Follow Dulles Access Rd to I-495 South. Take the I-495 South exit from Dulles Access Rd. Continue on I-495 South and keep right onto the lanes that merge into I-495 East. Continue on I-495 East until exit 174/Eisenhower Ave Connector. Take exit 174 and turn right onto Eisenhower Ave. Continue on Eisenhower Ave and arrive at Washington University of Science and Technology. Refer to [google.com/maps](http://google.com/maps) for further instructions.

 *From DCA Airport to WUST Campus*

- **By Metro:** Walk to metro hub, take Yellow line metro towards Huntington. Get off at the Eisenhower Ave. stop and walk to Washington University of Science and Technology. Refer to [citymapper.com](http://citymapper.com) for further instructions.
- **By Bus:** Walk to the Crystal City Transitway at the intersection with 27th St. Board the Metroway Bus towards Braddock Rd. Station. Arrive at Braddock Rd. Station Bus Bay B. Walk to Bus Bay D and board the Dash Bus 30 towards Van Dorn St. Metro. Get off at the Duke St. & Taylor Run Parkway stop and walk to Washington University of Science and Technology. Refer to [citymapper.com](http://citymapper.com) for further instructions.
- **By Car:** Get on George Washington Memorial Parkway and continue towards Alexandria until the exit for Slaters Lane. Proceed right onto Slaters Ln. Merge right onto US-1 S/N Henry St. until the the I-95 S ramp. Use the right lane to merge onto I-495 S/I-95 S. Take exit 176B towards Eisenhower Ave. Turn right onto Stovall St, then right onto Eisenhower Ave. Proceed and arrive at Washington University of Science and Technology. Refer to [google.com/maps](http://google.com/maps) for further instructions.



## 1.7 EDUCATIONAL PROGRAMS

Consistent with the mission, purpose, and goals of the institution, WUST offers the following programs:

| NAME OF THE PROGRAM  | CREDENTIAL AWARDED | GRADUATION REQUIREMENTS  |
|--|--------------------|--------------------------|
| <b>Master of Business Administration (MBA)</b><br><u>Six Concentrations:</u> <ul style="list-style-type: none"> <li>• Leadership &amp; Management</li> <li>• Accounting &amp; Finance</li> <li>• Information Technology Management</li> <li>• Health Care Management</li> <li>• Human Resource Management</li> <li>• Project Management</li> </ul> | MBA                | 54 Quarter Credit Hours  |
| <b>Bachelor of Science in Business Administration (BSBA)</b><br><u>Four Concentrations:</u> <ul style="list-style-type: none"> <li>• Leadership &amp; Management</li> <li>• Accounting &amp; Finance</li> <li>• Human Resource Management</li> <li>• Project Management</li> </ul>   | BSBA               | 180 Quarter Credit Hours |
| <b>Master of Science in Information Technology (MSIT)</b><br><u>Three Concentrations:</u> <ul style="list-style-type: none"> <li>• IT Systems &amp; Management</li> <li>• Data Analytics &amp; Management</li> <li>• Software Design &amp; Management</li> </ul>   | MSIT               | 54 Quarter Credit Hours  |
| <b>Master of Science in Cybersecurity (MSCS)</b>   | MSCS               | 54 Quarter Credit Hours  |
| <b>Bachelor of Science in Information Technology (BSIT)</b><br><u>Three Concentrations:</u> <ul style="list-style-type: none"> <li>• Cybersecurity</li> <li>• Enterprise Information Management</li> <li>• Software Engineering</li> </ul>   | BSIT               | 180 Quarter Credit Hours |

### Instructional Modality

Most of the courses offered at WUST are residential or “on-campus,” with face-to-face instruction requiring physical attendance. In addition to residential delivery, WUST also offers hybrid and fully online degrees for busy adults.

There are certain limitations for *international (F-1 visa) students* when taking online courses. As a rule of thumb, F-1 students must take at least 50% of the courses in their degree’s progression plan in a residential format. Please consult with WUST’s International Students Office (ISO) before attempting to take online courses to ensure that you don’t violate the terms of your visa. **F-1 students may not take more than one online course per quarter counted towards full-time status.**

- Due to COVID-19, the instructional delivery was changed to follow the recommendations of ACCSC, SEVP, SCHEV, and the Department of Education, allowing for a hybrid format for residential classes. As of the 2023-2024 school year, the restrictions are fully lifted, allowing on-campus class schedules to return to their normal weekly format. Should on-campus class frequency requirements change in accordance with new restrictions, students will be notified prior to the start of the term.
- Both online and on-campus classes use Canvas LMS to deliver course instruction material, allow for submission of weekly assignments, communicate with faculty and peers, and ensure academic integrity.
- As of the Winter 2023-2024 term, all residential courses will require weekly, in-person attendance on campus.



## 1.8 2023-2024 ACADEMIC CALENDARS

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

The academic calendar is subject to change, usually due to federal and WUST holidays. When certain changes are inevitable, students will be informed in advance via the university e-mail system and a website announcement.

### 2023 Academic Year

Note: *University Closed* - Monday, January 2nd (In Observance of New Year's Day)

| 2023 Winter Quarter (10 weeks)         |   |
|--|---|
| Monday, January 9th                    | Classes Begin                                     |
| Monday, January 16th                   | <i>University Closed</i> (Martin Luther King Day) |
| Tuesday, January 17th                  | Last day to Add/Drop a course                     |
| Saturday, February 4th                 | Last day to withdraw with a grade "W"             |
| Sunday, March 19th                     | Classes End                                       |
| Monday, March 20th - Sunday, April 2nd | <i>Winter Break</i> (2 weeks)                     |

| 2023 Spring Quarter (10 weeks)       |   |
|--------------------------------------|---|
| Monday, April 3rd                    | Classes Begin                           |
| Monday, April 10th                   | Last day to Add/Drop a course           |
| Saturday, May 6th                    | Last day to withdraw with a grade "W"   |
| Monday, May 29th                     | <i>University Closed</i> (Memorial Day) |
| Sunday, June 11th                    | Classes End                             |
| Monday, June 12th - Sunday, July 9th | <i>Spring Break</i> (4 weeks)           |

Note: *University Closed* - Tuesday, July 4th (In Observance of Independence Day)

| 2023 Summer Quarter (10 weeks)               |                                       |
|--|---------------------------------------|
| Monday, July 10th                            | Classes Begin                         |
| Monday, July 17th                            | Last day to Add/Drop a course         |
| Saturday, August 12th                        | Last day to withdraw with a grade "W" |
| Monday, September 4th                        | <i>University Closed</i> (Labor Day)  |
| Sunday, September 17th                       | Classes End                           |
| Monday, September 18th - Sunday, October 1st | <i>Summer Break</i> (2 weeks)         |

| 2023 Fall Quarter (10 weeks)                      |   |
|---|---|
| Monday, October 2nd                               | Classes Begin                                   |
| Tuesday, October 10th                             | Last day to Add/Drop a course                   |
| Saturday, November 4th                            | Last day to withdraw with a grade "W"           |
| Thursday, November 23rd - Saturday, November 25th | <i>University Closed</i> (Thanksgiving Holiday) |
| Sunday, December 10th                             | Classes End                                     |
| Monday, December 11th - Sunday, January 7th       | <i>Fall Break</i> (4 weeks)                     |

Note: *University Closed* - Monday, December 25th (In Observance of Christmas Day)

Note: *University Closed* - Monday, January 1st (In Observance of New Year's Day)

## 2024 Academic Year

Note: University Closed - Monday, January 1st (In Observance of New Year's Day)

| 2024 Winter Quarter (10 weeks)          |  |
|---|--|
| Monday, January 8th                     | Classes Begin                              |
| Monday, January 15th                    | University Closed (Martin Luther King Day) |
| Tuesday, January 16th                   | Last day to Add/Drop a course              |
| Saturday, February 3rd                  | Last day to withdraw with a grade "W"      |
| Sunday, March 17th                      | Classes End                                |
| Monday, March 18th - Sunday, March 31st | Winter Break (2 weeks)                     |

| 2024 Spring Quarter (10 weeks)       |                                       |
|--------------------------------------|---------------------------------------|
| Monday, April 1st                    | Classes Begin                         |
| Monday, April 8th                    | Last day to Add/Drop a course         |
| Saturday, May 4th                    | Last day to withdraw with a grade "W" |
| Monday, May 27th                     | University Closed (Memorial Day)      |
| Sunday, June 9th                     | Classes End                           |
| Monday, June 10th - Sunday, July 7th | Spring Break (4 weeks)                |

Note: University Closed - Thursday, July 4th (In Observance of Independence Day)

| 2024 Summer Quarter (10 weeks)               |                                       |
|--|---------------------------------------|
| Monday, July 8th                             | Classes Begin                         |
| Monday, July 15th                            | Last day to Add/Drop a course         |
| Saturday, August 10th                        | Last day to withdraw with a grade "W" |
| Monday, September 2nd                        | University Closed (Labor Day)         |
| Sunday, September 15th                       | Classes End                           |
| Monday, September 16th - Sunday, October 6th | Summer Break (3 weeks)                |

| 2024 Fall Quarter (10 weeks)                      |  |
|---|--|
| Monday, October 7th                               | Classes Begin                            |
| Monday, October 14th                              | Last day to Add/Drop a course            |
| Saturday, November 9th                            | Last day to withdraw with a grade "W"    |
| Thursday, November 21st - Saturday, November 23rd | University Closed (Thanksgiving Holiday) |
| Sunday, December 15th                             | Classes End                              |
| Monday, December 16th - Sunday, January 12th      | Fall Break (4 weeks)                     |

Note: University Closed - Wednesday, December 25th (In Observance of Christmas Day)

Note: University Closed - Wednesday, January 1st (In Observance of New Year's Day)

## 1.9 HOLIDAYS

During the 2023-2024 Academic Year, WUST will observe the following holidays, on which there will be no classes and our administrative offices will be closed:

|   |   |   |  |
|---|---|---|--|
| <b>New Year's Day</b><br>(January 1st)              | <b>Martin Luther King Jr. Day</b><br>(the third Monday in January)                    | <b>Memorial Day</b><br>(the last Monday in May) | <b>Independence Day</b><br>(July 4th)                  |
| <b>Labor Day</b><br>(the first Monday in September) | <b>Thanksgiving Day &amp; the next day</b><br>(the 4th Thursday & Friday in November) | <b>Christmas Day</b><br>(December 25th)         | <b>Two additional days</b> between<br>Dec 24 and Jan 2 |

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

|   |                               |   |                                   |
|---|-------------------------------|---|-----------------------------------|
| <b>Presidents' Day</b> (the third Monday in February) | <b>Juneteenth</b> (June 19th) | <b>Indigenous Peoples' Day</b> (the second Monday in October) | <b>Veterans Day</b> (November 11) |
|---|-------------------------------|---|-----------------------------------|



## **1.10 CAMPUS ACCESS & INCLEMENT WEATHER POLICY**

University facilities are made available only to authorized personnel, such as students, staff, and faculty members with valid IDs. Furthermore, in any situation, the University does not permit unauthorized persons to access the University campuses or resources (physical or electronic). During the weekends, access to the building is restricted to valid personnel for safety and other reasons. All visitors must sign in at the front desk before being allowed to access the facility.

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 weather observations. The University will strive to make information on campus closing or class delays 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 situations occur or are likely to occur. WUST uses Populi platform to communicate with students during any emergency. Populi sends TEXT and EMAIL Messages instantly to all students and faculty to inform them about any emergency and related safety measures. We encourage our students and faculty to make sure their cell phone and email accounts are all active and working properly.

## **1.11 DRUG, ALCOHOL, & SMOKING POLICY**

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 WUST to maintain a learning environment free of prohibited or controlled substances. University community members, including employees, students, and guests, must abstain from the consumption or use of alcohol, narcotics, the misuse of prescription drugs, and smoking while on WUST premises. Violation of this policy could lead to suspension, expulsion, and reporting to the appropriate law enforcement agencies. Additionally, there will be no smoking on campus or outside, near campus exits.

## **1.12 STUDENT RIGHT-TO-KNOW & CAMPUS SECURITY ACT**

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



## 2. STUDENT SERVICES



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

### 2.1 ACADEMIC ADVISING

Academic Advising is provided to students by the Academic Department by faculty and by administrative staff for a variety of academic needs that include, but are not limited to, admission interviews, evaluation of transfer credits, awards, if applicable, program course selection for timely registration, 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. WUST strives to help students identify a faculty member who can assist students not only in their major, concentrations, and research areas but also in achieving their career goals, including how to find internships, Curricular Practical Training (CPT), and Optional Practical Training (OPT) jobs.

The Academic Advisor is available online, by telephone, or via email for academic inquiries or course completion requirements. Students are also urged to immediately contact them to discuss personal issues that may affect their academic performance. They are 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(s) 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 any required scholarly activities or the Capstone Project.

#### Admissions Advising

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

#### International Student Advising

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

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



## 2.2 GENERAL ADVISING & ORIENTATION

Outside of academic issues, General Advising is provided by University staff in various individual and group settings. It is the tradition of WUST, the admission department, in close coordination with the academics, to organize quarterly New Student Orientation (NSO). To maximize participation, the NSO is live-streamed so that non-residential students can also have the opportunity to join online. Among the agenda items at NSO are academic progress standards, registration, add/drop, student rights and responsibilities, plagiarism, code of conduct, and international F-1 student regulations. All freshmen and residential students are strongly encouraged to attend the University's Orientation program so that they can also be familiar with the key members of the WUST community and institutional operation.

Additionally, the university has established the Center for Student Success (CSS) to streamline students' requests for support services. The mission of CSS is to provide all students with access to personalized academic and non-academic support to promote student success and retention. The details of the services can be found at <https://www.wust.edu/css>.

**Disability Services** WUST is committed to providing reasonable accommodation to students with verified physical and learning disabilities. Accommodation and other support services are managed by the Academic and Student Services Departments and are tailored to meet the reasonable needs of each individual student. Students wishing for assistance should contact WUST 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 a disability will be advised in writing of the specific available services (or limitation of services) that WUST can accommodate them. Students must complete the "Self Disclosure Form" available from the CSS to report and request special accommodation services.

**Social Adjustment & Coping Skills** At WUST, we care not only about academic success but also the social welfare of our students. We realize that many international students face various challenges when they first join the US higher education system. Similarly, many US first-year students will encounter various challenges (emotional, alcohol, drug abuse, mental, social, academic, and otherwise) when they transition from the primary to higher education setting.

We invite our students to speak with admission officers, their academic advisor, or the Center for Student Success and share openly and confidentially about their challenges. To help students with their academic challenges, we monitor weekly participation and administer an "At-risk" student survey via our faculty in the middle of the quarter. This survey helps us to identify at-risk students and implement a timely intervention plan. Students who experience emotional and social difficulties are encouraged to talk to their Academic Advisor or Student Services as soon as any difficulties occur.

WUST does not currently have a licensed counselor on site, therefore, students experiencing social issues requiring professional counseling are referred to external counselors. Although, when requested by a student, WUST staff make every attempt to comfort students and provide information about coping skills such as life skills, personal financing, etc., WUST must refer these students to an external counselor. Please reach out to the Center for Student Success for recommendations.

**Housing Services** Although WUST does not provide on-campus housing services, the Student Services team works with all incoming students to ensure they have the resources needed to find local housing opportunities that meet their needs. It is the student's responsibility to secure accommodations. Details of housing information can be found at <https://www.wust.edu/housing-information>.

Please contact [admissions@wust.edu](mailto:admissions@wust.edu) for more resources, if needed. Also, please be advised that most apartment complexes require students to apply for housing at least two months in advance from their expected move-in date. Students who are new to the Washington, D.C. metropolis may first consider staying in a local hotel to first explore the area.

Below are a few examples of resources students may use in conjunction with the opportunities provided by the University:

### Housing Sites

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

### Potential Hotels

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



|  |  |
|--|--|
| <b>Childcare Services</b>                              | WUST does not provide any on-site childcare services. However, we help our students search and find affordable childcare service providers near the campus. Northern Virginia is a very vibrant business community, there are plenty of childcare facilities in every neighborhood. You can reach out to the Center for Student Success if you need help finding a local provider.   |
| <b>Textbooks &amp; Related Instructional Materials</b> | WUST uses Canvas Learning Management System (LMS) to deliver lectures and manage instructional materials, including course syllabi. Before the beginning of each term, the Academic Department informs students about the registration window and students are asked to login to Canvas LMS to see the list of courses offered for the upcoming term. Students can access course syllabi to see the recommended and required, if any, textbooks and other related instructional materials. This is so that they can select appropriate classes/courses for registration and purchase them prior to the start of the term and prior to first contact with the Academic Advisor. |
| <b>Tutoring Services</b>                               | WUST provides academic and non-academic support, like tutoring assistance services to students through the Center for Student Success. This service is provided at no costs to students. WUST encourages students to take advantage of the free tutoring programs that range from subject matter expert tutoring in a variety of subjects to basic writing proficiency assistance.   |

## **2.3 LIBRARY AND LEARNING RESOURCES SYSTEM (LRS)**

WUST maintains a physical library on campus for the convenience of our residential students. WUST also offers an extensive online eBook collection that caters to the convenience of both distance and residential students.

To ensure our students' academic success, it is imperative that they have access to online learning resources both on and off campus. These resources are instrumental in completing course assignments and fulfilling scholarly requirements established by their assigned Academic Advisor and course faculty. WUST's Learning Resources System (LRS) offers an array of valuable online library resources, including EBSCO, Library World (WUST's internal physical library catalog), and LIRN (Library & Information Resource Network). These resources grant students the opportunity to access research databases and the virtual library system from any location, whether on or off campus.

Access to these resources is made possible through the use of the University's login credentials in Populi, which are consistently updated to provide a seamless and uninterrupted user experience. You can access these resources via the following link: <https://wust.populiweb.com/router/library/links/index>.

## **2.4 JOB PLACEMENT AND CAREER SERVICES**

WUST's job placement assistance and career services begin when a student is admitted. Throughout a student's academic journey, the University works to connect their career development and potential job placements to their chosen program and concentration. Students may find pertinent career and employment information in an ongoing effort on the WUST website, through regular webinars and workshops, and via communications from the Career Service Center (CSC).

The Career Service 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 Service Center regularly offers the following resources:

- Resume writing & review
- Job search methods & techniques
- Interactive mock interviews
- Curricular Practical Training (CPT)
- Evaluating job offers
- Salary negotiation skills
- Career fairs

Additionally, WUST has partnerships with services such as Big Interview and Interstride in order to expand the resources available to students free of charge as they prepare to enter the job market and seek out employment related to their field of study.



## 2.5 CURRICULAR PRACTICAL TRAINING (CPT)

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

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

### Quick Eligibility Guidelines

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

Credit received through CPT is not applied toward a student’s graduation requirement.

| ELIGIBILITY CRITERIA                       | FOR TRANSFER F-1 STUDENTS  | FOR INITIAL F-1 STUDENTS  |
|--|--|---|
| Duration of Study Requirement              | Must have completed:<br>One (1) Academic year of study at a degree awarding program in USA | Must have completed:<br>Three (3) Quarters at WUST—which equals one (1) Academic year       |
| Satisfactory Academic Progress Requirement | No CGPA requirement at the time of application.<br>Must maintain SAP afterwards            | Met minimum CGPA of the program at the time of application.<br>Must maintain SAP afterwards |
| Part-time CPT                              | Permitted unlimited times throughout the program   | Permitted unlimited times throughout the program  |
| Full-time CPT                              | Permitted unlimited times throughout the program, but may affect OPT eligibility           | Permitted unlimited times throughout the program, but may affect OPT eligibility            |

All F-1 students are eligible for CPT after they complete one full academic year of study in a degree-awarding program within the USA. If a transfer student has already completed one full academic year at their previous school, they are eligible for a CPT as early as day one at WUST. WUST poses no limitation on the length of time a student may participate in CPT, but if the student has participated in more than 12 months of full-time employment, the student’s eligibility to participate in Optional Practical Training (OPT) may be adversely affected, as determined by USCIS regulations.

## 2.6 EMPLOYMENT VERIFICATION PROCEDURES

In line with the ACCSC guidelines, WUST has designed the following process to collect, verify, and report job placement data after graduation. During this process, in addition to Career Services staff, WUST uses a third-party agency to verify placement records.

During the employment verification process, we aim to:

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

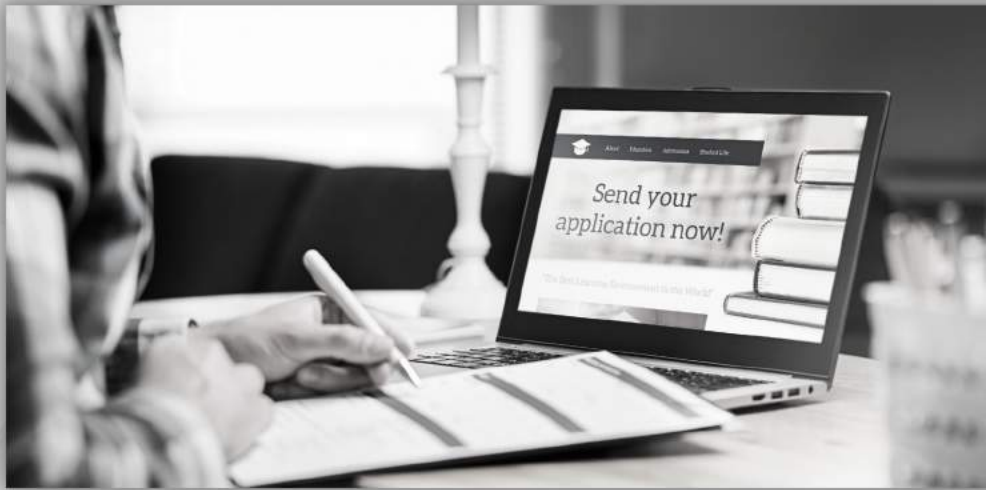
In order to obtain the above information, we created the following process:

| NAME OF ACTIVITY          | PURPOSE  | SCHEDULE  |
|---------------------------|--|---|
| Initial Employment Survey | The Career Services Department contacts graduates to collect employment information status.                                  | Within 30-60 days of graduation   |
| Follow-Up Survey          | Career Services follow-up for those who did not respond to our first survey. This continues until we reach to each graduate. | Within 60-120 days of graduation  |
| Third-Party Verification  | The placement data is sent to a third party (Auxicent) for verification as we collect employment information.                | Within the 60-120 days of the initial job placement recorded  |
| Sustainability Assessment | Third-party agencies follow up with the cohort of graduates to collect information about the duration of employment.         | Every 6 months until the end of the 12-month period since the initial employment is reported and verified |





## 3. ADMISSIONS INFORMATION



### 3.1 NON-DISCRIMINATION POLICY

In accordance with Title IV of the *Civil Rights Act of 1964*, Title IX of *Educational Amendments of 1972*, Section 5 of the *Rehabilitation Act of 1973*, and the *Age Discrimination Act of 1975*, WUST admits all qualified applicants regardless of age, sexual preference, gender, marital status, religion, national origin, creed, mental limitation, disability, or ethnic origin. WUST recruits and admits students who have the potential to complete their educational programs successfully.

### 3.2 THE ADMISSIONS COMMITTEE

Admissions staff are responsible for collecting all the required application materials from the prospective students. Although the admission requirements for graduate and undergraduate programs at WUST are very standard and often do not need extensive qualitative review, there might be unique cases where the Manager of Admissions can not make a quick and easy decision. When a unique situation surfaces, the Manager of Admissions might call the Admissions Committee to convene a meeting. The Admission Committee includes the VP of Education for educational qualifications, the Registrar for the documentation, and the President for the overall experience. Then, the Manager of Admissions would issue an approval or a denial letter based on the committee's decision.



### 3.3 ADMISSION REQUIREMENTS

All applicants for admission to WUST must submit the required documents to the Admissions Office and pay a non-refundable \$75 Application Fee.

|   | ADMISSIONS REQUIREMENT           | PROGRAMS    |                     |
|---|----------------------------------|-------------|---------------------|
|   |                                  | Graduate    | Undergraduate       |
| 1 | Application form (fee \$75)      | ✓           | ✓                   |
| 2 | Previous Degree                  | Bachelor's  | High School Diploma |
| 3 | Official Transcript              | ✓           | ✓                   |
| 4 | English Proficiency*             | ✓           | ✓                   |
| 5 | Financial Documents**            | ✓           | ✓                   |
| 6 | ID or Passport                   | ✓           | ✓                   |
| 7 | Statement of Purpose             | Recommended | Recommended         |
| 8 | Distance Education Assessment*** | ✓           | ✓                   |

\* Not required for students who attended or graduated from an accredited U.S.-based institution. See International Students section.

\*\* Financial documents are required for international (F-1 visa) students, as per SEVIS requirements. See International Students section.

\*\*\* This is an online learning assessment tool for all applicants to complete and submit at the time of application to assess whether they have the technical skills, competencies, and access to technology necessary to succeed in and benefit from a distance education environment prior to enrollment (ACCSC Standards of Accreditation, Substantive Standards, Section IX (F)(1)(2)).

The assessment tool can be found at <https://www.wust.edu/de-self-assessment>.

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

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

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

#### Using U.S. Military Benefits

Prospective students seeking to utilize their military educational benefits at Washington University of Science and Technology (WUST) are encouraged to reach out to the University's Military Resource Center. For inquiries related to eligibility and entitlements, students are also advised to contact their local VA Regional Office.

Upon their initial registration with the University, eligible students are required to provide the Military and Veterans Resource Center (MVRC) with the following documents: a copy of their certificate of eligibility and/or a copy of their DD-214, along with a copy of their VA-Form 22-1990 or VA-Form 22-1995. It is essential that these documents be submitted by the registration deadline, which coincides with the end of the Add/Drop period. You can find more information on our website via the following link: <https://www.wust.edu/military-resource-center>.



## International Students

In addition to the previously listed documents, the following is required:

|  |   |
|--|---|
| <i>Copy of Student's Passport</i>  | Inside cover and signature page.  |
| <i>Original or otherwise certified (notarized) copy of bank statement(s)</i> | <p>Dated within six months of the time of application showing that the international student has adequate funds available to cover the cost of one (1) academic year of study in the U.S. This amount is:</p> <ul style="list-style-type: none"><li>• For Undergraduate programs: \$22,178.00</li><li>• For Graduate programs: \$20,760.00</li></ul> <p>If the bank account statement is not in the student's name, an Affidavit of Financial Support Form must be completed by the sponsor.</p>  |
| <i>Evidence of English Proficiency</i>                                       | <p>This may include a minimum, score of:</p> <ul style="list-style-type: none"><li>• TOEFL score of 78 (iBT), or</li><li>• IELTS score of 6.0, or</li><li>• iTEP score of 3.7, or</li><li>• PTE score of 50, or</li><li>• WAEC score of C6, or</li><li>• DET (Duolingo English Test) score of 100, or</li><li>• TOEIC score of 800, or</li><li>• Cambridge Assessment International Education – AS Level or A Level in English Language</li></ul> <p>A student who successfully completes the advanced level (CEFR B2 level) of an English Language program accredited by an agency recognized by the U.S. Department of Education and submits proof of completion will be considered to have satisfactory English proficiency. Students who scored 3.5 on the iTEP test might also be admitted upon a written and verbal interview with a qualified ESL specialist at WUST.</p> <p>Any applicant who has received at least four years of instruction in English from an accredited institution in the United States, Canada, Australia, or the United Kingdom and provides an official transcript is not required to submit proof of English proficiency.</p>  |
| <i>Previous Transcript(s) &amp; U.S. Equivalency</i>                         | <p>For undergraduate admissions, applicants must provide high school/ higher secondary diploma and transcripts. The diploma must be equivalent to a U.S. high school diploma.</p> <p>For graduate admissions, applicants must provide their bachelor degree and full academic transcript. The degree must be equivalent to a U.S. 4-year bachelor degree from an accredited institution to be eligible for any graduate program, as per SCHEV standards. Exceptions may be made for applicants who have been fully admitted to an accredited U.S. university or college at the same program level.</p> <p>All applicants who obtained their previous degree/diploma from an institution outside the United States must have a formal degree evaluation conducted to determine if the degree is equivalent to a U.S. degree of the same program level. Applicants can have a general degree evaluation conducted by any member of the <i>National Association of Credential Evaluation Services (NACES)</i>. In most cases, the university will have a degree evaluation conducted on the applicant's behalf before the time of enrollment. In some cases, at the university's discretion, the university may require the evaluation at the time of application.</p> <p>If there is any issue in the validity of an applicant's diploma or the diploma is not obtained from an entity that provides secondary school education, the admissions officer will contact the secondary school to verify the information and give the applicant two weeks to resubmit the required documentation. If it is not verified by the secondary school or the applicant can't submit the application, the application will be canceled.</p> <p><b>Note:</b> If the original educational documents are not in English, an official English translation will be required along with the original documents.</p> |
| <i>VISA Copy</i>   | FI-VISA holders must present their VISA upon arrival in the U.S. or upon transferring into the University.  |



## Transfer-In Students

In addition to the previously listed documents, transfer-in students are also required to submit a copy of their student visa, their most recent I-94 or change of status to F-1 approval notice, all previous I-20 forms, and letters of academic admission at the time of application.

A transfer-in student who has studied in a degree-awarding program at an accredited U.S. institution and provides an official transcript from their previous institution does not need to provide:

1. Proof of English proficiency
2. A degree evaluation

Official transcripts can be sent electronically through Parchment or physically mailed to the university. If sending official transcripts electronically, please have them sent to your Admission Officer's email address or to [admissions@wust.edu](mailto:admissions@wust.edu).

If mailing transcripts, please have them sent to:

### Office of Admissions

Washington University of Science and Technology  
8133 Leesburg Pike #200  
Vienna, VA 22182

Note about transfer credits: Any applicant who wants to transfer credits from their previous institution must submit an official transcript. The university cannot guarantee transfer credits. Please see section 3.5 Transfer Students and Transfer Credit (TC) for more information.

## Conditional Admission Process

Students seeking admission to WUST who do not meet the English Proficiency requirement may be eligible for conditional acceptance. Students who wish to apply for conditional admittance do not need to provide proof of English proficiency or financial documents during the application process but will be required to during the transfer-in process.

Conditional Admission Requirements:

- Copy of International Passport
- Copy of Previous Degree(s)
- Bachelor's diploma and transcript for Graduate Applicants
- High School diploma and transcript for Undergraduate Applicants

All applications of students seeking conditional acceptance will be processed within three business days and will be referred to one of our partner schools upon the payment of the application fee and a \$1,000 (One Thousand Dollar) deposit to WUST.

After the student arrives in the United States to attend the English Language Program, the student will be required to update WUST on their progress at least every three months. When the student has completed the program or completed up to an Advanced Level of ESL, they will need to provide an official transcript or certificate from the language school as proof of English proficiency as well as proof of funding for one academic year at WUST.





### 3.4 ENROLLMENT AGREEMENT

Any student admitted to a program at WUST 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 returned to the student via email or a printed copy prior to starting classes.

### 3.5 TRANSFER STUDENTS AND TRANSFER CREDIT (TC)

Transfer students must meet the admission requirements in effect at the time of matriculation and must comply with the same admission procedures for each selected educational program as mentioned above.

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

**Per SCHEV regulation 8VAC40-31-140-B6, the maximum number of transfer credits accepted for all undergraduate programs cannot exceed 70% of the program completion requirement. The maximum number of transfer credits for all graduate programs cannot exceed 50% of the program completion requirement.**

Please note that regardless of the nature of other forms of transfer (inter-program, resuming studies after a break / studied elsewhere, coming via a teach-out partnership or joint-degree programs, etc.), WUST has final quarter requirements. **No student can graduate without completing the final term at WUST.**

#### Course Matching

Each and every course considered for transfer credit will be examined for compatibility with an equivalent course offered for the same program at WUST with respect to the following:

1. Course title, course description, and the number of credit hours, and/or
2. In extenuating cases, if and when the conditions in (1) above are not satisfied, the VP of Education could approve a course matching by considering the degree of similarity in content and learning objectives of the courses.

### 3.6 EXPERIENTIAL LEARNING CREDIT POLICIES AND PROCEDURES

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

### 3.7 READMISSION

A student who has been academically dismissed from WUST must wait at least one term from the end of the 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 they request readmission. In the written Petition, the student must describe any proposed changes or circumstances which would result in improved academic performance. The Academic Office will assess the student's ability for future success in the program of study and notify the student, in writing, for readmission and ability to resume coursework, if any.

### 3.8 ENROLLMENT DEFERMENT

Requests 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. \$75.00).



## 4. TUITION & FEES

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

|                               | TUITION           |                         |                      |
|-------------------------------|-------------------|-------------------------|----------------------|
|                               | Graduate Program* | Undergraduate Program** | 100% Online Students |
| Total Program Credits         | 54 Qtr. Credits   | 180 Qtr. Credits        | No difference        |
| Per Credit Hour               | \$420             | \$315                   | 50% of cost          |
| Fee for CPT Credit (Optional) | \$420             | \$420                   | --                   |
| Per Course                    | \$1,890           | \$1,417.50              | 50% of cost          |
| Total Program Tuition         | <b>\$22,680</b>   | <b>\$56,700</b>         | <b>50% of cost</b>   |

Listed costs applied as of the Fall 2023 Quarter

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

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

|                   | ESTIMATED LIVING EXPENSES |                 |                 |
|-------------------|---------------------------|-----------------|-----------------|
|                   | Living with Parents       | Living on Own   | Military        |
| Room & Board      | \$3,960                   | \$7,902         | \$3,960         |
| All Other Bills   | \$7,902                   | \$7,902         | \$7,902         |
| Personal Expenses | \$2,484                   | \$2,484         | \$2,484         |
| Annual Total      | <b>\$14,346</b>           | <b>\$18,288</b> | <b>\$14,346</b> |

Some students will spend more than the estimated amounts while others will spend less, depending on individual lifestyles and circumstances.





## 4.1 PAYMENT OF TUITION AND FEES

Tuition and applicable fees are due and payable at the time of Registration and prior to the start of a term. Except for tuition, fees are encumbered for expenditures immediately upon collection and are non-refundable outside of the stipulations outlined in the Cancellation and Refund Policy.

Tuition and fee payments for veterans are regulated by Veteran Benefits, specifically *Chapters 35–36, Title 38, U.S. Code*. Starting from August 1, 2019, any eligible student who has furnished the necessary documentation, including their certificate of eligibility and admission-related documents as specified in our admission requirements, will be granted complete access to classes, libraries, and all other institutional resources and benefits, even if the disbursement of VA funding under chapter 31 or 33 experiences delays.

WUST will not impose any financial penalties on the student while they await the disbursement of VA funding. However, it is essential to note that once the VA funding is received, any remaining balance not covered by the VA benefit disbursement becomes the student's responsibility.

## 4.2 LATE PAYMENT FEES

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 is \$50.00. Cash, money orders, credit cards, and checks are accepted for payment of tuition and applicable fees. Late fees are not applicable to students registered under *Veterans Benefits, Chapter 36, Title 38, U.S. Code*. The late fee may also be charged when a student misses the payment date in their installment or payment plan.

## 4.3 BOOKS

Course required textbooks purchased by students for study and use in coursework preparation are their personal property. WUST will neither accept the return of purchased materials nor reimburse costs or refund fees.

## 4.4 WUST SEVERE ECONOMIC HARDSHIP ACCOMODATIONS

During enrollment, 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 approved by the Financial Committee. A student who does not pay in full before classes start will be placed on an Auditor list unless approved for a payment plan as outlined below.

Examples of Severe Economic Hardship:

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

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

## 4.5 PAYMENT PLANS

A student who cannot pay their balance in full before the start of the quarter may set up a payment plan. At least 40% of the total tuition and fees must be paid at the time of registration, 80% 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 an Auditor list and will not be permitted to return to class or submit coursework until the payment is made. In addition, the student will be charged a \$50 late fee for each infraction. A \$30 fee is charged to set up a payment plan, due at the time of setup.

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

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

## 4.6 OUTSTANDING BALANCES

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

## 4.7 OTHER FEES

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

|  |       |
|--|-------|
| Application Fee (One-Time)*                    | \$75  |
| Transfer Course Evaluation Fee*                | \$100 |
| Registration Fee (charged each quarter)        | \$80  |
| Graduation Fee*                                | \$150 |
| Withdrawal Request Fee                         | \$100 |
| Returned Check Fee (Non-Sufficient Funds Fee)* | \$50  |
| Change of Status**                             | \$450 |
| Duplicate Copy of Diploma                      | \$150 |
| Transcript Fee                                 | \$15  |
| Late Payment Fee*                              | \$50  |
| iTEP Test                                      | \$65  |
| Technology Fee (charged each quarter)          | \$60  |
| CPT Fee (Initial Application)                  | \$420 |
| CPT Renewal Fee (Subsequent Applications)      | \$75  |
| OPT Processing Fee                             | \$150 |
| Degree Evaluation Fee (optional)               | \$160 |
| RFE Regular Processing (15 business days)***   | \$150 |
| RFE Rush Processing (5 business days)***       | \$250 |
| Change of Major Fee****                        | \$50  |

\*Not applicable for students registered under *Veterans Benefits, Chapter 36, Title 38, U.S. Code*

\*\*COS applicants must pay the first term tuition as a deposit

\*\*\*RFE (Request for Evidence) is for someone who has applied for COS, OPT, or any other status with USCIS and received such a notice

\*\*\*\*Applicable from January 2024 (Winter 2024 Quarter)

## 4.8 PROFESSIONAL DEVELOPMENT AND FAMILY DISCOUNT

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

## 4.9 OWING A DEBT TO WUST

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



## 4.10 TRANSFERABILITY OF WUST CREDITS

Transfer of the credits earned at WUST 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 the prerogative of the accepting institution.

## 4.11 CANCELLATION & TUITION REFUND POLICY

### Cancellation of Enrollment Agreement

WUST is required to comply with both SCHEV and ACCSC standards regarding the Cancellation and Refund Policy.

Ref 1: SCHEV Standards 8VAC40-31-160 N (1-12)

Ref 2: ACCSC Substantive Standards Section I (D)(2)(a-c), (3)(a-e), Standards of Accreditation

**In instances where state or third-party requirements and accrediting requirements conflict, the more stringent requirement shall apply, to the benefit of the student.**

### A Students Right to Cancel

Ref 1: SCHEV Standards  
8VAC40-31-160 N (1-12):

- The school shall provide a minimum of three business days, excluding weekends and holidays, by which the student applicant must cancel to receive a refund of all money paid less a nonrefundable fee not to exceed \$100. The actual date by which the student applicant must cancel shall be specified in the Enrollment Agreement.
- The school shall disclose that, following the cancellation period, a student applicant may cancel their Enrollment Agreement, at any time before the first class day of the session for which the agreement was made. When cancellation is requested under these circumstances, the school will refund all tuition paid by the student, less a maximum tuition fee of 15% of the stated costs of the course or program or \$100, whichever is less.

Ref 2: ACCSC Substantive  
Standards Section I (D)(2)  
(a-c), (3)(a-e), Standards  
of Accreditation:

An applicant has the right to cancel the Enrollment Agreement without financial penalty within three business days, excluding weekends and holidays, of signing the agreement prior to the first class day of the session for which the agreement was made. All monies paid by the applicant will be refunded to the student within a 45-day period following their cancellation notice.

- An applicant who cancels within three business days of signing the Enrollment Agreement is entitled to receive a refund of all monies paid by the applicant, even if the cancellation notice is given after the first class day of the session for which the agreement was made.
- If an applicant has not visited the school prior to enrollment, the applicant may still request cancellation by written notice without financial penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. When cancellation is requested in these circumstances, the applicant is entitled to receive a refund of all monies paid by the applicant.
- Following the cancellation period of three business days, an applicant may still cancel the Enrollment Agreement at any time prior to the first class day of the session for which the agreement was made.

Any cancellation requested after the first class day of the session that does not adhere to the cancellation policy as described above will be considered a withdrawal from the university and will follow the university's refund policy as outlined in the Withdrawal from the University section of the School Catalog.



## Withdrawal from the University

### Student Withdrawal

Any student who withdraws from WUST during the Add/Drop period (Week 1) is entitled to a full tuition fee refund for the session. Written notice of withdrawal is not required for refund payment. In the event of a withdrawal, WUST will refund the tuition fee 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 refunds to the organization or individual from which the original payment was received. Bank transaction fees and postage fees are non-refundable.

Any student who withdraws from WUST after the end of the Add/Drop period is entitled to a partial tuition fee refund as noted in the table below:

| TIME OF WITHDRAWAL                             | TUITION REFUND AMOUNT*      |
|--|-----------------------------|
| During the add/drop period (Week 1)            | 100% of the quarter tuition |
| After add/drop period, until the end of week 3 | 50% of the quarter tuition  |
| After week 3, until the end of week 5          | 25% of the quarter tuition  |
| After week 5                                   | No refund will be issued    |

\*Expenses incurred by the student for instructional supplies, tools, library, service charges, and all other charges that have been represented to the student as separate from the tuition fee in the Enrollment Agreement and School Catalog or other documents prior to enrollment in the program are not to be considered in tuition refund computations.

WUST will submit refunds to individuals who have terminated their status as students within 45 days of the determined time of withdrawal. For the purpose of calculating a student's tuition refund, a student's time of withdrawal shall be calculated as 14 calendar days after the last day of attendance or, in cases where written notice of withdrawal is provided, the date the written notice was submitted, whichever is sooner.

In accordance with SCHEV regulations, WUST is required to determine if a student enrolled in classes for a given quarter who has not attended classes intends to return to classes or to withdraw from WUST within 14 calendar days of the last day of attendance for that quarter. If the student is determined to have withdrawn after this 14-day period, the last day of the 14-day period will begin the timeframe for calculating refunds, otherwise known as the time of withdrawal.

### Administrative Withdrawal (Termination)

Any WUST student's status may be terminated, otherwise known as administrative withdrawal, for consecutive non-attendance in violation of the attendance policy, failure to enroll, academic dismissal, or otherwise failing to maintain student status.

In order for a student to be terminated for consecutive non-attendance, the student must have two weeks of consecutive unexcused absences from all of the courses for which they are registered. In these circumstances, WUST is required by SCHEV to determine if the student intends to return to classes or withdraw from the school within 14 calendar days of the last date of attendance for the quarter (*SCHEV Standards 8VAC40-31-160 N (1-12)*).

Each course at WUST "meets" once per week either in-person or online. Attendance is measured in participation (i.e. submitting assignments, participating in discussion boards, attending class in-person, etc.) and the deadline to participate is by the end of that particular week. Therefore, participation for the week is taken/posted by faculty by Sunday 11:59pm. In practice, this means that if a student fails to attend or participate in all of their classes for two consecutive weeks, WUST must begin the administrative withdrawal process by the end of that two week period.

WUST will not consider an approved Leave of Absence (LOA) to be a withdrawal. However, if the student does not resume attendance on or before the end of the approved LOA, WUST must treat the student as a withdrawal. In these circumstances, for refund purposes, WUST will determine the last day of attendance to be the date the LOA was approved.



## 4.12 RETURN OF TITLE IV MONEY

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

An official withdrawal is when a student submits a request to withdraw to the Office of the Registrar or when the student withdraws from all of their classes. In this case, the date of last attendance will be the day the student submitted the withdrawal notice to the university, as the day of determination.

An unofficial or administrative withdrawal is when a student stops attending all their classes during the quarter, does not follow the 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 or a combination of both). The last day of attendance will be determined within 14 calendar days after the student stopped attending.

When a student completely withdraws from WUST 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 (R2T4) created by the Department of Education to calculate the amounts of "earned" vs. "unearned" aid.

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

OR

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

$$100\% - \text{percentage of aid earned} = \text{percentage of aid unearned}$$

Funds are returned to the appropriate federal programs based on the calculated 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 determining 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:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal Graduate PLUS Loan
5. Federal Parent PLUS Loan
6. Federal Pell Grant
7. Academic Competitiveness Grants (ACG)
8. National Smart Grants
9. Federal Supplemental Educational Opportunity Grant (SEOG)

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

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

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

If the R2T4 calculation results in a credit balance on the student's account, the School will disburse it as soon as possible within 14 days of the R2T4 calculation. If the R2T4 Calculation results in an account to be returned that exceeds the school's portion, the student must repay the difference.





## 5. FINANCIAL ASSISTANCE

### 5.1 WUST TUITION ASSISTANCE

Since the Spring 2021 term, all current and prospective tuition assistance program applicants are subjected to the new eligibility and award criteria. However, students awarded tuition assistance before Spring 2021 will continue receiving their awards until they graduate or change their program.

**The deadline for application is always two weeks before the first day of class.**

#### General Policies

1. An applicant must be in good standing (financial, academic, and otherwise) with the university.
2. WUST's tuition assistance awards are tuition credits only. As such, the awarded amount will be credited against the student's tuition balance in each term.
3. Tuition assistance is awarded after applying any government or outside institution grant (i.e., Military benefits, Company scholarships directly awarded to school), and the total amount of all the financial assistance can't be over 100% of the quarter's tuition.
4. All prospective applicants must meet the admission requirements for the program of study for which they applied before being considered for any tuition assistance award.
5. No student will be awarded two or more types of tuition assistance concurrently.
6. Each recipient is required to maintain the eligibility requirements of the tuition assistance awarded to them throughout the duration of their studies.
7. Students who demonstrate the following issues may lose their award, regardless of the type of award:
  - a. Failure to maintain the required GPA which qualified them for the award (if required)
  - b. Receiving a grade of "F" in any course (except for mitigating circumstances such as medical reasons)
  - c. Disciplinary action
  - d. Reported violation of codes of conduct (both academic and non-academic)
8. WUST's tuition assistance programs are open to both domestic and international students.
9. If a current student withdraws from a program or changes their program of study, the student must re-apply for the tuition assistance program upon reinstatement of their enrollment with WUST.
10. Each assistance is awarded for the life of the program unless otherwise specified in advance. Therefore, students are only required to renew their application if they lose eligibility for the current award or plan to apply for another one.
11. Tuition Assistance is for Tuition only and is not applied to any other fees.

#### Renewal of WUST's Tuition Assistance

WUST's tuition assistance is awarded for the life of the program for which the student first applied and enrolled, except when their assistance was preconditioned otherwise. If the recipient changes their program of study, the initial award will expire automatically, and the recipient is required to submit a new application. Applicant's eligibility will be re-evaluated based on the new School Catalog for that particular academic year. The renewal process is no different than that of the initial grant of the award, regardless of the applicant's history at WUST.



## Merit-Based Tuition Assistance Programs\*

| PROGRAM                              | DESCRIPTION   | ELIGIBILITY CRITERIA  | AWARD AMOUNT   |
|--------------------------------------|---|---|--|
| <b>Academic Merit (Presidential)</b> | This award is designed to recognize and promote academic excellence both in undergrad and graduate programs.  | <i>First-Year Students:</i><br>High School cGPA.  | <i>For Graduate Students:</i><br>cGPA: 4.0 for 30% of the tuition<br>cGPA: 3.8 for 20% of the tuition<br>cGPA: 3.5 for 10% of the tuition  |
|                                      |   | <i>International Students:</i><br>Foreign credential evaluation of transcripts showing cGPA.  | <i>For Undergraduate Students:</i><br>cGPA: 4.0 for 30% of the tuition<br>cGPA: 3.5 for 20% of the tuition<br>cGPA: 3.0 for 10% of the tuition   |
|                                      |   | <i>Transfer Students:</i><br>cGPA after the completion of at least 13.5 credits from an accredited university.  |  |
|                                      |   | <i>Current WUST Students:</i><br>cGPA after the completion of at least one full term:<br><ul style="list-style-type: none"> <li>Graduate: 9 credits</li> <li>Undergraduate: 13.5 credits</li> </ul> | <i>Note:</i> cGPA scores will be rounded.<br><br><i>Note:</i> An additional 10% is awarded to WUST Alumni in each category and Graduate students with a cGPA over 3.0 will receive 10% of the quarter's tuition.   |
| <b>Matching Award</b>                | The matching assistance is for students officially awarded a scholarship by a U.S.-based business/organization, including state and federal agencies. | Proof of scholarship awarded by a U.S.-based institution.<br><br><i>(single member LLC, sole proprietorship, or S corp NOT acceptable)</i>  | The exact scholarship (either % or \$ awarded) is matched.<br>Under no circumstances can a student receive more than 50% WUST tuition assistance towards their program tuition calculated per quarter. Award is credited quarterly as long as the U.S. based business/organization continues to award the scholarship. |

\*Assistance is applied as a discount on tuition based on merit.

Please note that WUST previously awarded a private scholarship program, the Dr. AK Abdul Momen Scholarship, sponsored by the Ministry of Foreign Affairs of Bangladesh. However, that scholarship is no longer offered after the Spring 2023 term. The awardees of this scholarship will continue to receive the benefits until the duration of their studies as long as they maintain the original eligibility criteria.

## Tuition Assistance Programs

| TUTION ASSISTANCE                | DESCRIPTION   | ELIGIBILITY CRITERIA  | RELIEF AMOUNT   |
|----------------------------------|---|---|---|
| <b>First Quarter Assistance*</b> | In order to attract highly qualified and motivated students, WUST made a tradition to offer a considerable discount during the first term for all applicants.   | Residential students only.<br><br>This assistance is given only for the first quarter at WUST.<br><br>Students can apply academic merit tuition assistance after the first quarter. | 50% of the first quarter tuition.                                     |
| <b>First Country</b>             | The "First Country" Program was created to promote cultural diversity at WUST. This assistance is available to the first student representing a country from which WUST has never enrolled a student previously | The applicant should be the first applicant from a specific country, based on their Country of Birth.<br><br>Only admitted students.<br><br>One student per program of study.       | 30% of the total tuition.<br><br>Relief amount is credited quarterly. |

| TUTION ASSISTANCE                   | DESCRIPTION   | ELIGIBILITY CRITERIA  | RELIEF AMOUNT   |
|-------------------------------------|---|---|---|
| <b>Special Talent</b>               | This relief is awarded to students who have demonstrated superior talent and experiences outside the classroom. This can include, but is not limited to, experience in the fields of athletics, music, or art. Candidates' professional experiences are also considered.          | Students must submit documents /artifacts to prove their talents. Among the acceptable artifacts are media coverage, professional membership, CDs, awards, recognition, letters from a professional agency, etc.<br><br>Both undergrad and grad students (current & prospective) may apply. | 30% of the total tuition.<br><br>Award is credited quarterly.   |
| <b>Dependents of U.S. Veterans</b>  | WUST is committed to providing financial incentives to families and dependents of U.S. military personnel in appreciation of their services and sacrifices for the country.   | The applicant must submit proof of their dependent status to a U.S military member.   | 30% of the total tuition.<br><br>Award is credited quarterly.   |
| <b>Family Assistance</b>            | When a current student's immediate family member enrolls for the first-time at WUST, the current student may receive this assistance.   | Current student must maintain a minimum cGPA of 3.0.<br><br>Immediate family member must be a newly enrolled student.<br><br><i>Immediate family members include parents, siblings, children and spouses.</i>   | 30% of the current student's tuition from the time of the immediate family member's enrollment, until the current student's program is completed. |
| <b>Government Worker Assistance</b> | Current employees and their immediate family members from any level of government (local, state, federal, or foreign including embassy) who enroll in degree programs at WUST.  | An official letter on a letterhead or verifiable document(s) (i.e., recent pay stub or official email from Human Resources) is required for proof of employment.  | 30% of the total tuition.<br><br>Award is credited quarterly.   |
| <b>Distance Education</b>           | This tuition assistance is awarded to all students enrolled in a fully online program at WUST to 1) enhance our global presence, and 2) manifest our vision of providing an innovative and affordable education to all, regardless of a student's privilege or country of origin. | The student must be enrolled in a 100% online (Distance Education) program.<br><br><i>Note: If the student opts to take any in-person classes during their program, the tuition assistance will be terminated henceforth.</i>   | 50% of the total tuition.<br><br>Award is credited quarterly.   |

\*Students receiving First Quarter Assistance must pay back the entire monetary amount of the assistance granted in full if the student transfers out without completing the program at WUST for which the assistance was granted. This assistance award will no longer be offered after the Spring 2024 term.

## Applying for WUST Tuition Assistance

The Academic Merit (Presidential) Assistance, First Quarter Assistance, and Distance Education Assistance are automatically applied to student accounts and no action is needed from the student in order to receive these. Students who wish to apply for the other Tuition Assistance options may submit an application online, found on our website.



## 5.2 FEDERAL FINANCIAL AID

Federal Financial Aid is available only for those who qualify. The U.S. Department of Education offers Federal Financial Aid to eligible students to help cover the cost of their education at participating schools. Federal student aid includes grants, loans, and federal work-study. WUST is approved by the US Department of Education to participate in the following Federal Student Financial Aid programs:

### Loans

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

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

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

### Grants

The *Federal Pell Grant* is usually awarded only to undergraduate students. A Federal Pell Grant, unlike a loan, does not have to be repaid except under certain circumstances. For the 2023–24 award year (July 1, 2023 to June 30, 2024), the maximum award is \$7,395. The amount you may receive will depend on:

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

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

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

## 6. ACADEMIC STANDARDS



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

### 6.1 TYPES OF ENROLLMENTS

#### Full-Time Enrollment

Undergraduate students registered for 13.5 more credit hours (3 courses) per quarter, and graduate students registered for nine (9) or more credit hours (2 courses) per quarter are considered full-time students. Full-time students pay full-time tuition and fees. Certification by the Registrar's Office of any student as full-time requires that the student be engaged in full-time academic study.

#### Part-Time Enrollment

All students who do not meet the criteria for full-time students (i.e., who enroll for less than the minimum number of credit hours per quarter as prescribed above) are considered part-time. Part-time students pay tuition based on the number of credit hours they are enrolled in.

#### Student Overloads

Ordinarily, a student willing to register for an overload beyond the full-time course load must have a satisfactory GPA as required by the degree preceding the overload. For undergraduates, a minimum GPA of 2.5 and for graduates, a minimum GPA of 3.5 is required to become eligible. Students may not enroll in overload courses beyond 22.5 credit hours except in extremely rare and compelling circumstances. Students requesting an overload should be aware that additional tuition charges will be incurred.





## 6.2 REGISTRATION

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

## 6.3 AUDITING COURSES “AUD”

The University may allow certain students to audit courses in an effort to help the community citizens without the formal admission process with the approval from the VP of Education, who will decide whether the students will earn credits. The maximum number of auditing courses is limited to three unless the University President approves otherwise.

## 6.4 PROCEDURES TO ADD/DROP COURSE(S)

The Add/Drop period is the first week of a term, and students may add or drop a course(s) during this period. International students must enroll in enough courses to maintain their full-time status, including the minimum number of required on-ground classes.

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

1. Complete and submit an Add/Drop request, available online at <https://www.wust.edu/wust-forms>.
2. Immediately notify your Academic Advisor of your intent to add/drop a course(s).
3. Make arrangements for payment of tuition and applicable fees, if any, for the new course(s).
4. *Note:* Students may not be allowed to add courses if they already carry a maximum course load, as the academic overload is not conducive to effective learning.

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

## 6.5 WITHDRAWALS “W”

### Withdrawals After the Add/Drop Period

A student who wishes to change their schedule by dropping a course after the add/drop period may do so only between the 2nd week and 5th week of the quarter. A “W,” indicating official withdrawal, will be recorded on transcripts. After a “W” is issued, the course may be repeated once. The grade of “W” will not be assigned to any student who has taken the final examination in the course. “W” grades are not calculated in the cGPA. However, they will be considered credits attempted if the student has incurred a financial obligation for the course, as outlined in the Cancellation & Tuition Refund Policy. “W” grades affect the successful course completion percentage. A student who does not withdraw from a course before the last day to do so (end of the 5th week) will receive a letter grade based on their performance in the course. To withdraw from a course, the student must complete the relevant section of the Course Add/Drop/Withdrawal Request, available online at <https://www.wust.edu/wust-forms>.

### Withdrawals from the University

A student may withdraw from the University when circumstances beyond the student's control make it impossible for them to complete coursework for the quarter. A student wishing to withdraw from the University may complete the University Withdrawal Form (available upon request from the Registrar's and Admissions Office), obtain their academic advisor's signature, and submit the completed form to the Registrar's Office. It may affect international student status. Therefore, please contact the ISO to discuss withdrawal as well. Students do not require written notice of withdrawal for the purposes of a tuition refund (see Cancellation & Tuition Refund Policy).



## 6.6 COURSE PREREQUISITE(S)

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

## 6.7 INDEPENDENT STUDY

As a standard operating procedure, WUST does not offer independent study. However, in rare cases where, for example, a student has no other option but to take a particular class to graduate, then at the discretion of the VP of Education, that particular class may be offered as an independent study. This might typically happen when a student is about to graduate and they are the only student who needs to take a specific class. However, under no circumstances can more than 10% of the credits counted towards a student's program completion be earned via independent study.

## 6.8 QUARTER CREDIT UNIT

WUST has adopted a quarter system to offer its academic programs.

### Credit Hours

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

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

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

**One Quarter Credit Hour** can be earned by successfully completing ten contact hours of learning during the 10-week quarter. One contact hour of learning is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate break(s). For example, for a 4.5 credit course, a student must receive 45 contact hours of classroom instruction.

*1 Credit Hour = 10 Contact Hours = 20 Lab Hours = 30 Internship/Externship Hours.*

### Course Codes and Levels

A course is recognized by its prefix (e.g., "BUS213") and its full title (e.g., "Principles of Accounting"). The prefix comprises two parts: a letter part indicating the field of study and a numeric part indicating the level to which the course belongs.

|         |                       |         |                                |
|---------|-----------------------|---------|--------------------------------|
| 100-199 | Freshman Year Courses | 200-299 | Sophomore Year Courses         |
| 300-399 | Junior Year Courses   | 400-499 | Senior Year Courses            |
| 500-599 | Master's Core Courses | 600-699 | Master's Concentration Courses |



## 6.9 GRADING SYSTEM AND GRADE POINT AVERAGE

|                                  |   |
|----------------------------------|---|
| <i>Grade Point Average (GPA)</i> | The total grade earned divided by the total credits attempted at the end of each quarter. |
| <i>Cumulative GPA (cGPA)</i>     | The overall GPA attained so far in an ongoing education period.                           |

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

The grading system adopted by WUST is listed in all course syllabi and is outlined in the tables below.

### Grading in Undergraduate Degree Programs

*An undergraduate student must maintain a minimum cGPA of 2.0 to graduate.*

| PERCENTAGE   | LETTER GRADE | GRADE POINTS | ACADEMIC STANDING                    |
|--------------|--------------|--------------|--------------------------------------|
| 100-90       | A            | 4.0          | Honors                               |
| 89-80        | B            | 3.0          | Excellent                            |
| 79-70        | C            | 2.0          | Satisfactory                         |
| 69-60        | D            | 1.0          | Below Average (Lowest Passing Grade) |
| 59 and below | F            | 0.0          | Failure                              |
| --           | P            | --           | Passing (for non-credit courses)     |
| --           | F            | --           | Failure (for non-credit courses)     |

### Grading in Graduate Degree Programs

*A graduate student must maintain a minimum cGPA of 3.0 to graduate.*

| PERCENTAGE   | LETTER GRADE | GRADE POINTS | ACADEMIC STANDING                 |
|--------------|--------------|--------------|-----------------------------------|
| 100-90       | A            | 4.0          | Honors                            |
| 89-80        | B            | 3.0          | Satisfactory                      |
| 79-70        | C            | 2.0          | Acceptable (Lowest Passing Grade) |
| 69 and below | F            | 0.0          | Failure                           |
| --           | P            | --           | Passing (for non-credit courses)  |
| --           | F            | --           | Failure (for non-credit courses)  |

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

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

|                              |                            |  |
|------------------------------|----------------------------|--|
| <b>IP</b> Course In-Progress | <b>W</b> Withdrawn         | <b>AUD</b> Audited Course/Pre-Registration             |
| <b>R</b> Repeated Course     | <b>I</b> Incomplete Course | <b>(*)</b> Course not applicable to the current degree |



## 6.10 GRADE APPEAL POLICY

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

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

## 6.11 ATTENDANCE POLICY

|                             |  |
|-----------------------------|--|
| <i>Weekly Participation</i> | For all courses. Weekly on-time submission of coursework via Canvas LMS. Tracked weekly by faculty and the Center for Student Success. Makes up 10-15% of the final grade in most courses. Recorded in Canvas as a weekly grade; excused at the course faculty discretion.   |
| <i>Course Attendance</i>    | For residential ("on-campus") courses only. Official record of in-person, physical attendance on scheduled class days. Recorded by course faculty in Populi; audited by Student Services. Faculty can only mark students as "Absent" or "Present;" only the ISO may mark an absence as "Excused," with proper documentation. F-1 students who fail to attend all of their residential class sessions in a given quarter will be terminated. This does not affect the final grade, except as noted in the table outlining consequences for multiple absences below. |

Success in all classes for the term depends on students carefully reading and following the guidelines provided in each course syllabus. A student's weekly class participation comprises of timely completion and submission of the week's coursework, including academic papers, projects, presentations, group discussions, and other demonstrations of learning and knowledge retention.

Course attendance of all scheduled sessions (residential and online) is mandatory for all students. It is the responsibility of enrolled students to learn about, become knowledgeable of, and comply with the University Attendance Policy, reviewed during the orientation and located in the Catalog. Additionally, faculty members will provide details on the rules for attendance in their course syllabi.

A record of excused and unexcused absences, as well as weekly participation in the course will be maintained by the corresponding faculty member. When requested by the student due to absence, teachers will inform them whether make-up work is allowed and whether the absence(s) jeopardizes the student's academic standing in a class. Students are also expected to arrive at class on time and not leave before class is dismissed. A student who misses 45 minutes or more of scheduled class time may be marked absent for that session at the discretion of the faculty member.

Absence for unexcused reasons may negatively affect the student's final course grade, particularly when there is a class activity, presentation, quiz, or exam that cannot be made-up. More importantly, students who are absent and not participating in coursework for three consecutive weeks in all classes are at risk for being administratively withdrawn from their courses. **F-1 students can only be excused from an in-person class session for a documented emergency or medical event. International F-1 students who have unexcused absences for all of their on-campus class sessions in a given quarter will be terminated for failure to maintain their F-1 status.**

As noted above, all students are expected to arrive at class on time and prepared. Late attendance is disruptive to both the instructor and students. A student who is running late to class or plans to be late or leave early is required to inform the professor via email *before* the start of class. Excessive absences or tardiness make it almost impossible for a student to meet academic objectives of a course; faculty may report students with repeated issues to the Program Director for appropriate action.

| NATURE OF ABSENCE  | POSSIBLE CONSEQUENCES                        |
|--|--|
| No participation for 3 consecutive weeks of all courses                | Administrative Withdrawal                    |
| Unexcused absences for all on-campus class sessions in a given quarter | Termination of F-1 status (if F-1 student)   |
| Missed assignment due to an unexcused absence                          | No make-up is allowed for unexcused absences |



## Excused Absences

Students are responsible for providing the appropriate parties with a valid reason(s) for their absence in a timely manner, along with any required documentation. All students must contact the course faculty member and their program's Director prior to the start time of the missed class session to notify them of the absence and provide verifiable documentation, as outlined below, within 72 hours of the missed class. If documentation cannot be obtained in that timeframe, students should email all parties and explain when documentation will be able to be sent. *International Students must also include the International Student Office ([iso@wust.edu](mailto:iso@wust.edu)) on their communications in order for an absence to be considered to be excused, per SEVIS requirements.* Once received, the course faculty, Academic Department, and International Student Office then determine the validity of the reason(s) for the absence, whether the documentation is sufficient to excuse the absence, and what coursework may be allowed to be made up, if any.

WUST will consider the following reasons for absence as excusable:

- **Emergency medical situation** - Requires appropriate medical documentation from a U.S. 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 the student to fulfill responsibility as a civic citizen, such as jury duty** - Requires a court document.



Student knows they will be absent and notifies faculty, Program Director, and ISO (if International Student) before the class starts



If the student wants the absence to be considered excused, documentation is sent to all parties within 72 hours of missed class



Faculty and appropriate departments review absence reason(s) and documentation to decide if excused & make-up work



Based on consensus decision, student's attendance record is changed to reflect if excused and faculty communicates make-up timeline

## Attendance as Part of the Grade

Faculty members shall count weekly participation as a part of the overall requirements for final grades. Although in-person classroom attendance is the foremost important requirement, the student must excel in all the other aspects of learning activities, including weekly participation in discussions, group projects, and timely submission of assignments.

## Make-up 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 to avoid late penalties. 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 Academic Department. If a student has an unexcused absence on a day when a quiz is given, the instructor may deny permission for a make-up quiz 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 Academic Department of the outcome.





## 6.12 GRADUATION REQUIREMENTS

The standard length of time for completing our programs is 24 months for Master’s degrees and 48 months for Bachelor’s degrees, excluding annual vacation leave.

Students should meet the following minimum requirements by the end of their program to qualify for a degree:

|                                  | GRADUATE PROGRAMS* | UNDERGRADUATE PROGRAMS |
|----------------------------------|--------------------|------------------------|
| Minimum Passing Grade Per Course | C                  | D                      |
| cGPA                             | 3.00               | 2.00                   |
| Total Required Credits           | 54                 | 180                    |

\*In the event a graduate student’s cGPA is less than 3.0, they would not be able to graduate. The student should consult with their program’s Director to repeat one or more of the courses for which they earned a “C.”

## 6.13 SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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

If a student does not meet SAP requirements, the Registrar sends a message notifying them of an Academic Warning, Academic Probation, or Academic Dismissal through our school information management system, Populi, delivered to students’ WUST email. One of our Academic Advisors will contact the student for academic counseling by email or phone.

### Maximum Time Frame Allowed

The Maximum Time Frame (MTF) is the time allotted for a student to complete a course of study. According to U.S. Department of Education standards, “the Maximum Time Frame is not to exceed 150% of the normal program length”. In practice, this means all students at WUST 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 academically dismissed.

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

For example, our graduate programs (MBA, MSIT, MSCS) require successful completion of 54 quarter credits to graduate with a Master’s degree.  $MTF = 54 \text{ credits} \times 1.5 = 81 \text{ credits}$  (maximum time allowed for a master’s degree program).

All registered credit 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 are counted in towards the Maximum Time Frame.

|                        | NPL IN CREDITS | NPL IN MONTHS | MTF ALLOWED IN CREDITS* | MTF ALLOWED IN MONTHS |
|------------------------|----------------|---------------|-------------------------|-----------------------|
| Graduate Programs      | 54             | 24            | 81                      | 36                    |
| Undergraduate Programs | 180            | 48            | 270                     | 72                    |

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

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).



## Required Minimum Completion Percentage

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

*Credit(s) Attempted* | A credit attempt is defined as any credit hour (or its equivalent) for which the student has incurred a financial obligation.

| EVALUATION POINTS<br>(% OF MTF ATTEMPTED) | REQUIRED MINIMUM COMPLETION %<br>(ALL CREDITS ATTEMPTED) | CONSEQUENCE OF NOT MEETING<br>COMPLETION % |
|---|--|--|
| At 25% of MTF                             | 55%  | Academic Probation                         |
| At 50% of MTF                             | 70%  | Academic Dismissal                         |
| At 75% of MTF                             | 85%  | Academic Dismissal                         |
| At 100% of MTF                            | 100%   | Academic Dismissal                         |

\*To count towards the minimum completion percentage, a minimum grade of "D" or above for all undergraduate courses and "C" or above for all graduate courses is required.

In practice, this means that when the attempted credits are 25% of the MTF, the student must have successfully completed 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 the calculation of credit hours attempted. Therefore, withdrawals and retakes have an impact on the minimum completion percentage.

The completion percentage is calculated at the end of each quarter. If an evaluation point falls in the middle of a quarter, it will be reviewed prior to that quarter's commencement to ensure there is no delay in providing any necessary academic support to students who are not meeting SAP standards.

## 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.

As detailed previously, WUST uses a 4.00 scale grading system and GPAs are calculated at the end of each quarter. Withdrawals are not included in GPA calculations. In the case of retakes, only the highest grade earned is included in the GPA calculation.

| EVALUATION POINTS | REQUIRED MINIMUM CGPA (UNDERGRADUATE)        |   | REQUIRED MINIMUM CGPA (GRADUATE)             |   |
|-------------------|--|---|--|---|
|                   | ACADEMIC PROBATION THRESHOLD                 | ACADEMIC DISMISSAL THRESHOLD                    | ACADEMIC PROBATION THRESHOLD                 | ACADEMIC DISMISSAL THRESHOLD                    |
| At 25% of MTF     | cGPA < 1.25                                  | No dismissal is allowed. Probation is required. | cGPA < 2.25                                  | No dismissal is allowed. Probation is required. |
| At 50% of MTF     | cGPA < 1.50                                  | cGPA < 1.25                                     | cGPA < 2.50                                  | cGPA < 2.25                                     |
| At 75% of MTF     | cGPA < 1.75                                  | cGPA < 1.50                                     | cGPA < 2.75                                  | cGPA < 2.50                                     |
| At 100% of MTF    | No probation allowed. Dismissal is required. | cGPA < 2.00                                     | No probation allowed. Dismissal is required. | cGPA < 3.00                                     |



In practice, this means when a graduate student's attempted credits are 50% of the MTF, a cGPA below 2.50 but above or equal to 2.25 would result in the student being placed on Academic Probation, while a cGPA below 2.25 would result in Academic Dismissal. Please see sections 6.19 Academic Probation and 6.20 Academic Dismissal for more information.

At 100% of the MTF, or graduation, whichever occurs sooner, the student must have completed all the program requirements with a minimum cGPA of 3.00 (graduate programs) or 2.00 (undergraduate programs). Any 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 and are ineligible to receive the original credential.

## 6.14 EFFECTS OF INCOMPLETE "I" ON SAP

Students may request a grade of incomplete (I) from their instructor in certain situations. Students must have been active in the course throughout the term to request an incomplete grade unless extenuating circumstances can be demonstrated. Requests must be made on or before the last day of the course. If the instructor denies the request, the student may appeal to the Program Director by providing a written request via email that includes the reason(s) an Incomplete is necessary, a summary of the communication with the course faculty, and any supporting documentation attached. If approved, the instructor informs the student of the required work and deadline, with the Program Director, the Center for Student Success, and the Office of the Registrar copied. At maximum, students are required to make up any incomplete coursework within two weeks of the conclusion of the course.

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

Incompletes and withdrawals may adversely affect a student's successful course completion percentage if they have been charged tuition for any part of the course. The "I" grade is issued only for verifiable, unavoidable reasons. Since the "I" grade extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation and documented on the student's transcript. The instructor must complete a *Grade Change Form* to change a grade and submit the form to the Registrar's Office on or prior to the deadline.

## 6.15 EFFECTS OF REPEATED COURSES "R" ON SAP

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

1. The original grade, credit hours, and subsequent repetitions will be calculated as credits attempted in the successful course completion percentage for the purpose of Satisfactory Academic Progress. As a general rule, all the credit hours for which the university has collected any tuition, whether for a first-time or repeated course, will be included in the computation of the successful course completion percentage.
2. The GPA will be based only upon the higher grade for the repeated course attempted.
3. The original grade for the course repeated under this rule will remain on the student's academic record. The lower attempt will be flagged for exclusion in the GPA calculation, and the higher attempt will be flagged for inclusion in the GPA calculation.
4. Course repetition does not extend the Maximum Time Frame allowed for completing a program of study. The student must complete the program within the original Maximum Time Frame allowed for their program in order to successfully graduate and be awarded their degree.

## 6.16 EFFECTS OF WITHDRAWAL "W" ON SAP

"W" grades are not calculated in the cGPA. However, they will be considered credits attempted if the student has incurred a financial obligation for the course, which affects 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. More detailed information on the Withdrawal process, including policies and financial considerations, can be found under sections 4.11 Cancellation & Tuition Refund Policy and 6.5 Withdrawals "W."



## 6.17 EFFECTS OF TRANSFER CREDITS ON SAP

When a student brings credits from other institutions, these credits will be noted with a grade of "TC," signifying Transfer Credit. Since these courses will not carry grades, they will not affect cGPA calculations. These courses meet graduation requirements only. The student's Normal Program Length is shortened to reflect the transfer courses, and the Maximum Time Frame is recalculated proportionally. Typically, a transfer student would start with a 0.0 cGPA, and 0% courses attempted and successfully completed for the purpose of Satisfactory Academic Progress.

As a general rule, transfer students must complete at least 51% of the credit hours required by their program of study in residence at WUST. For example, a transfer student in WUST's MBA program would have to complete at least 28 of the required 54 credit hours at WUST. This means that prior to enrollment, a graduate student may bring up to 26 quarter hours of graduate credits from other institutions and apply them toward the completion of a graduate program at WUST (with the Program Director's and Registrar's approval). A minimum of a 3.00 grade point average (B) out of 4.00 must have been earned on all graduate-level transferable credits. Under extenuating circumstances, and wholly at the discretion of the WUST administration, a maximum of one (1) 3-credit class for which a transferring student has earned a letter grade of (C) may be transferred to WUST.

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

## 6.18 ACADEMIC WARNING

When reviewing each student's Satisfactory Academic Progress status at the end of each quarter, students who fail to meet certain standards, outlined below, will be placed on Academic Warning. A list of any students on Academic Warning will be sent to all Program Directors and the Center for Student Success, and advisors will reach out to the students to discuss their individual challenges and provide additional support resources, along with closer success monitoring the following term.

This includes any student who:

- Fails to maintain a minimum GPA of 3.00 in a master's degree program for any quarter or 2.00 in a bachelor's degree program; or
- Receives an "F" or incomplete "I" grade; or
- Engages in academic dishonesty, as defined in the School Catalog under the Student Code of Conduct.

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





## 6.19 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 | CGPA REQUIRING ACADEMIC PROBATION (GRADUATE PROGRAMS) | CGPA REQUIRING ACADEMIC PROBATION (UNDERGRADUATE PROGRAMS) |
|-------------------|---|--|
| At 25% of MTF     | cGPA < 2.25   | cGPA < 1.25  |
| At 50% of MTF     | cGPA < 2.50, but > 2.25                               | cGPA < 1.50, but > 1.25                                    |
| At 75% of MTF     | cGPA < 2.75, but > 2.50                               | cGPA < 1.75, but > 1.50                                    |
| At 100% of MTF    | No probation is allowed. Dismissal is required.       | No probation is allowed. Dismissal is required.            |

Students who do not maintain SAP will be placed on academic probation for one quarter. The student on Academic Probation will be advised and given assistance if needed, in order to improve their cGPA. The statement "Placed on Academic Probation" will be entered into the student's permanent record. The academic probationary period is normally one quarter.

Domestic students placed on Academic Probation for three (3) consecutive terms may be dismissed from WUST and have the opportunity to appeal this action. International Students placed on Academic Probation are required to consult with the International Student Office (ISO) to review any issues before the student registers for the next term to ensure they are appropriately maintaining their status per SEVP regulations.

## 6.20 ACADEMIC DISMISSAL

At the end of the academic probationary period, students who cannot meet the minimum cGPA requirement at the evaluation points shown in the table below will be dismissed from the University.

| EVALUATION POINTS | ACADEMIC DISMISSAL THRESHOLD (GRADUATE PROGRAMS) | ACADEMIC DISMISSAL THRESHOLD (UNDERGRADUATE PROGRAMS) |
|-------------------|--|---|
| At 25% of MTF     | No dismissal is required.                        | No dismissal is required.                             |
| At 50% of MTF     | cGPA < 2.25                                      | cGPA < 1.25   |
| At 75% of MTF     | cGPA < 2.50                                      | cGPA < 1.50   |
| At 100% of MTF    | cGPA < 3.00                                      | cGPA < 2.00   |

The statement "Academic Dismissal" will be entered into the student's permanent record. Academic dismissal typically is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the University, as outlined in 6.21 Reinstatement as a Regular Student.

In addition to Academic Dismissal, the university reserves the right to dismiss a student for violating the Student Code of Conduct, outlined in section 7. Violation of a law or University policy, such as the drug, alcohol, or smoking policy, could lead to immediate suspension, dismissal, and reporting 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 their visa, (2) to meet the SEVP requirements, (3) to pay for the required tuition and fees; or (4) to abide by the laws, regulations, and University policies and procedures.

Criminal or otherwise unprofessional or prohibited conduct may also result in dismissal from WUST and potential legal prosecution. Appropriate tuition refund, if applicable, as stated in section 4.11 Cancellation & Tuition Refund Policy, applies to all dismissed students as well as those who withdrew.



## 6.21 REINSTATEMENT AS A REGULAR STUDENT

Any student, including veterans using *GI Bill*<sup>®</sup> educational benefits, who has been dismissed from the University may petition to be readmitted. In order to be considered for readmission, the student must submit a written petition describing the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be forwarded to the VP of Education at least two weeks before the beginning of the quarter in which the student requests readmission. In coordination with the Registrar, the VP of Education will determine if the student is likely to be successful in returning to the program of study. If the University determines that there is a likelihood of future success, the student will be readmitted and 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 their cGPA and course completion percentage and re-establish Satisfactory Academic Progress. Students should be aware that, during the academic probationary period, they may not be eligible to receive loans and are responsible for all costs incurred during this quarter.

### Military Withdrawal

WUST recognizes that students serving in the U.S. Armed Forces may face sudden deployment to active duty, specialized training, or participation in disaster relief operations with little advance notice. While this policy does not apply to initial active duty training, it is designed to minimize disruptions or inconveniences for students fulfilling unforeseen U.S. military obligations during an ongoing academic term.

Any student who is called to active duty, specialized training, or disaster relief efforts is permitted to withdraw from all enrolled courses and will receive a 100% refund of tuition and fees. Alternatively, with the consent of the course instructor(s), a student may opt to receive an incomplete or a final grade for one or more courses. This choice can be made at any point during the quarter, up until the conclusion of final examinations. In the case of an incomplete grade, the student must adhere to the institution's Incomplete Policy, allowing an additional two weeks after the end of the quarter to complete outstanding coursework. If the situation extends beyond two weeks, the student has the option to retake the course without any academic penalty, and a grade of "W" will be assigned.

To initiate a withdrawal due to military commitments, students must provide a copy of their deployment orders to the school's certifying official, along with a signed request for withdrawal. In instances where students cannot enroll for a future term or need to withdraw from the current term due to military obligations, they may also be placed on a military leave of absence, which extends their access to university resources, including Populi and email accounts, for the duration of their absence. The commencement of this leave is triggered by providing a copy of orders to the school's certifying official.

### Military Reinstatement

Students are entitled to reinstatement without having to requalify for admission if two conditions are met:

1. The student returns after a cumulative absence of not more than five years, and
2. The student notifies WUST of their intent to return not later than three years after the completion of their military service.

During these defined time periods, the provisions of the *Higher Education Opportunity Act* will be applied. Schools will offer academic counseling sessions and support services, including free catch-up sessions if needed. In cases where the program of study is no longer available, the student may transfer to similar programs, such as transitioning from MSIT to MSCS.

### Military Readmission

WUST will readmit Active Duty, Reserve, or National Guard students, as well as their partners and dependents, who previously withdrew from the university to fulfill military service obligations. These readmitted students will retain their prior academic standing as long as their absence does not exceed one calendar year.

When students are prepared to return, they should contact the University's school certifying official if they wish to resume using their VA educational benefits or intend to use them for the first time. Under the G.I. Bill<sup>®</sup>, it is possible to retain previously received benefits and potentially extend the benefits' ending date. Further information can be found on the G.I. Bill<sup>®</sup> website at <http://gibill.va.gov/>.



## 6.22 ANNUAL VACATION

An academic year at WUST consists of four (4) quarters. All international students are eligible for one (1) quarter annual vacation after studying three (3) quarters full-time while maintaining Satisfactory Academic Progress. Students meeting these conditions must submit a request via the *Student Leave Request Form*, found at <https://www.wust.edu/wust-forms> before the start of the quarter. Domestic students are eligible to take a quarter break at any time. If the student is currently enrolled in courses, they must submit the Course Withdrawal Form, found on Populi, and provide an intended return date.

## 6.23 LEAVE OF ABSENCE (LOA)

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

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

In order for a student to be granted a LOA, the student must submit a completed, signed, and dated *Student Leave Request Form*, found at <https://www.wust.edu/wust-forms>, along with supporting documentation in advance of the LOA. To be eligible, the student must have completed the most recent term and received academic grades (A-F).

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

WUST reserves the right to grant a retroactive LOA due to unforeseen and extenuating circumstances where the student was unable to request the LOA before the start of the next quarter. The student must provide the University with documentation of the unforeseen and extenuating circumstances and all required LOA paperwork. On a case-by-case basis, a retroactive LOA for students enrolled in a credit-hour program, in accordance with the requirements outlined above, may include expunging the student's record of registration for the quarter.

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

### Returning from a Leave of Absence

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

### Failure to Return from a Leave of Absence

If the student does not resume attendance on or before the end of the approved LOA, WUST must treat the student as a withdrawal. In these circumstances, WUST will determine the student's last day of attendance to be the date the LOA was approved.

The determined date of withdrawal would be the date the student was required to return and did not. A student who has received federal student loans must be made aware that failure to return from an approved LOA (depending on the length of the LOA) may adversely affect the student's loan repayment schedules. Federal loan programs provide students with a "grace period" that delays the student's obligation to begin repaying their loan debt for six months (180 days) from the last day of attendance. If a student takes a lengthy LOA and fails to return to the University after its conclusion, some or all of the grace period may be exhausted – forcing the student borrower to begin making loan repayments immediately.

### Effects of Leave of Absence on SAP

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

- Students returning from a leave of absence are not guaranteed that the course(s) required to maintain the normal progress in their academic progression will be available at the time of re-entry;
- Students may have to wait for the appropriate course(s) to be offered;
- Students may be required to repeat the entire course for which they elected to withdraw prior to receiving a final grade.



## 7. STUDENT RIGHTS & RESPONSIBILITIES

WUST is committed to maintaining fair and reasonable practices in all matters affecting students: delivering educational programs, providing support services, and resolving disciplinary matters and student grievances promptly. Furthermore, WUST 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 successfully implementing this legal structure.

Students are fully protected against impulsive, subjective, unreasonable, unauthorized, false, malicious, unfair, or inappropriate evaluations and unacceptable behavior from faculty members. Student complaints are considered grievances, classified as Academic (related to term grades, GPA), Non-Academic, or Discriminative (dealing with sexual harassment, illegal discrimination, violation of WUST Regulations or Policies, etc.).

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

### 7.1 FREEDOM OF ACCESS

According to its published admissions policies and standards, WUST is open to all qualified applicants. Upon enrollment, students can access all WUST services, physical facilities, and resources.

Access will be denied to individuals who are not WUST students.

### 7.2 SEXUAL HARASSMENT POLICY

As an institution of higher education, WUST will not tolerate any form of sexual harassment. WUST 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.

Individuals who knowingly violate this Policy will be subject to appropriate and immediate disciplinary action.





## 7.3 NON-DISCRIMINATION POLICY & CIVIL RIGHTS COMPLIANCE

WUST provides its constituents with opportunities for the pursuit of excellence through its educational programs and services. In compliance with Federal, State, and local government regulations and the *Civil Rights Act of 1964* as amended, WUST 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, qualified disabled veterans, or any other legally protected status in the administration of its educational programs, university-administered services, publications, admissions of students, award of tuition assistance 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 WUST as of September 2009 and thereafter.

## 7.4 STATEMENT OF ACADEMIC FREEDOM

WUST 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 WUST and the professionalism of its faculty. Confident in the qualifications, experience, and expertise of its faculty, WUST encourages faculty and academic staff to exercise their judgment regarding the content of assigned courses, organization of current topics, and innovative pedagogic strategies/methods, provided 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 total academic freedom in research, statements, and conclusions during each instruction period.

WUST 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 physical facilities with a student ID number. Access will be denied to individuals who are not WUST students.

## 7.5 COPYRIGHT LAW

All faculty, staff, and students are required to comply with federal copyright law. The *United States Copyright Law* protects all copyrighted materials, including printed materials like books and journals (including copyrighted electronic versions), music, sound recordings, films, videocassettes, artworks, and computer software. Unless otherwise noted, most Internet sites and all their contents are protected by copyright. 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 they have acquired permission to use the work from the copyright owner. In other words, students must not copy other materials or concepts; if referring to existing materials, they are required to cite them appropriately. More information about the copyright law may be available at <http://lcweb.loc.gov/copyright>.

## 7.6 WUST SCHOOL CATALOG

Each student is responsible for being familiar with the information presented in this Catalog and knowing, understanding, and observing all current policies, regulations, and procedures related to the program they are pursuing. Regulations will not be waived, nor are 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 criteria found in the Catalog in effect when they are admitted and begin coursework in a degree program. However, a student may elect to graduate under the Catalog in force at the time of their graduation, provided the student complies with all requirements of the later Catalog.



## 7.7 STUDENT CODE OF CONDUCT

WUST encourages professionalism in all its constituents. Students are expected to conduct themselves at all times in a responsible, courteous, and honest manner, befitting a professional institution. This includes the student's attitude and actions during all phases of the student's academic life. The administration of WUST has the authority to take appropriate action or administrative disciplinary measures for the violation of this Code of Conduct.

All members of WUST are responsible for protecting academic excellence and ensuring that scholarly integrity and standards of conduct are maintained. Furthermore, faculty and staff are responsible for coordinating and supervising students' academic work in order to encourage honest and individual effort, taking appropriate action if academic dishonesty is reported or discovered.

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

### Academic Misconduct

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

1. Unauthorized use of material or improper collaboration
2. Intended or unintended plagiarism
3. Submissions of the same work for multiple courses without prior faculty permission
4. Falsifying, purchasing, or altering the work of others or representing others' materials as one's own work
5. Unauthorized access to or the theft of the work of others
6. Providing one's own work or screenshots of protected course materials to another student or website
7. Submission of AI-generated material as one's own work

Although the university realizes the potential benefits of utilizing advanced tools to help our students enhance their learning experiences and the fact that the uses of AI tools are not currently banned at WUST, the university will not accept AI-generated content. WUST uses multiple AI detectors and plagiarism tools to identify AI-generated content.

### Non-Academic Misconduct

WUST students should remember that the following types of behaviors are prohibited and that being found guilty of engaging in them can serve as grounds for certain sanctions, including dismissal, reporting to regulating agencies, or the involvement of the local police department:

1. **Illegal activities:** Violation of any federal, state, and local laws.
2. **Copyright infringement:** Most printed materials, photographs, motion pictures, sound recordings, and computer software are protected by copyright. Copyrighted works may not be reproduced, distributed, performed, or adapted by students without the copyright owner's permission. See section 7.5 Copyright Law.
3. **Computer / Internet misuse:** Some software products are protected by copyright laws. Students may not copy the institution's software without permission of the copyright holder. Additionally, the university's internet and WUST email address should be used solely for academic pursuits.
4. **Drug use:** The manufacture, sale, distribution, possession, or use of any controlled substance or illegal drug paraphernalia on university premises or at university-sponsored events is considered an illegal activity and is prohibited on all university property.
5. **Alcohol consumption:** The use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all university property.
6. **Firearms possession:** The use, possession, or sale of firearms, other weapons, or any dangerous explosives, explosive elements, or component parts on university property is strictly prohibited.
7. **Physical and/or psychological abuse:** Any form of physical and/or psychological abuse, threat, or harassment of another person or fighting on university property will result in sanctions. If the abuse is judged severe enough, the local police department may be consulted.
8. **Property damage:** Littering, defacing, destroying, stealing, or damaging university property (or attempting to do so), initiation thereof, or causing such damage to be initiated is prohibited. Any false report, warning, or threat of fire, explosion, or other emergency under the University's jurisdiction is also prohibited.
9. **Gambling:** Gambling or holding a raffle or lottery at the university without proper approval is forbidden.
10. **Obscene language or conduct:** Use of profanity and disorderly or obscene conduct is strictly prohibited.



## Code of Conduct Violations

### First Offense

Any faculty, staff member, or student who believes a violation of the Code of Conduct has occurred must contact the Program Director with a comprehensive description of the incident. If the alleged infringement is a first-time offense, it may be resolved through a joint meeting with all involved parties. At the discretion of the Program Director, the alleged student might not be invited to the meeting at this level. After the joint meeting, if the Program Director and faculty determine that the allegations have merit, then the faculty member informs the student of the details of the suspected violation and the reasons for believing it has occurred. The faculty member is under no obligation to disclose third-party individuals at this time. If multiple offenses are caught at one time or the violation is judged to be very severe, an Honor Committee may be called to review the violation(s) and determine appropriate action.

### Subsequent Offenses

If a student commits any subsequent violations after the first at any time during enrollment at the WUST, the act would be classified as a repeat violation. Depending on the severity of the violation, the Program Director, at their sole discretion, may decide to call an Honor Committee (HC) meeting. The Honor Committee, an ad-hoc assembly, includes a senior faculty member, a representative from the CSS, a student SGA member, the Program Directors, and is chaired by the VP of Education. The alleged student will be informed at least five days in advance of the HC meeting and will be given an opportunity to submit a written testimony or appear before the HC panel to testify. The Honor Committee will then go to an executive session and vote to determine a verdict. A simple majority of the vote is required to take an action. If the violation is proven, the alleged student will be subjected to penalties depending on what the committee determines as appropriate. **The HC decision is final and is not appealable.**

## Potential Consequences and Student Options

|                              | NON-ACADEMIC MISCONDUCT |                     | ACADEMIC MISCONDUCT   |  |
|------------------------------|-------------------------|---------------------|---|--|
|                              | MINIMUM                 | MAXIMUM             | DESCRIPTIONS  | PENALTIES  |
| <b>FIRST VIOLATION</b>       | 1-day suspension        | 5-day suspension    | AI originality index > 30%, OR<br>Plagiarism similarity index > 30% (monitored through TurnItIn and faculty review)<br><br>Confirmed submission of another's work as your own | Student is given zero (0) for the work but allowed to resubmit the assignment within the original due date. No punitive grade if resubmitted within the original due date. Late submission may be allowed per faculty discretion with point deduction only.  |
| <b>SECOND VIOLATION</b>      | 2-week suspension       | Permanent Dismissal |   | Resubmission is allowed only within the original due date. The highest possible grade cannot exceed C for the assignment. No late submissions allowed. Otherwise, zero (0) is awarded for the Assignment without make-up opportunity.  |
| <b>ADDITIONAL VIOLATIONS</b> | 2-week suspension       | Permanent Dismissal |   | Honor Committee (HC) meets to decide, either; <ul style="list-style-type: none"> <li>• Assign grade F for the course and allow the offender to repeat the course in the following quarters*, or</li> <li>• Dismiss the offender immediately from the school without any cure period or due process.</li> </ul> |

\*Despite the grade F, students may be allowed continue the classes but not allowed to participate in any graded work/project. International students must continue to attend to maintain their full-time status until the end of the current quarter.

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

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

Students are required to be in compliance with WUST's current Policies, Regulations, and Procedures. Any violation of Policies and Regulations established by WUST shall be addressed accordingly, which may result in disciplinary action, suspension, or dismissal following appropriate hearing and appeal procedures.



## 7.8 PROFESSIONAL STANDARDS

Integrity, along with respect for the dignity of all persons, is essential to succeed in a professional setting. In an effort to ensure students are adequately prepared to enter the workplace, WUST requires all students to comply with professional standards of behavior and communication. The primary rule to remember in all your interactions, online or in-person, is that the person on the other end is another human being worthy of kindness and respect.

### Communication

#### *Electronic Communications (i.e., e-mail, Canvas, Populi, telephone, text message, voicemail)*

- Each student is provided a WUST email address (username.student@wust.edu) and is **required** to use it for any communications related to WUST. Students should check their e-mail *at least* every other day and respond promptly.
- When leaving a voicemail for faculty or staff, students should include their name, phone number or other contact details, the date and time of calling, and a summary of what they would like to discuss.
- Students should check each course's Announcements in Canvas at least weekly for faculty communications.
- If any issues with assignments, access, or other concerns, it is the student's responsibility to contact the appropriate party as soon as possible to resolve the issue in a timely manner, following the chain of command,
- Upon enrollment at the university, students should upload a straight-face photo to their Canvas profile, ensure their contact information is correct, and promptly update their data if there are any changes while at WUST.

#### *Basic E-mail Guidelines*

- Generally, mail on the internet is not considered secure. Keep this in mind when you're writing emails, and stick to positive, polite, and professional language and comments. A good tip is to assume that people other than the recipient can see your email, so write accordingly.
- Use an appropriate greeting ("Hi," "Hello," "Good morning," etc.) when sending a message to prevent unintended tone.
- WUST faculty and staff are expected to respond to emails within 2-3 business days. If you have not received a response in that time frame, please reach out to the individual again, ccing the Center for Student Success for additional support, if desired ([css@wust.edu](mailto:css@wust.edu)).
- Do not type in ALL CAPS. This denotes screaming or yelling. Use bold type or underline to emphasize a point if necessary. Conversely, all lower-case letters and texting-type abbreviations and grammar are overly informal.
- Provide all the necessary information required for the person to review any requests and respond with the best information, including signing your e-mail with your name, program, and student ID.
- When in doubt about the message you are sending, ask a trusted person to read it to interpret its tone before sending it. If you are feeling strong emotions when composing the content, consider waiting a couple of hours before doing so.

#### *Social Media & Appropriate Interactions*

- Publishing/posting confidential or private information in any form of media (Facebook, blog, Twitter, other social media, etc.) is expressly prohibited. Students involved in internships, externships, or on course field trips should be careful of the personal information they share with others and maintain all professional standards.
- Whether online or in-person, students may not engage in any behavior that could be construed as physical, emotional, mental, or verbal abuse or harassment of faculty, staff, fellow students, or anyone else while on WUST platforms, on campus, or while wearing WUST apparel when off-site.
- Rude and/or disruptive behavior is not tolerated and will result in the student being asked to leave the classroom, virtual meeting, or University activity with consequent penalties. Depending on the severity of the incident(s), a letter of reprimand may be placed in the student's file. Repeated incidents may result in the student being dismissed.
- Students may not engage in sexual contact or what might reasonably be construed as sexually suggestive behavior or communications with staff or faculty members under any circumstances, even if such behavior is consensual.

### Dress Policy

#### *Student ID Card*

Students may obtain their Student ID at New Student Orientation or by submitting the Student ID Card Request form, found at <https://www.wust.edu/wust-forms>, and should have their WUST ID while on campus.

#### *Classroom Attire*

Classroom attire that best represents professional pursuits and is appropriate for learning is recommended (i.e., avoiding plunging necklines, large cut-outs, short skirts, sleeveless t-shirts, or pants that expose undergarments). All students, whether attending class in-person or virtually, should consider carefully any text or graphics that appear on clothing.



## 7.9 COMPUTER & INTERNET POLICY

All WUST students are expected to have reliable internet access and basic computer and internet literacy, as outlined below.

- Incoming WUST students are required to pass the Distance Education Assessment before University enrollment, and all students are expected to possess basic computer literacy skills. This includes the ability to create, open, close, and save files and to use the core functions of Microsoft Office (Word, Excel, PowerPoint) as well as spell check functions and emailing attachments. Persons lacking these skills or needing additional support should reach out to WUST's IT Help Desk at [it@wust.edu](mailto:it@wust.edu).
- All students are expected to have dependable access to a computer and basic internet service.
- All courses include online components.
- WUST students have free access to Microsoft 365 for Students. They can sign up using their WUST email at <https://products.office.com/en-us/student/office-in-education>.
- Students, faculty, and staff are prohibited from inappropriate use of school computers, wifi, or email, including accessing lewd or pornographic materials.
- Improper Computer Use: as previously outlined, software is protected by copyright. Students may not copy the University's software without permission of the copyright holder. Additionally, students may not place personal software on the University's computers or damage or destroy either software or computers.
- Students are strongly encouraged to add virus protection to their computers to protect their own files and the files sent to others.
- Students are expected to be able to view websites, including the WUST webpage, for information about school news and events, policies, forms, and the current version of the School Catalog. Access to online Library Resources, including URLs and log-in information for academic databases, is available on Populi at <https://wust.populiweb.com/router/library/links/index>.
- Each course uses Canvas for posting class information and syllabi and for submission of coursework. Students are expected to have a working WUST email address that they check at least every other day and a Single Sign-On (SSO) login to access Canvas and Populi.
- Students must document all the source material submitted with all academic work. If students take any information or text from any other source (internet web posts, another person, a blog discussion, generated with AI, etc.), you must make it clear that the information is being quoted. You must also cite any sources from which you obtain numbers, ideas, or other material. It is the responsibility of the student to learn and use the correct methods of avoiding plagiarism. Plagiarism will not be treated lightly, and the penalty for plagiarism will follow the student Code of Conduct. It is easy to avoid stiff penalties by following instructions, not misusing AI, and providing credit when warranted.
- Canvas uses TurnItIn (TIN) integrations to monitor submitted coursework for both traditional plagiarism and the use of generative AI. Both course faculty and the Center for Student Success monitor this weekly. Students can view their conventional plagiarism percentage to assist them in identifying areas that need improvement with citations; however, at this time, only faculty and staff are able to view the AI report. When papers are submitted to TIN, the service will retain a copy of the submitted work in the TIN database for the sole purpose of detecting plagiarism in future submitted works. Students retain copyright on their original coursework.

## 7.10 NEW POLICIES, REGULATIONS, STANDARDS AND PROCEDURES

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

1. Posting the appropriate changes on the website ([www.wust.edu](http://www.wust.edu)) and emailing them to all constituents, if necessary.
2. Academic Advisors will announce or post the new academic changes for students' attention, if necessary.



## 7.11 FORMAL STUDENT GRIEVANCE PROCEDURE

WUST has a process and procedures for students to file grievances and an appeals process to protect 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 exist:

- A faculty member issued a course grade by mistake, fraud, bad faith, or retaliation.
- Extenuating circumstances make it impossible to comply with a standard or requirement
- An undue hardship would result from strictly applying or interpreting a standard or requirement.

To file, documentation is required, and timely processing of the grievance will be taken into consideration to avoid adverse effects on SAP. If a student appeals an academic standard or requirement, the VP of Education will handle the appeal in an expedient way.

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

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

**Step One:** Most academic concerns are able to be handled by the course faculty. Students should first discuss and attempt to resolve the problem with their professor.

**Step Two:** If the problem is not resolved at that level, the student should contact the VP of Education or their Program Director. All administrative staff members maintain an open-door policy.

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

If there is a finding of inappropriate behavior, prompt disciplinary action, including possible termination or dismissal, will be taken by University Administration. After the process is initiated, it is important to note that:

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

After a judgment has been rendered, either party may choose to avail themselves of the established grievance or appeals procedures.

### Documentation

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

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

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

### Additional Options

After following the above-stated procedure, if the student feels that their concerns have not been resolved, they may address them in writing to the regulatory agencies, outlined in full on the next page.



## ACCSC

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

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

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



## SCHEV

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

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

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

## NC-SARA

Also found at <https://www.wust.edu/sara-student-complaint>.

After following the Formal Grievance Process, if there are still unresolved issues, students may contact ACCSC or SCHEV via the information listed above.

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



## Notice for GI Bill® Beneficiaries

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



## 7.12 PRIVACY OF STUDENT RECORDS

The *Family Educational Rights and Privacy Act* (FERPA), also known as the "Buckley Amendment," is a federal law enacted in 1974 that gives students certain rights regarding their education records.

Specifically, it enables students the right to:

1. Inspect and review their education records within 45 days of the request;
2. Request the amendment of inaccurate or misleading records;
3. Consent to disclosure of personally identifiable information contained in their education record; and
4. File a complaint with the US Department of Education concerning alleged failures by WUST to comply with this law.

### Disclosing Educational Records

In accordance with the *Family Educational Rights and Privacy Act* (FERPA), WUST protects the privacy of students' records, including private identifying information. The Act provides each student, former student, or alumnus with the right to inspect and review the information in their academic file after submitting a written request to the Registrar, the Custodian of Records. Each student also has the right to submit written requests for amendments to their academic records when needed.

WUST strives to fully comply with this law by protecting the privacy of student records and judiciously evaluating requests for the release of information from those records. In general, WUST does not disclose non-directory information to third parties unless the student has provided consent, the release is to the parent of a dependent student, as required by §23.1-1303.B.5 of the *Code of Virginia*, or the disclosure meets a qualified exception under FERPA. One such exception is when disclosure is made to a WUST School Official with a Legitimate Educational Interest. WUST defines these as:

|  |  |
|--|--|
| <i>WUST School Official</i>            | Individuals who engage in the instructional, supervisory, advisory, administrative, governance, public safety, research, and support functions of the University. In addition to any other person or entity conducting institutional services or doing work on behalf of the University. |
| <i>Legitimate Educational Interest</i> | Refers to the need of a school official to access a student's education records in the course of performing their assigned duties for the University.  |

With several exceptions provided by law, WUST cannot release information concerning students to third parties without their written consent. Providing financial data to authorized agencies is not a violation of FERPA. The student's written consent is not required to disclose grades, disciplinary action, or other information to parents of students who are dependents for Federal tax purposes. Parents requesting information may be granted access upon submitting a signed statement to WUST or other evidence of Federal income tax dependency. Students may give written consent to release their protected educational records to a third party by submitting written consent to the Registrar. Students can rescind their consent at any time, which will prevent the release of that information from that point going forward. All inquiries regarding the *Family Educational Rights and Privacy Act* (FERPA) should be directed to the Registrar.

### Directory Information

FERPA authorizes the release of "Directory Information" without the student's prior consent under certain conditions outlined in the Act. Students who wish to withhold their directory information must submit a Directory Information Withhold Form to the Registrar's Office, available on Populi. WUST assumes that students who do not request to withhold disclosure of their directory information consent to the release of this information. WUST has defined its Directory Information in accordance with what is allowable under FERPA:

|                              |  |
|------------------------------|--|
| <i>Directory Information</i> | Student Name<br>Major Field of Study<br>Dates of Attendance<br>Enrollment Status and Academic Level<br>Previous Recent Institutions<br>Degrees, Honors, & Awards Received<br>Photographs or videos, unless opted-out |
|------------------------------|--|

### Additional Information

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

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

Students should be aware that as required by Virginia state law (*SB559/HB984, §23-2.2.1*), WUST must comply with all laws and, if requested under law, WUST must provide the Virginia State Police (or other legal agency with appropriate authority) with the following information: Student's full name, social security number, date of birth, and gender.

Students who feel aggrieved with WUST, its policies, procedures, standards, regulations, practices, or its administration, faculty, staff, or other students may submit grievances in writing to the Academic office, as outlined under section 7.11 Formal Grievance Procedure. This can result in an investigation, hearing, and eventual discipline against a student, staff, faculty, or administrator. Due process and timely action will be observed. Dismissal of a student will not take place without a formal hearing.



## 7.13 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. WUST shall retain student academic records permanently in accordance with the guidelines published by the State Council for Higher Education of Virginia (SCHEV). Fireproof storage shall be used for the safekeeping of students' records, including records of graduation and degree(s) granted. If stored on computers, such records will have backups, remain the permanent property of WUST, and shall not be available for loan or release to third parties without the written consent of the appropriate student.

## 7.14 CATASTROPHIC EVENT POLICY

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

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

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

## 7.15 CATALOG OF RECORD

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

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



## 8. ACADEMIC PROGRAMS



### 8.1 GRADUATE DEGREE PROGRAMS

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

#### Graduation Requirements

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

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

#### Note:

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











## MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAM

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

### MBA Program Objectives

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

|    |    |    |   |
|---|---|--|--|
| Business Leadership & Management Skills   | Strategic Planning & Problem-Solving Skills   | Communication & Team Management Skills   | Social Responsibility & Ethical Decision-Making Skills   |
| (MBA 511, MBA 512, MBA 691)   | (MBA 523, MBA 515, MBA 691)   | (MBA 525, MBA 519, MBA 691)  | (MBA 517, MBA 691)   |
| <p>Demonstrate an ability to apply a significant amount of business administration knowledge within the following domains of the MBA program:</p> <ul style="list-style-type: none"> <li>• Leadership &amp; Management</li> <li>• Accounting &amp; Finance</li> <li>• Health Care Management</li> <li>• Human Resource Management</li> <li>• IT Management</li> <li>• Project Management</li> </ul> | <p>To demonstrate an ability to identify problems, define objectives, collect and analyze information, evaluate risks and alternatives, and leverage technology to solve organizational problems using a strategic planning approach.</p> | <p>To demonstrate an ability to communicate effectively with all stakeholders and mobilize a team for a common purpose with a clear understanding of organizational behavior and change.</p> | <p>To demonstrate the ability to understand and analyze corporate social responsibilities and apply ethical decision-making principles during the day-to-day operations.</p> |
| <i>(SkillsUSA Framework: Academic)</i>  | <i>(SkillsUSA Framework: Workplace)</i>   | <i>(SkillsUSA Framework: Workplace)</i>  | <i>(SkillsUSA Framework: Personal)</i>   |

### MBA Program Structure

|                       | # OF REQUIRED COURSES | TOTAL QUARTER CREDITS |
|-----------------------|-----------------------|-----------------------|
| Core Courses          | 8                     | 36                    |
| Concentration Courses | 3                     | 13.5                  |
| Business Capstone     | 1                     | 4.5                   |
| <b>TOTAL</b>          |                       | <b>54</b>             |



## Core Courses (8 courses = 36 quarter credits)

| CODE    | TITLE                                | CREDITS | PREREQS |
|---------|--------------------------------------|---------|---------|
| MBA 511 | Leadership & Management              | 4.5     | None    |
| MBA 512 | Project Management                   | 4.5     | None    |
| MBA 515 | IT for Managers                      | 4.5     | None    |
| MBA 517 | Business Law & Ethic                 | 4.5     | None    |
| MBA 519 | Marketing Strategies                 | 4.5     | None    |
| MBA 521 | Managerial Accounting                | 4.5     | None    |
| MBA 523 | Strategic Analysis & Decision Making | 4.5     | None    |
| MBA 525 | Organizational Behavior              | 4.5     | None    |

## MBA Concentration Courses (3 courses = 13.5 quarter credits)

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

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

Students must complete six (6) core courses before they are allowed to enroll in their concentration.

| LEADERSHIP & MANAGEMENT CONCENTRATION (CHOOSE 3 + MBA 691) |  |     |                |
|--|--|-----|----------------|
| LM 601   | Advanced Topics in Leadership & Management | 4.5 | 6 core courses |
| LM 603   | Entrepreneurship                           | 4.5 | 6 core courses |
| LM 605   | International Business                     | 4.5 | 6 core courses |
| LM 607   | International Marketing                    | 4.5 | 6 core courses |



| ACCOUNTING & FINANCE CONCENTRATION (CHOOSE 3 + MBA 691)      |  |     |                |
|--|--|-----|----------------|
| AF 601   | Advanced Accounting                      | 4.5 | 6 core courses |
| AF 603   | Financial Analysis                       | 4.5 | 6 core courses |
| AF 607   | Business Auditing                        | 4.5 | 6 core courses |
| AF 609   | Corporate Finance                        | 4.5 | 6 core courses |
| INFORMATION TECHNOLOGY CONCENTRATION (CHOOSE 3 + MBA 691)    |  |     |                |
| IT 501   | Management of Information Technology     | 4.5 | 6 core courses |
| IT 505   | Network Systems Design and Management    | 4.5 | 6 core courses |
| IT 507   | Database System Design and Management    | 4.5 | 6 core courses |
| ITSM 605   | Mobile & Cloud Computing                 | 4.5 | 6 core courses |
| HEALTHCARE MANAGEMENT CONCENTRATION (CHOOSE 3 + MBA 691)     |  |     |                |
| HC 601   | Healthcare Leadership                    | 4.5 | 6 core courses |
| HC 603   | Healthcare Economics                     | 4.5 | 6 core courses |
| HC 605   | Healthcare Informatics                   | 4.5 | 6 core courses |
| HC 607   | Healthcare Operations                    | 4.5 | 6 core courses |
| HUMAN RESOURCE MANAGEMENT CONCENTRATION (CHOOSE 3 + MBA 691) |  |     |                |
| HR 601   | Principles of Human Resource Management  | 4.5 | 6 core courses |
| HR 603   | Compensation & Benefits                  | 4.5 | 6 core courses |
| HR 605   | Labor Relations                          | 4.5 | 6 core courses |
| HR 607   | Dispute Resolution & Conflict Management | 4.5 | 6 core courses |
| PROJECT MANAGEMENT CONCENTRATION (CHOOSE 3 + MBA 691)        |  |     |                |
| PM 601   | Small Project Management                 | 4.5 | 6 core courses |
| PM 603   | Enterprise Project Management            | 4.5 | 6 core courses |
| PM 605   | Advanced Topics in Project Management    | 4.5 | 6 core courses |
| PM 607   | Case Studies in Project Management       | 4.5 | 6 core courses |

### Business Capstone (4.5 quarter credits)

**Prerequisite:** All Core and 2 Concentration Courses\*

\*Students can take their 3rd concentration course together with the business capstone project course to maintain their full-time status in the last quarter of the program before graduation.





## MASTER OF SCIENCE IN INFORMATION TECHNOLOGY (MSIT)

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

The MSIT program requires a student to complete coursework that consists of eight (8) core courses, the MSIT capstone (MIT 681), and three (3) elective courses from any concentration below.

### MSIT Program Objectives

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

|  |   |   |   |
|--|---|---|---|
|  |   |   |   |
| <b>IT Leadership &amp; Management Skills</b> | <b>Critical Thinking &amp; Problem-Solving Skills</b> | <b>Communication &amp; Team Management Skills</b> | <b>Integrity, Responsibility, &amp; Professionalism</b> |
| (IT 509, ITSM 609, DMA 601, SDM 601)         | (IT 505, IT 507, IT 509, DMA 607, DMA 609)            | (IT 501, IT 511, ITSM 601, SDM 601, SDM 609)      | (IT 501, IT 509, ITSM 603, ITSM 609, DMA 605)           |

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

- IT Systems & Management
- Data Analytics & Management
- Software Design & Management

(SkillsUSA Framework: Academic)

To demonstrate the ability to perform critical thinking needed to analyse, design and lead solutions for Information Technology problems using an analytical decision-making approach

(SkillsUSA Framework: Workplace)

To demonstrate an ability to communicate effectively with all stakeholders and mobilize and lead teams for a common purpose with a clear understanding of the IT needs of the organization.

(SkillsUSA Framework: Workplace)

To demonstrate the ability to understand and analyse integrity, responsibility and professionalism as they apply to information technology issues within an organization, and to apply ethical decision-making principles during day-to-day operations.

(SkillsUSA Framework: Personal)

### MSIT Program Structure

|                       | # OF REQUIRED COURSES | TOTAL QUARTER CREDITS |
|-----------------------|-----------------------|-----------------------|
| Core Courses          | 8                     | 36                    |
| Concentration Courses | 3                     | 13.5                  |
| MSIT Capstone         | 1                     | 4.5                   |
| <b>TOTAL</b>          |                       | <b>54</b>             |



## Core Courses (8 courses = 36 quarter credits)

| CODE   | TITLE                                     | CREDITS | PREREQS |
|--------|---|---------|---------|
| IT 501 | Management of Information Technology      | 4.5     | None    |
| IT 503 | Operating Systems                         | 4.5     | None    |
| IT 505 | Network Systems Design and Management     | 4.5     | None    |
| IT 507 | Database System Design and Management     | 4.5     | None    |
| IT 509 | Information Systems Analysis and Design   | 4.5     | None    |
| IT 513 | Enterprise IT Application and Integration | 4.5     | None    |
| IT 515 | Advanced Business Analytics               | 4.5     | None    |
| IT 517 | Software Project and Team Management      | 4.5     | None    |

## MSIT Concentration Courses (3 courses = 13.5 quarter credits)

A number of high-level concentration courses are available to master's degree students in order to provide them with emerging, contemporary, and diverse knowledge and skills. MSIT Program students may take electives normally after they complete 6 core courses. However, their academic advisor or the VP of Education may advise a student to take concentration courses before the student has completed taking the core courses.

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

| IT SYSTEMS & MANAGEMENT CONCENTRATION (CHOOSE 3 + MIT 681)     |  |     |                |
|--|--|-----|----------------|
| ITSM 601   | Telecommunication Systems and Management | 4.5 | 6 core courses |
| ITSM 603   | Network and Information Security         | 4.5 | 6 core courses |
| ITSM 605   | Mobile & Cloud Computing                 | 4.5 | 6 core courses |
| ITSM 607   | System Testing and Verification          | 4.5 | 6 core courses |
| DATA MANAGEMENT & ANALYTICS CONCENTRATION (CHOOSE 3 + MIT 681) |  |     |                |
| DMA 601  | Decision Methods and Modelling           | 4.5 | 6 core courses |
| DMA 603  | Presentation and Visualization of Data   | 4.5 | 6 core courses |
| DMA 605  | Data Management                          | 4.5 | 6 core courses |
| DMA 607  | DBMS Design and Analysis                 | 4.5 | 6 core courses |



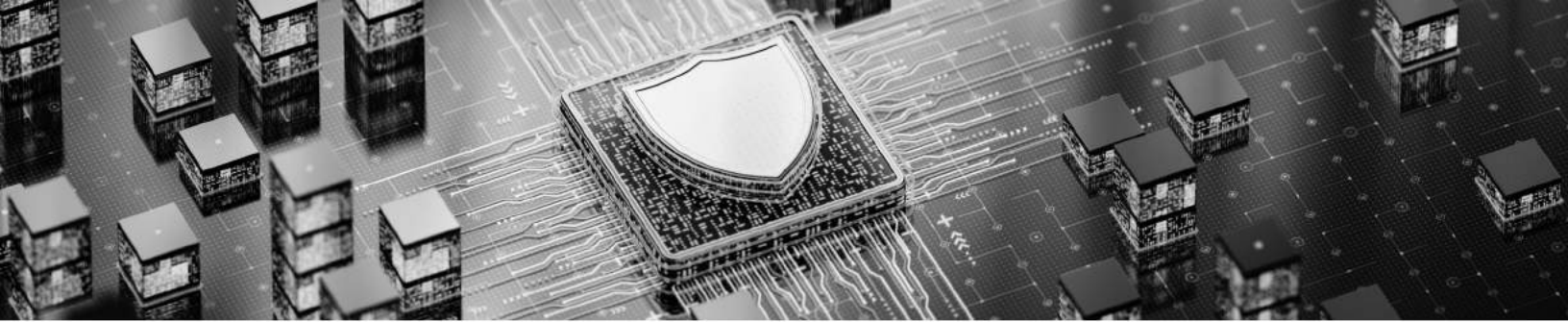
| SOFTWARE DESIGN & MANAGEMENT CONCENTRATION (CHOOSE 3 + MIT 681) |   |     |                |
|---|---|-----|----------------|
| SDM 601   | Managing Software Development                             | 4.5 | 6 core courses |
| SDM 603   | Data Structures and Algorithms for Information Processing | 4.5 | 6 core courses |
| SDM 605   | Architectures for Software Systems                        | 4.5 | 6 core courses |
| SDM 607   | System Design and Analysis                                | 4.5 | 6 core courses |

### MSIT Capstone (4.5 quarter credits)

*Prerequisite:* All Core and 2 Concentration Courses\*

\*Students can take their 3rd concentration course together with the MSIT capstone project course to maintain their full-time status in the last quarter of the program before graduation.





## MASTER OF SCIENCE IN CYBERSECURITY (MSCS)

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

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

*Common job titles:* Information Security Specialist, Network and Computer Systems Administrator, Computer Network Support Specialist, and Computer Systems Analyst.

### MSCS Program Objectives

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

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

### MSCS Program Structure

Master of Science in CyberSecurity degree requires successful completion of the following twelve (12) courses for a total of 54 quarter credits.

| CODE     | TITLE                                 | CREDITS | PREREQS |
|----------|---------------------------------------|---------|---------|
| IT 503   | Operating Systems                     | 4.5     | None    |
| IT 507   | Database System Design and Management | 4.5     | None    |
| ITSM 603 | Entrepreneurship                      | 4.5     | None    |



(MSCS Courses, continued)

| CODE   | TITLE                                  | CREDITS   | PREREQS         |
|--------|--|-----------|-----------------|
| CS 501 | Introduction to Cybersecurity          | 4.5       | None            |
| CS 516 | Security Policy & Standards            | 4.5       | None            |
| CS 521 | Forensic & Network Intrusion           | 4.5       | None            |
| CS 532 | Secure Cloud Architecture              | 4.5       | None            |
| CS 536 | Information Security & Risk Management | 4.5       | None            |
| CS 538 | Secure Software Development            | 4.5       | None            |
| CS 540 | Security Assessment & Testing          | 4.5       | None            |
| CS 544 | Cyberlaws & Ethical Hacking            | 4.5       | None            |
| CS 681 | Cybersecurity Capstone                 | 4.5       | 10 MSCS courses |
| TOTAL  |  | <b>54</b> |                 |

### MSCS Capstone (4.5 quarter credits)

*Prerequisite:* All MSCS Courses\*

\*Students can take their 11th course together with the MSCS capstone project course to maintain their full-time status in the last quarter of the program before graduation.





## 8.2 UNDERGRADUATE DEGREE PROGRAMS

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

### Structure of Bachelor Degrees

|                                    | # OF REQUIRED COURSES | TOTAL QUARTER CREDITS |
|------------------------------------|-----------------------|-----------------------|
| General Education Courses          | 12                    | 54                    |
| Professional Core Courses          | 24                    | 108                   |
| Professional Concentration Courses | 4                     | 18                    |
| <b>TOTAL</b>                       |                       | <b>180</b>            |

### Graduation Requirements

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

- Have completed all required courses in the approved curriculum
- Have successfully completed a minimum of 180 quarter credits within the maximum time frame.
- Must have achieved a minimum cGPA of 2.0.
- Have satisfied all financial and other pending obligations, if any.
- Have applied and been academically cleared for graduation.

### General Education Course Divisions

| GEC DIVISION               | # OF REQUIRED COURSES                           | TOTAL QUARTER CREDITS |
|----------------------------|---|-----------------------|
| Written/Oral Communication | 2 (English Comp + Critical Writing)             | 9                     |
| Quantitative Reasoning     | 2 (Calculus + Algebra)                          | 9                     |
| Natural Sciences           | 1 (Intro to Physical Science)                   | 4.5                   |
| Social Sciences            | 3 (Sociology, Psychology, Poly Sci)             | 13.5                  |
| Humanities                 | 4 (Phil, World Hist, World Religion, World Lit) | 18                    |
| <b>TOTAL</b>               | <b>12</b>                                       | <b>54</b>             |



General Education Course List (12 courses = 54 quarter credits)

| CODE    | TITLE                             | CREDITS   | PREREQS |
|---------|-----------------------------------|-----------|---------|
| ENG 101 | English Composition               | 4.5       | None    |
| ENG 102 | Critical Writing                  | 4.5       | None    |
| HIS 101 | World History                     | 4.5       | None    |
| HUM 101 | World Religion and Cultures       | 4.5       | None    |
| LIT 101 | World Literature                  | 4.5       | None    |
| MAT 101 | Algebra                           | 4.5       | None    |
| MAT 102 | Calculus                          | 4.5       | None    |
| PHI 101 | Introduction to Philosophy        | 4.5       | None    |
| PHS 101 | Introduction to Physical Science  | 4.5       | None    |
| POS 101 | Introduction to Political Science | 4.5       | None    |
| PSY 101 | Introduction to Psychology        | 4.5       | None    |
| SOC 101 | Introduction to Sociology         | 4.5       | None    |
| TOTAL   |                                   | <b>54</b> |         |





## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (BSBA)

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

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

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

### BSBA Program Objectives

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

| Business Knowledge & Operational Skills   | Critical Thinking & Problem-Solving Skills   | Effective Communication & Presentation Skills   | Social, Legal, & Ethical Responsibilities  |
|---|--|---|--|
| (LM 409, AF 409, HR 409, PM 407)  | (BUS 208, BUS 221, BUS 223, BUS 230, BUS 05, BUS 313)  | (ENG 101, ENG 102, IT 203, BUS 201, BUS 221)  | (BUS 207, BUS 219, BUS 221)  |
| <p>Demonstrate an ability to apply a significant amount of business operation and management knowledge within the following domains of the BSBA program:</p> <ul style="list-style-type: none"> <li>• Leadership &amp; Management</li> <li>• Accounting &amp; Finance</li> <li>• Human Resource Management</li> <li>• Project Management</li> </ul> | <p>To demonstrate the ability to perform critical thinking needed to identify and solve organizational problems using various qualitative and quantitative tools and data-driven decision-making approaches.</p> | <p>To demonstrate an ability to effectively communicate with all stakeholders by preparing logically constructed and relevant oral and written arguments and ability to present information with professional interactions.</p> | <p>To demonstrate an ability to understand the implications of ethical principles and corporate social responsibility as they apply to the day-to-day operations of business organizations</p> |
| <i>(SkillsUSA Framework: Academic)</i>  | <i>(SkillsUSA Framework: Workplace)</i>  | <i>(SkillsUSA Framework: Workplace)</i>   | <i>(SkillsUSA Framework: Personal)</i>   |

### BSBA Professional Core Courses (24 courses = 108 quarter credits)

| CODE   | TITLE                                 | CREDITS | PREREQS |
|--------|---------------------------------------|---------|---------|
| IT 201 | Introduction to Information Systems   | 4.5     | None    |
| IT 203 | Information Technology for Management | 4.5     | None    |



(BSBA Core Courses, continued)

| CODE    | TITLE                                      | CREDITS    | PREREQS |
|---------|--|------------|---------|
| BUS 201 | Business Communication                     | 4.5        | None    |
| BUS 207 | Ethical Leadership                         | 4.5        | None    |
| BUS 208 | Intro to AI and Analytics                  | 4.5        | None    |
| BUS 210 | Principles of Management                   | 4.5        | None    |
| BUS 213 | Principles of Accounting                   | 4.5        | None    |
| BUS 215 | Principles of Marketing                    | 4.5        | None    |
| BUS 217 | Principles of Economics                    | 4.5        | None    |
| BUS 219 | Introduction to Human Resources Management | 4.5        | None    |
| BUS 221 | Leadership Theories and Practice           | 4.5        | None    |
| BUS 223 | Organizational Behavior                    | 4.5        | None    |
| BUS 225 | Project Management                         | 4.5        | None    |
| BUS 230 | Introduction to Entrepreneurship           | 4.5        | None    |
| BUS 301 | Microeconomics                             | 4.5        | None    |
| BUS 302 | Macroeconomics                             | 4.5        | None    |
| BUS 305 | Managerial Economics                       | 4.5        | None    |
| BUS 307 | Global Economy                             | 4.5        | None    |
| BUS 308 | Team Management                            | 4.5        | None    |
| BUS 313 | Financial Management                       | 4.5        | None    |
| BUS 320 | E-Commerce and E-Business                  | 4.5        | None    |
| BUS 325 | Integrated Resources Management            | 4.5        | None    |
| BUS 328 | Change Management                          | 4.5        | None    |
| BUS 340 | Global Business Management                 | 4.5        | None    |
| TOTAL   |  | <b>108</b> |         |



BSBA Concentrations & Courses (4 courses = 18 quarter credits)

| ACCOUNTING & FINANCE CONCENTRATION (CHOOSE 4)      |  |     |                |
|--|--|-----|----------------|
| AF 401   | Intermediate Accounting                | 4.5 | Gen Ed Courses |
| AF 403   | Financial Analysis                     | 4.5 | Gen Ed Courses |
| AF 405   | Personal Finance                       | 4.5 | Gen Ed Courses |
| AF 407   | Financial Markets                      | 4.5 | Gen Ed Courses |
| AF 409   | Financial for Consultants              | 4.5 | Gen Ed Courses |
| LEADERSHIP & MANAGEMENT CONCENTRATION (CHOOSE 4)   |  |     |                |
| LM 401   | Leadership and Management              | 4.5 | Gen Ed Courses |
| LM 403   | Business Data Analysis                 | 4.5 | Gen Ed Courses |
| LM 405   | Effective Negotiation Management       | 4.5 | Gen Ed Courses |
| LM 407   | Introduction to International Business | 4.5 | Gen Ed Courses |
| LM 409   | Managing Growing Companies             | 4.5 | Gen Ed Courses |
| HUMAN RESOURCE MANAGEMENT CONCENTRATION (CHOOSE 4) |  |     |                |
| HR 401   | Introduction to Labor Law & Relations  | 4.5 | Gen Ed Courses |
| HR 403   | Human Resources Strategies             | 4.5 | Gen Ed Courses |
| HR 405   | Wages and Benefits Management          | 4.5 | Gen Ed Courses |
| HR 407   | Talent Acquisition and Recruitment     | 4.5 | Gen Ed Courses |
| HR 409   | Survey in Human Resource Management    | 4.5 | Gen Ed Courses |
| PROJECT MANAGEMENT CONCENTRATION                   |  |     |                |
| PM 401   | Fundamentals of Project Management     | 4.5 | Gen Ed Courses |
| PM 403   | Project Planning and Execution         | 4.5 | Gen Ed Courses |
| PM 405   | Project Risk Management                | 4.5 | Gen Ed Courses |
| PM 407   | Survey in Project Management           | 4.5 | Gen Ed Courses |





## BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSIT)

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

### BSIT Program Objectives

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

|   |   |
|---|---|
|  |  |
| <b>IT Knowledge &amp; Operational Skills</b>                                      | <b>Critical Thinking &amp; Problem-Solving Skills</b>                               |
|   | (IT 205, IT 206, IT 472, SC 492, SE 493, SE 494)                                    |

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

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

(SkillsUSA Framework: Academic)

To demonstrate the ability to perform critical thinking needed to identify and solve IT-related problems using an analytical decision-making approach

(SkillsUSA Framework: Workplace)

|   |   |   |
|---|---|---|
|  |  |  |
| <b>Effective Communication &amp; Presentation Skills</b>                            | <b>Integrity, Responsibility, &amp; Professionalism</b>                             | <b>Humanities, Mathematics, &amp; Science</b>   |
| (BUS 201, BUS 210, IT 203, MGT 311, EIM 493, SE 492)                                | (IT 345, IT 455, EIM 491, EIM 494, SC 494)  | (PHI 101, HIS 101, HUM 101, MAT 101, PHS 101, POS 101, SOC 101)                       |

To demonstrate an ability to communicate effectively with all stakeholders by preparing logically constructed and relevant oral and written arguments, and ability to present information with professional interactions.

(SkillsUSA Framework: Workplace)

To demonstrate the ability to understand the implications of ethical principles as they apply to the day-to-day operations of IT organizations in a global context.

(SkillsUSA Framework: Personal)

To demonstrate the ability to discuss and apply aspects of liberal arts and science to decisions in a global context, including business, cultural and societal issues

(SkillsUSA Framework: Personal)



BSIT Professional Core Courses (24 courses = 108 quarter credits)

| CODE    | TITLE   | CREDITS    | PREREQS |
|---------|---|------------|---------|
| BUS 201 | Business Communication                                  | 4.5        | None    |
| BUS 210 | Principles of Management                                | 4.5        | None    |
| BUS 225 | Project Management                                      | 4.5        | None    |
| BUS 320 | E-Commerce and E-Business                               | 4.5        | None    |
| IT 201  | Introduction to Information Systems                     | 4.5        | None    |
| IT 202  | Hardware, Software and Network Systems                  | 4.5        | None    |
| IT 203  | Information Technology for Management                   | 4.5        | None    |
| IT 204  | Office 365 Application                                  | 4.5        | None    |
| IT 205  | Numerical Analysis                                      | 4.5        | None    |
| IT 206  | Design and Analysis of Algorithms                       | 4.5        | None    |
| IT 207  | Operating Systems                                       | 4.5        | None    |
| IT 210  | Personal Computing                                      | 4.5        | None    |
| IT 214  | Computer Science and Engineering                        | 4.5        | None    |
| IT 217  | Programming Language                                    | 4.5        | None    |
| IT 345  | Impact of IT on Individuals, Organizations, and Society | 4.5        | None    |
| IT 348  | Intranet, Extranet and Internet                         | 4.5        | None    |
| IT 470  | Computer Security Fundamentals                          | 4.5        | None    |
| IT 472  | Systems Analysis and Design                             | 4.5        | None    |
| IT 473  | Interactive Computer Graphics                           | 4.5        | None    |
| IT 474  | Web Design and Development                              | 4.5        | None    |
| IT 476  | Database Management System                              | 4.5        | None    |
| MGT 311 | Engineering Management                                  | 4.5        | None    |
| MKT 455 | Marketing Strategies                                    | 4.5        | None    |
| MKT 457 | E-Marketing   | 4.5        | None    |
| TOTAL   |   | <b>108</b> |         |



BSIT Concentrations & Courses (4 courses = 18 quarter credits)

| CYBERSECURITY CONCENTRATION                     |                                   |     |                |
|---|-----------------------------------|-----|----------------|
| SC 491  | Introduction to Cryptography      | 4.5 | Gen Ed Courses |
| SC 492  | Computer and Network Security     | 4.5 | Gen Ed Courses |
| SC 493  | Computer and Cyber Forensics      | 4.5 | Gen Ed Courses |
| SC 494  | Applied Cyber Security            | 4.5 | Gen Ed Courses |
| ENTERPRISE INFORMATION MANAGEMENT CONCENTRATION |                                   |     |                |
| EIM 491   | Enterprise Architecture           | 4.5 | Gen Ed Courses |
| EIM 492   | Enterprise Systems                | 4.5 | Gen Ed Courses |
| EIM 493   | Management of Information Systems | 4.5 | Gen Ed Courses |
| EIM 494   | Enterprise Resource Planning      | 4.5 | Gen Ed Courses |
| SOFTWARE ENGINEERING CONCENTRATION              |                                   |     |                |
| SE 491  | Software Construction             | 4.5 | Gen Ed Courses |
| SE 492  | Software Project Management       | 4.5 | Gen Ed Courses |
| SE 493  | Software Engineering              | 4.5 | Gen Ed Courses |
| SE 494  | Mobile Application Development    | 4.5 | Gen Ed Courses |



## 9. DISTANCE EDUCATION PROGRAM

### 9.1 DISTANCE EDUCATION (DE) PROGRAM OVERVIEW

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

| PROGRAM | DELIVERY MODALITY AVAILABILITY   |
|---------|----------------------------------|
| MBA     | Fully On-Ground and Fully Online |
| MSIT    | Fully On-Ground and Fully Online |
| MSCS    | Fully On-Ground and Fully Online |
| BSBA    | Fully On-Ground and Fully Online |
| BSIT    | Fully On-Ground and Fully Online |

### 9.2 ADMISSIONS REQUIREMENTS AND ENROLLMENT

1. The admissions requirements for DE applicants are identical to those for residential applicants.
2. International (F-1) students have limitations on taking DE due to SEVP requirements.
3. The University provides a New Student Orientation (NSO) and an Online Learning Training (OLT) training course to those who take one or more DE courses. The primary purpose of the OLT course is to train all initial DE students during their first quarter on how to navigate Canvas (the LMS used at WUST), engage with the course activities, and submit their assignments without plagiarism.
4. A Distance Education Assessment is administered as part of the admission process for all students to determine the student’s capability to benefit from DE courses.\*
5. The tuition for DE courses is identical to that of residential courses. There is no additional fee for taking DE courses.

**\*Note:** Please see the “Admission Information” section of the Catalog about the DE self-Assessment requirement at the time of admission.



### 9.3 STUDENT SERVICES AND DE ORIENTATION

All student services are available to students enrolled in distance education programs or courses of study in accordance with *section VI, Substantive Standards, Standards of Accreditation* from ACCSC. The University also monitors the quality of its student services for students enrolled in a DE course of study.

The University provides DE students with the same academic advising, job placement, student success support, and career development services. Such advising and related services are conducted via Populi (the SIS used at the University), Canvas LMS, Interstride, webinars, email, virtual video calls, and telephone.

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

1. DE students must post their responses to each discussion question as outlined in the respective course syllabus.
2. Submit weekly assignments (projects, papers, exams, group work, etc.) via Canvas LMS.
3. The performance expectations and the student learning outcomes for DE students are commensurate with residential courses.

### 9.4 SARA (STATE AUTHORIZATION RECIPROCITY AGREEMENTS) COMPLIANCE

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

1. Faculty must ensure that curricula for the online learning offerings are comparable in academic rigor to programs offered in traditional instructional formats.
2. Faculty members ensure the integrity of their course's online teaching and learning.

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

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

## 10. COURSE DESCRIPTIONS



### GRADUATE COURSES

#### Notes:

#### Course Numbering System

- *All Graduate Courses:* 500 or higher
- *Concentration Courses:* 600 or higher

#### Prerequisites

Before registering for a course, each student must obtain approval from their 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 their Academic Advisor.

Prerequisite: Denotes Prerequisite





## 10.1 MBA COURSES

|  |                              |
|--|------------------------------|
| <b>MBA 511 Leadership &amp; Management</b>   | (4.5 credits/45 contact hrs) |
| In this advanced-level course, students will learn what differentiates leadership and management. Functional responsibilities of both will be explored while noting the similarity of industry use concerning the various styles and characteristics of each. Students will critically examine, "Is this leadership or management?" Upon completing this course, students will be able to recognize and differentiate between organizational leadership and management.<br>Prerequisite: None  |                              |
| <b>MBA 512 Project Management</b>  | (4.5 credits/45 contact hrs) |
| This course introduces project management as a challenging area requiring both technical and "people" skills. Students will learn how to balance technology, people, culture, stakeholders, and other assets necessary to complete a project. Students will develop skills in the phases of project management, such as planning, scheduling, monitoring, controlling, and closing projects. Students will also gain knowledge of leadership, building, conflict resolution, negotiation, and influencing skills.<br>Prerequisite: None  |                              |
| <b>MBA 515 IT for Managers</b>   | (4.5 credits/45 contact hrs) |
| This course emphasizes the use of data collection and analysis in business environments to facilitate decision-making. Emphasis is on fundamental research methods and appropriate use of statistics in the social sciences. Topics include the nature and history of the scientific method, research tools, data collection, and analysis. Discussed briefly are the 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.<br>Prerequisite: None  |                              |
| <b>MBA 517 Business Law &amp; Ethics</b>   | (4.5 credits/45 contact hrs) |
| This course is divided into two major parts, Business Law and Business Ethics, to introduce students to the legal and ethical aspects of decision-making in business within the context of managerial practice. The first part deals with the principles of law with an 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, torts, and economic and business-related aspects. 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 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.<br>Prerequisite: None |                              |
| <b>MBA 519 Marketing Strategies</b>  | (4.5 credits/45 contact hrs) |
| New service or product development is a common and important function needed in all types of business or non-profit organizations worldwide. 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.<br>Prerequisite: None   |                              |
| <b>MBA 521 Managerial Accounting</b>   | (4.5 credits/45 contact hrs) |
| This course covers various cutting-edge topics that affect today's business world, such as Lean Production, Six Sigma, corporate governance, enterprise risk management, and the Sarbanes-Oxley Act of 2002. The research and application cases of the course provide the students with real business settings that focus on and enable students to review and understand the various financial and accounting reports from manufacturing and service industries.<br>Prerequisite: None  |                              |
| <b>MBA 523 Strategic Analysis &amp; Decision Making</b>  | (4.5 credits/45 contact hrs) |
| This course is to help students think critically about how they interpret data and make decisions and then learn how to avoid and correct common errors due to faulty, ingrained mental models. Students learn to examine theoretical and practical aspects of decision-making and understand and manage decision-making from various perspectives. An emphasis is placed on strategic and crisis decisions in various circumstances, including business, personal, and managerial decisions made during different events. Upon completion of this course, students will learn the ability to think critically, interpret information correctly, and make sound decisions.<br>Prerequisite: None   |                              |



|  |                                |                              |
|--|--------------------------------|------------------------------|
| <b>MBA 525</b>   | <b>Organizational Behavior</b> | (4.5 credits/45 contact hrs) |
| <p>This course provides a framework for understanding organizational behavior and theory in the 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.</p> <p style="text-align: right;">Prerequisite: None</p>  |                                |                              |
| <b>MBA 691</b>   | <b>Business Capstone</b>       | (4.5 credits/45 contact hrs) |
| <p>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.</p> <p style="text-align: right;">Prerequisite(s): All Core courses and 2 concentration classes. The Capstone must be taken in the last term of the program. Students can take their 3rd concentration course together with business capstone to maintain their full-time status in the last quarter of the program before graduation.</p> |                                |                              |

## MBA Concentration Course Descriptions

|   |                              |                              |
|---|------------------------------|------------------------------|
| <b>AF 601</b>   | <b>Advanced Accounting</b>   | (4.5 credits/45 contact hrs) |
| <p>This advanced course teaches advanced 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.</p> <p style="text-align: right;">Prerequisite(s): 6 core courses</p>  |                              |                              |
| <b>AF 603</b>   | <b>Financial Analysis</b>    | (4.5 credits/45 contact hrs) |
| <p>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 accounting and financial management principles 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.</p> <p style="text-align: right;">Prerequisite(s): 6 core courses</p>  |                              |                              |
| <b>AF 607</b>   | <b>Business Auditing</b>     | (4.5 credits/45 contact hrs) |
| <p>This advanced course introduces auditing and assurance services, auditing standards, and processes, emphasizing the audit of internal controls over financial statements and the audit of financial statements. It will include a study of auditors' responsibilities, the development of audit programs, the accumulation of audit evidence, and reporting.</p> <p style="text-align: right;">Prerequisite(s): 6 core courses</p>   |                              |                              |
| <b>AF 609</b>   | <b>Corporate Finance</b>     | (4.5 credits/45 contact hrs) |
| <p>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.</p> <p style="text-align: right;">Prerequisite(s): 6 core courses</p>  |                              |                              |
| <b>HC 601</b>   | <b>Healthcare Leadership</b> | (4.5 credits/45 contact hrs) |
| <p>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.</p> <p style="text-align: right;">Prerequisite(s): 6 core courses</p>   |                              |                              |
| <b>HC 603</b>   | <b>Healthcare Economics</b>  | (4.5 credits/45 contact hrs) |
| <p>This advanced course deals with the primary objective of Health Care Financial Management, which is to introduce students to the fundamentals of accounting in healthcare 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 it is presented, and how it can be used to provide meaningful conclusions about a healthcare organization's financial position and performance. 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 the organization's long-term objectives.</p> <p style="text-align: right;">Prerequisite(s): 6 core courses</p> |                              |                              |



|  |  |                              |
|--|--|------------------------------|
| <b>HC 605</b>  | <b>Healthcare Informatics</b>                        | (4.5 credits/45 contact hrs) |
| <p>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.</p>   |  |                              |
| Prerequisite(s): 6 core courses  |  |                              |
| <b>HC 607</b>  | <b>Healthcare Operations</b>                         | (4.5 credits/45 contact hrs) |
| <p>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.</p>   |  |                              |
| Prerequisite(s): 6 core courses  |  |                              |
| <b>HR 601</b>  | <b>Principles of Human Resource Management</b>       | (4.5 credits/45 contact hrs) |
| <p>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.</p>  |  |                              |
| Prerequisite(s): 6 core courses  |  |                              |
| <b>HR 603</b>  | <b>Compensation &amp; Benefits</b>                   | (4.5 credits/45 contact hrs) |
| <p>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.</p>   |  |                              |
| Prerequisite(s): 6 core courses  |  |                              |
| <b>HR 605</b>  | <b>Labor Relations</b>                               | (4.5 credits/45 contact hrs) |
| <p>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.</p>   |  |                              |
| Prerequisite(s): 6 core courses  |  |                              |
| <b>HR 607</b>  | <b>Dispute Resolutions &amp; Conflict Management</b> | (4.5 credits/45 contact hrs) |
| <p>This advanced course introduces skills about dispute resolution and how to manage conflict at the management level. It teaches the concepts of dispute resolutions, conflict management, and mediation. The course helps students come up with an analytical understanding of the reasons behind disputes and conflicts and resolve them with feasible techniques and methodologies through a culture of mediation and empowerment.</p>   |  |                              |
| Prerequisite(s): 6 core courses  |  |                              |
| <b>IT 501</b>  | <b>Management of Information Technology</b>          | (4.5 credits/45 contact hrs) |
| <p>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.</p>  |  |                              |
| Prerequisite(s): 6 core courses  |  |                              |
| <b>IT 505</b>  | <b>Network Systems Design and Management</b>         | (4.5 credits/45 contact hrs) |
| <p>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 &amp; 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.</p> |  |                              |
| Prerequisite(s): 6 core courses  |  |                              |



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|--|---|------------------------------|
| <b>IT 507</b>  | <b>Database System Design and Management</b>          | (4.5 credits/45 contact hrs) |
| <p>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.</p> |   |                              |
| Prerequisite(s): 6 core courses  |   |                              |
| <b>ITSM 605</b>  | <b>Mobile and Cloud Computing</b>                     | (4.5 credits/45 contact hrs) |
| <p>This course analyzes the various components related to management and deployment of cloud computing as related to software applications. The course consists of Discussions topics designed to assist students 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.</p>   |   |                              |
| Prerequisite(s): 6 core courses  |   |                              |
| <b>LM 601</b>  | <b>Advanced Topics in Leadership &amp; Management</b> | (4.5 credits/45 contact hrs) |
| <p>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.</p>   |   |                              |
| Prerequisite(s): 6 core courses  |   |                              |
| <b>LM 603</b>  | <b>Entrepreneurship</b>                               | (4.5 credits/45 contact hrs) |
| <p>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.</p>  |   |                              |
| Prerequisite(s): 6 core courses  |   |                              |
| <b>LM 605</b>  | <b>International Business</b>                         | (4.5 credits/45 contact hrs) |
| <p>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.</p>  |   |                              |
| Prerequisite(s): 6 core courses  |   |                              |
| <b>LM 607</b>  | <b>International Marketing</b>                        | (4.5 credits/45 contact hrs) |
| <p>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..</p>  |   |                              |
| Prerequisite(s): 6 core courses  |   |                              |
| <b>PM 601</b>  | <b>Small Project Management</b>                       | (4.5 credits/45 contact hrs) |
| <p>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.</p>   |   |                              |
| Prerequisite(s): 6 core courses  |   |                              |
| <b>PM 603</b>  | <b>Enterprise Project Management</b>                  | (4.5 credits/45 contact hrs) |
| <p>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.</p>   |   |                              |
| Prerequisite(s): 6 core courses  |   |                              |



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|---|--|------------------------------|
| <b>PM 605</b>   | <b>Advanced Topics in Project Management</b> | (4.5 credits/45 contact hrs) |
| <p>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.</p> |  |                              |
| Prerequisite(s): 6 core courses   |  |                              |
| <b>PM 607</b>   | <b>Case Studies in Project Management</b>    | (4.5 credits/45 contact hrs) |
| <p>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.</p>   |  |                              |
| Prerequisite(s): 6 core courses   |  |                              |

## 10.2 MSIT COURSES

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|--|--|------------------------------|
| <b>IT 501</b>  | <b>Management of Information Technology</b>    | (4.5 credits/45 contact hrs) |
| <p>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.</p>  |  |                              |
| Prerequisite: None   |  |                              |
| <b>IT 503</b>  | <b>Operating Systems</b>                       | (4.5 credits/45 contact hrs) |
| <p>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.</p>   |  |                              |
| Prerequisite: None   |  |                              |
| <b>IT 505</b>  | <b>Network Systems Design and Management</b>   | (4.5 credits/45 contact hrs) |
| <p>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 &amp; 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.</p> |  |                              |
| Prerequisite: None   |  |                              |
| <b>IT 507</b>  | <b>Database System Design and Management</b>   | (4.5 credits/45 contact hrs) |
| <p>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.</p>       |  |                              |
| Prerequisite: None   |  |                              |
| <b>IT 509</b>  | <b>Information Systems Analysis and Design</b> | (4.5 credits/45 contact hrs) |
| <p>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.</p>   |  |                              |
| Prerequisite: None   |  |                              |



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|---|--|------------------------------|
| <b>IT 513</b>   | <b>Enterprise IT Application and Integration</b> | (4.5 credits/45 contact hrs) |
| <p>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.</p> <p>Prerequisite: None</p>   |  |                              |
| <b>IT 515</b>   | <b>Advanced Business Analytics</b>               | (4.5 credits/45 contact hrs) |
| <p>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 tree; segmentation; forecasting; and text mining. A case approach will be used, and SAS is the main analytical tool.</p> <p>Prerequisite: None</p>  |  |                              |
| <b>IT 517</b>   | <b>Software Project and Team Management</b>      | (4.5 credits/45 contact hrs) |
| <p>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.</p> <p>Prerequisite: None</p>   |  |                              |
| <b>MIT 681</b>  | <b>MSIT Capstone</b>                             | (4.5 credits/45 contact hrs) |
| <p>This capstone is designed to be offered in the final term of a student’s major. This course is planned to tie together the key learning objectives that faculty expect the student to have learned during the MSIT program at WUST within the student’s concentration. The purpose of this capstone course is to give students an opportunity to present their cumulative knowledge and skills in a simulated business environment. In this role, students will integrate key IT concepts they learned throughout their study.</p> <p>During the first week of class, students are required to choose a topic of interest aligned with their concentrations. Following the selection of the big idea (topic of interest, statement of problem in practice), students will engage in conducting literature review in the chosen topic, develop a position paper, and eventually produce a final paper as to how IT concepts are being applied to real-life scenarios in a hypothetical business environment.</p> <p>Prerequisite(s): All Core courses and 2 concentration classes. The Capstone must be taken in the last term of the program. Students can take their 3rd concentration course together with business capstone to maintain their full-time status in the last quarter of the program before graduation</p> |  |                              |

## MSIT Concentration Course Descriptions

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|--|---|------------------------------|
| <b>ITSM 601</b>  | <b>Telecommunication Systems and Management</b> | (4.5 credits/45 contact hrs) |
| <p>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.</p> <p>Prerequisite(s): 6 core courses</p>                                     |   |                              |
| <b>ITSM 603</b>  | <b>Network and Information Security</b>         | (4.5 credits/45 contact hrs) |
| <p>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 &amp; 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.</p> <p>Prerequisite(s): 6 core courses</p> |   |                              |
| <b>ITSM 605</b>  | <b>Mobile and Cloud Computing</b>               | (4.5 credits/45 contact hrs) |
| <p>This course analyzes the various components related to management and deployment of cloud computing as related to software applications. The course consists of Discussions topics designed to assist students 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.</p> <p>Prerequisite(s): 6 core courses</p>  |   |                              |



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|--|------------------------------|
| <b>ITSM 607 System Testing and Verification</b>  | (4.5 credits/45 contact hrs) |
| <p>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.</p> <p>Prerequisite(s): 6 core courses</p>  |                              |
| <b>DMA 601 Decision Methods and Modeling</b>   | (4.5 credits/45 contact hrs) |
| <p>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.</p> <p>Prerequisite(s): 6 core courses</p>  |                              |
| <b>DMA 603 Presentation and Visualization of Data</b>  | (4.5 credits/45 contact hrs) |
| <p>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.</p> <p>Prerequisite(s): 6 core courses</p>   |                              |
| <b>DMA 605 Data Management</b>   | (4.5 credits/45 contact hrs) |
| <p>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.</p> <p>Prerequisite(s): 6 core courses</p>  |                              |
| <b>DMA 607 DBMS Design and Analysis</b>  | (4.5 credits/45 contact hrs) |
| <p>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.</p> <p>Prerequisite(s): 6 core courses</p> |                              |
| <b>SDM 601 Managing Software Development</b>   | (4.5 credits/45 contact hrs) |
| <p>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.</p> <p>Prerequisite(s): 6 core courses</p>  |                              |
| <b>SDM 603 Data Structure and Algorithms for Information Processing</b>  | (4.5 credits/45 contact hrs) |
| <p>This course provides solutions to different complexities in data structure and algorithms for information processing. Since the nature of the course focuses on the solutions to algorithmic problems rather than on the theories, it helps students and practitioners prepare for job interviews and competitive exams. It also covers most required topics in computer science and information technology.</p> <p>Prerequisite(s): 6 core courses</p>   |                              |
| <b>SDM 605 Architectures for Software Systems</b>  | (4.5 credits/45 contact hrs) |
| <p>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.</p> <p>Prerequisite(s): 6 core courses</p>  |                              |



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

Large-scale software development has been described as one of the most difficult of human undertakings. This course examines the reasons for the inherent complexity of software construction and presents structured methods to deal effectively with it. The course will focus on the object-oriented approach for analysis and design. Students will gain an appreciation of the difference between writing programs and doing analysis and design. Problem formulation and decomposition (analysis) and solution building (design) will be covered. Students will work in small groups, each group having the responsibility for analysis, design and implementation of a software system. Case tools will be used in several stages of the development process.

Prerequisite(s): 6 core courses

## 10.3 MSCS COURSES

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

Large-scale software development has been described as one of the most difficult of human undertakings. This course examines the reasons for the inherent complexity of software construction, and presents structured methods to deal effectively with it. The course will focus on the object-oriented approach for analysis and design. Students will gain an appreciation of the difference between writing programs and doing analysis and design. Problem formulation and decomposition (analysis) and solution building (design) will be covered. Students will work in small groups, each group having the responsibility for analysis, design and implementation of a software system. Case tools will be used in several stages of the development process.

Prerequisite: None

**IT 507 Database System Design and Management** (4.5 credits/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

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

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

Prerequisite: None

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

This course provides a broad overview of the key concepts of cybersecurity, and compliance associated with organizational information systems. The course analyzes the applications and the impact of cybersecurity on business and governmental organizations. It investigates techniques of technology controls to secure information assets in business applications. Topics an introduction to confidentiality, integrity, and availability; information security management, legal regulations and compliance, ethics, security architecture and design; redundant systems, external/internal attacks; defensive security measure; basic cryptography and its applications, physical security, network security, software development security, cyber forensics, risk, intrusion detection and prevention.

Prerequisite: None

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

This course provides a practical and theoretical foundation for applying cyber security compliance measures in specific industries and domains, e.g. health care industry, sales, and advertising, in respect to stated, expanded and evolving technologies, public policies, standards, laws, and regulations. Specific laws and acts in diverse industries in the context of cyber security are discussed: HIPAA, HITECH act, Payment Card Industry (PCI), Data Security Standards (DSS), Sarbanes-Oxley, Access to electronic Protected Health Information (ePHI), and Monetary Authority of Singapore (MAS).

Prerequisite: None

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

This course introduces students to digital forensic examination of an IT system. The course provides broad overview of digital forensics, specifically focusing on computer, mobile, network, and database forensics. This course provides the student with the knowledge and skills necessary to properly interpret the evidence security breaches, illegal or inappropriate computer use, and communicate the examination results effectively and understandably.

Prerequisite: None



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|--|------------------------------|
| <b>CS 532 Secure Cloud Architecture</b>  | (4.5 credits/45 contact hrs) |
| <p>This course covers cloud computing security guidelines designed and developed by ISO, NIST, ENISA and Cloud Security Alliance (CSA). The course explores cloud landscape and architecture, specifically identifying and mitigating risks. Topics include moving data, protection and isolation of physical &amp; logical infrastructures including compute, network and storage, data protection at all OSI and TCP/IP layers. The course immerses the students into end-to-end identity management, access control/protection mechanisms, monitoring and auditing processes and meeting compliance with industry and regulatory mandates in cloud computing environment.</p>   |                              |
| Prerequisite: None   |                              |
| <b>CS 536 Information Security &amp; Risk Management</b>   | (4.5 credits/45 contact hrs) |
| <p>The goal of the course is to introduce skills and knowledge on Information Security and risk management in businesses. This course covers all aspects of cybersecurity, governance, policy and procedures. The course explores major categories of information security threats, information security controls, important legal provisions regarding information security, standard methodologies for complying with legal requirements. In-depth examination of topics in the management of information technology security including access control systems and methodology, business continuity, disaster recovery planning, legal issues in information system security, ethics, computer operations security, physical security and current Information Security standards.</p>  |                              |
| Prerequisite: None   |                              |
| <b>CS 538 Secure Software Development</b>  | (4.5 credits/45 contact hrs) |
| <p>The course focuses on software security quite broadly, discussing attacks as well as defensive programming. The purpose of the course is to learn about secure software, including its design, implementation and maintenance. This course follows the Software Development Life Cycle approach with Secure Software Development in mind. Topics include end-user needs, software security, risk and mitigation plans, architectural design, coding, testing, and deployment. This course examines security architecture elements within modern programming languages that create the framework for secure programming.</p>   |                              |
| Prerequisite: None   |                              |
| <b>CS 540 Security Assessment &amp; Testing</b>  | (4.5 credits/45 contact hrs) |
| <p>This course covers the testing process and assessment of security levels in various IT systems. The course explores the concepts and techniques for testing and Analysis of Systems in evolving environments. The course explores evaluating the strengths of security controls on a IT system. evaluate procedural and operational controls as well as technological controls. Topics include: system feasibility, security analysis requirements, database security, security of technology system architecture, design, and implementation, project control, and systems-level testing.</p>  |                              |
| Prerequisite: None   |                              |
| <b>CS 544 Cyberlaws &amp; Ethical Hacking</b>  | (4.5 credits/45 contact hrs) |
| <p>This course provides an in-depth look at network security concepts and the techniques for attacking and defending a network. The purpose of this course is to develop knowledge base needed to discover vulnerabilities and countermeasures for tightening network security and protecting data from potential attackers. Students will learn realistic penetration testing techniques to a network, internet or computer system to find security vulnerabilities that an intruder may be able to exploit and break in. This course immerses the students into a hands-on environment where they will be shown how to conduct ethical hacking to map out the vulnerabilities of the system. This course immerses the students into a hands-on environment where students will conduct ethical hacking in a virtual lab environment.</p>   |                              |
| Prerequisite: None   |                              |
| <b>CS 681 Capstone</b>   | (4.5 credits/45 contact hrs) |
| <p>This capstone is designed to be offered in the final term of a student's major. This course is planned to tie together the key learning objectives that faculty expect the student to have learned during the master's degree in cyber security program at WUST. The purpose of this capstone course is to give students an opportunity to present their cumulative knowledge and skills in a simulated cyber security-based business environment. In this role, students will integrate key cyber security concepts they learned throughout their study. Following the selection of the big idea (topic of interest, statement of problem in practice), students will engage in conducting literature review in the chosen topic, develop a position paper, and eventually produce a final paper as to how cyber security concepts are being applied to real-life scenarios in a hypothetical cyber security-based business environment.</p> |                              |
| <p>Prerequisite(s): All courses in the program. The Capstone must be taken in the last term of the program. Students can take their 11th cybersecurity course together with the MSCS capstone project course to maintain their full-time status in the last quarter of the program before graduation.</p>  |                              |



## 10.4 UNDERGRADUATE COURSES

### General Education

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| <b>ENG 101</b>  | <b>English Composition</b>              | (4.5 credits/45 contact hrs) |
| This is the first course of English Composition focused on expository writing ranging from single paragraphs to essays. Content includes study of various English structures including grammar, arguments and an introduction to library usage skills and formal methods of documentation.<br>Prerequisite: None  |   |                              |
| <b>ENG 102</b>  | <b>Critical Writing</b>                 | (4.5 credits/45 contact hrs) |
| This is the second course of English Composition. Students will develop analytical, interpretive, and information literacy skills necessary for constructing a well-supported, researched, academic argument.<br>Prerequisite: None   |   |                              |
| <b>HIS 101</b>  | <b>World History</b>                    | (4.5 credits/45 contact hrs) |
| This course explores the origins of human societies and the development of their hierarchical structures and the network connections between them across the world. An effort will be made to develop a conceptual framework for analyzing different societies and network interactions comparatively so as to highlight meaningful similarities and differences among them. This course also traces the increasing interdependence of the world's different societies as improved communications tie more of the world closely together. This will involve explaining the transformations wrought upon different areas by industrialization and the reactions this process has created across the globe.<br>Prerequisite: None   |   |                              |
| <b>HUM 101</b>  | <b>World Religion and Cultures</b>      | (4.5 credits/45 contact hrs) |
| This course introduces the basic concepts of Hinduism, Buddhism, Confucianism and Taoism, and their values and practices, and emphasizes enriching the Western mind and facilitating inter-cultural understanding. It also surveys the basic concepts, values and practices of Judaism, Christianity and Islam, and compares religions, their beliefs, behaviors, and effect on individual outlooks and cultural interaction. This course also examines key topics related to different cultures in the study of religions, such as gender, new religious movements, mysticism and spirituality and myth and ritual, politics, economics, environment, science, and media.<br>Prerequisite: None  |   |                              |
| <b>LIT 101</b>  | <b>World Literature</b>                 | (4.5 credits/45 contact hrs) |
| This course aims to introduce students to a selection of classical and modern literary works from various parts of the world. One of the goals of the class is to analyze and discuss the works in their respective socio-historical contexts, with a special focus on the theme of encounter, be it textual or cultural. The impact of various factors (class, race, gender, generation, religion, and so forth) will be taken into consideration in our discussions. The student's critical engagement with the assigned works of literature will be further enhanced by the historical and literary background provided by lectures and secondary sources. No prior knowledge of or familiarity with the pertinent languages is required. All reading materials will be provided in English translation.<br>Prerequisite: None |   |                              |
| <b>MAT 101</b>  | <b>Algebra</b>                          | (4.5 credits/45 contact hrs) |
| This course explores a variety of algebraic concepts including rational expressions, exponents, polynomials, quadratic expressions, and their applications.<br>Prerequisite: None   |   |                              |
| <b>MAT 102</b>  | <b>Calculus</b>                         | (4.5 credits/45 contact hrs) |
| This course focuses on techniques of differential and integral calculus. Students will gain a sound intuitive understanding of the basic concepts of calculus through a problem-solving approach. Topics include functions, graphs, and limits; differentiation; derivatives, exponential and logarithmic functions; integration; and variables.<br>Prerequisite: None  |   |                              |
| <b>PHI 101</b>  | <b>Introduction to Philosophy</b>       | (4.5 credits/45 contact hrs) |
| The course will be a combination of lectures, discussions, homework, and group assignments. Students will engage in philosophizing by learning and practicing the skills and methods of philosophical inquiry and analysis. Various topics will be presented and discussed. Matters pertinent to human existence and purpose will form the core of this course and will be presented through a series of philosophers who have reflected on these issues. While not ignoring the ancient masters, modern philosophers such as Kierkegaard, Nietzsche, Heidegger, Wittgenstein and Rawls will be discussed.<br>Prerequisite: None  |   |                              |
| <b>PHS 101</b>  | <b>Introduction to Physical Science</b> | (4.5 credits/45 contact hrs) |
| This course focuses on Physical Science based on the principles of physics and natural science.<br>Prerequisite: None   |   |                              |



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| <b>POS 101</b>   | <b>Introduction to Political Science</b> | (4.5 credits/45 contact hrs) |
| <p>Politics is a part of life. The course introduces students to the major issues in the study of politics and political science. You will become familiar with the basic vocabulary of the discipline and learn how political issues are studied. This course is intended to give the student a better understanding of the forces that influence political decisions that affect their lives.</p> <p>Prerequisite: None</p>  |  |                              |
| <b>PSY 101</b>   | <b>Introduction to Psychology</b>        | (4.5 credits/45 contact hrs) |
| <p>This course is an introduction to the theories, modalities, and methodologies evolving from the scientific analysis of behavior. This course takes a scientific perspective on behavior and will include discussion of critical thinking skills and a skeptical attitude toward claims. Successful completion of the course will require the student to demonstrate, through written papers and introspective inquiry, an understanding of the basic concepts covered in the lectures, text, readings, and weekly discussion.</p> <p>Prerequisite: None</p>                       |  |                              |
| <b>SOC 101</b>   | <b>Introduction to Sociology</b>         | (4.5 credits/45 contact hrs) |
| <p>This course is an introduction to the basic constructs of the discipline of Sociology and social thought. A clear comprehension of the dynamics of human societies and group behavior is useful in a myriad of environments. Students will examine society through the study of culture, race, religion, ethnicity, gender, inequality, education, deviance, and sociological theory and methods. Students are also expected to examine the influences of society on their personal lives in relation to the core concepts discussed in the course.</p> <p>Prerequisite: None</p> |  |                              |

## BSBA & BSIT Core Courses

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|--|----------------------------------|------------------------------|
| <b>BUS 201</b>   | <b>Business Communication</b>    | (4.5 credits/45 contact hrs) |
| <p>The course is designed to provide communication skills for business students. Success in today's workplace depends upon how well individuals are trained in effective business communication. This course provides tools and techniques and prepares students with excellent, effective, and practical business communication skills. Students will be able to learn these skills by example as this course reviews realistic business communication models and tools used in the business world, including the use of virtual meeting software such as GoToMeeting and Zoom. Students will also learn how to create a professional LinkedIn profile.</p> <p>Prerequisite: None</p>                   |                                  |                              |
| <b>BUS 207</b>   | <b>Ethical Leadership</b>        | (4.5 credits/45 contact hrs) |
| <p>This course is designed to provide students with general business and management principles, the significant elements of business and management essentials that are required for changing trends and implementations of technologies in today's marketplace. In addition, the scope of small business and international business, the growth of the service sector, and the role of ethics and product quality will be discussed. The course also covers the essential and components of a business including marketing, accounting, finance, budgeting, labor relations, e-commerce, and other factors in the business and management world.</p> <p>Prerequisite: None</p>                          |                                  |                              |
| <b>BUS 208</b>   | <b>Intro to AI and Analytics</b> | (4.5 credits/45 contact hrs) |
| <p>This course undertakes a practical and introductory approach to using Artificial Intelligence and analytics in business. As artificial intelligence, analytics, and machine learning become part of everyday life, it becomes increasingly important for business managers and leaders to understand how these new forms of technologies can be integrated into achieving business success. This course will also focus on the uses of personal technologies including Alexa, Google Assistant and Siri and how they are impacting corporate functions like marketing.</p> <p>Prerequisite: None</p>  |                                  |                              |
| <b>BUS 210</b>   | <b>Principles of Management</b>  | (4.5 credits/45 contact hrs) |
| <p>This course is designed to provide students with general business and management principles, the significant elements of business and management essentials that are required for changing trends and implementations of technologies in today's marketplace. In addition, the scope of small business and international business, the growth of the service sector, and the role of ethics and product quality will be discussed. The course also covers the essential and components of a business including marketing, accounting, finance, budgeting, labor relations, e-commerce, and other factors in the business and management world.</p> <p>Prerequisite: None</p>                          |                                  |                              |
| <b>BUS 213</b>   | <b>Principles of Accounting</b>  | (4.5 credits/45 contact hrs) |
| <p>This is an introductory course intended to develop an understanding of the environment, role, and basic principles of financial accounting, primarily from the standpoint of the user of financial information. This is an introduction to financial accounting concepts. A study of the accounting cycles of service organizations and merchandisers emphasizing the recording of business transactions, and the preparation of financial statements for such organizations. Emphasis is also placed on the accounting principles relating to the measurement, valuation and reporting of assets, liabilities and equity, and related internal control considerations.</p> <p>Prerequisite: None</p> |                                  |                              |



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| <b>BUS 215</b>  | <b>Principles of Marketing</b>                    | (4.5 credits/45 contact hrs) |
| <p>This course provides a foundation in the principles of marketing used to manage profitable customer relationships. In addition, the course explains the pivotal role of marketing within an organization's strategic plan. It also examines the marketing process and determines marketing strategies and tactics. Topics include consumer behavior, competitive analysis, segmentation, target marketing, positioning, branding, new product development, pricing, value chains, and marketing communications.</p> <p style="text-align: right;">Prerequisite: None</p>   |   |                              |
| <b>BUS 217</b>  | <b>Principles of Economics</b>                    | (4.5 credits/45 contact hrs) |
| <p>Modern economics is the study of how households, individuals, firms, governments, and other types of human society choose to allocate and manage resources in a world of scarcity. The central focus of this introductory course is how and why markets (one important mechanism for allocating scarce resources) work, why they may fail to work, and the implications for social policy of both their successes and failures. This course also covers thinking like an economist that involves identifying and evaluating trade-offs in the context of constraints, distinguishing positive from normative analysis, and tracing behavioral implications of change while abstracting from aspects of reality. It, moreover, involves describing redistributive implications of change, amassing data to evaluate economic events, and testing hypotheses about how consumers and producers make choices and how the economy works. Finally, thinking like an economist involves examining many problems through a filter of efficiency – coping with limited resources.</p> <p style="text-align: right;">Prerequisite: None</p> |   |                              |
| <b>BUS 219</b>  | <b>Introduction to Human Resources Management</b> | (4.5 credits/45 contact hrs) |
| <p>Human Resource Management (HRM) plays an important role in today's workplace. This course is designed to provide an overview of Human Resource Management, how it relates to the management process, and how it is adapting to ever-changing trends in the workplace. Management uses HRM tools and techniques in strategic planning to improve organizational performance and to create competency. Students will gain knowledge and skills with regard to how organizations use HRM concepts to meet challenges with their emerging global competition.</p> <p style="text-align: right;">Prerequisite: None</p>   |   |                              |
| <b>BUS 221</b>  | <b>Leadership Theories and Practice</b>           | (4.5 credits/45 contact hrs) |
| <p>This course introduces students to the concept of leadership. It is designed to facilitate learning using assessment of theories and practice of leadership in the context of exploring the qualities that make an effective leader. Different types of leader models will be examined to understand leader behaviors in different situational circumstances and how leaders adapt to an ever-changing marketplace. In addition, students will gain knowledge of many leadership tools and techniques used in today's marketplace.</p> <p style="text-align: right;">Prerequisite: None</p>  |   |                              |
| <b>BUS 223</b>  | <b>Organizational Behavior</b>                    | (4.5 credits/45 contact hrs) |
| <p>This course analyzes the elements of organizational behavior and management. Topics include the behavior of work groups and supervisors; intergroup relations; current challenges to organizations; organizational culture; diversity; methods for dealing with personnel problems; motivation; formal and informal behavior; communications; ethics; stress management; conflict resolution, workforce diversity and managing change. This course also, will examine current research, theory and application on the forces underlying the behavior of members of an organization.</p> <p style="text-align: right;">Prerequisite: None</p>   |   |                              |
| <b>BUS 225</b>  | <b>Project Management</b>                         | (4.5 credits/45 contact hrs) |
| <p>This course is designed to provide an in-depth understanding of Project Management principles and concepts, methodology, business communication, and the leadership skills required to manage projects. In addition, this course offers tools and techniques to diverse organizational teams to facilitate a relationship between projects and customers and to advance organizational strategic goals and objectives. This course also provides an overview of topics that emphasize all the PMBOK.</p> <p style="text-align: right;">Prerequisite: None</p>  |   |                              |
| <b>BUS 230</b>  | <b>Introduction to Entrepreneurship</b>           | (4.5 credits/45 contact hrs) |
| <p>This course provides the appropriate tools, knowledge and skills for those students who wish to launch a new venture and become successful entrepreneurs. This course has adopted a hands-on approach to entrepreneurship by providing business information, statistics, and real-world examples as well as case studies. In addition, this course will build a pathway for a successful business by examining all required segments of managing a business such as business strategy, finance, and marketing.</p> <p style="text-align: right;">Prerequisite: None</p>  |   |                              |
| <b>BUS 301</b>  | <b>Microeconomics</b>                             | (4.5 credits/45 contact hrs) |
| <p>This course provides an overview of the domestic modern market economy. During this course, students will gain an understanding of the operation and decision-making for economic units, supply and demand, resource allocation, the problem of scarcity and various other types of analysis for market and industry structures.</p> <p style="text-align: right;">Prerequisite: None</p>  |   |                              |



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| <b>BUS 302 Macroeconomics</b>  | (4.5 credits/45 contact hrs) |
| <p>This course will provide students a thorough understanding of macroeconomic theories and systems. Particular emphasis will be placed on the study of national income and price determination, unemployment, inflation, cyclical business fluctuations, economic growth, the role of money, theories of interest rates, stabilization policies, foreign exchange rates, and balance of payments difficulties. And comparative economic advantages among nations as well as familiarizing the student with economic performance measures and growth.</p>  |                              |
| Prerequisite: None   |                              |
| <b>BUS 305 Managerial Economics</b>  | (4.5 credits/45 contact hrs) |
| <p>Changing economic conditions often affect a manager's decision making. This course applies basic economic philosophy to decision making methods in contemporary business. Students will learn how to bridge theory with business practices. This course will also help students understand how to assess the changes in revenues and costs for better business decisions. Upon successful completion of the course, the student will gain a managerial perspective through which they will be able to make better decisions that increase revenues while decreasing costs for maximum profit.</p>   |                              |
| Prerequisite: None   |                              |
| <b>BUS 307 Global Economy</b>  | (4.5 credits/45 contact hrs) |
| <p>This course provides a general outlook for the modern global market economy as a system. Students will understand and analyze the relationships among variables such as national income, employment, inflation and the quantity of money. Additionally, students will understand the roles of government expenditure, international finance, economic development, taxation and monetary policy in economic structure.</p>  |                              |
| Prerequisite: None   |                              |
| <b>BUS 308 Team Management</b>   | (4.5 credits/45 contact hrs) |
| <p>In this course, students will learn about the concept of team management which is a series of steps and coordinated activities performed by leaders or managers along with a group of individuals referred to as team members to perform given tasks in a specific period of time. Team management is an important concept in every organization where individuals with different skills work together to achieve a common goal. In business, team management is the collective and orchestrated effort of all employees to achieve organization objectives.</p>  |                              |
| Prerequisite: None   |                              |
| <b>BUS 313 Financial Management</b>  | (4.5 credits/45 contact hrs) |
| <p>This course studies the role of money in the economy; examines monetary policy and tools by investigating the relationships between money supply and interest rates, inflation and business cycles; and explains how financial institutions and markets work, as these institutions involve huge flows of funds throughout the economy, affecting thus production of goods and services, employment and profit.</p>   |                              |
| Prerequisite: None   |                              |
| <b>BUS 320 E-Commerce and E-Business</b>   | (4.5 credits/45 contact hrs) |
| <p>This course is designed for students to learn about new trends of doing businesses. The course highlights the misconception that eBusiness refers only to self-side eCommerce. Topics to cover include digital marketing, business or consumer models, eBusiness opportunities, etc.</p>  |                              |
| Prerequisite: None   |                              |
| <b>BUS 325 Integrated Resources Management</b>   | (4.5 credits/45 contact hrs) |
| <p>This course is designed to introduce students to Enterprise Resource Planning (ERP). This course covers an overview of information systems and defines the ERP system from various perspectives such as infrastructure and the implementation process. In addition, this course will explore and have comprehensive discussions about business processes such as Accounting, Human Resources, Marketing, Purchasing, and Manufacturing and how they integrate to enhance an organization's efficiency and productivity. Students will gain an in-depth knowledge of supply chain, customer relationships and management.</p>  |                              |
| Prerequisite: None   |                              |
| <b>BUS 328 Change Management</b>   | (4.5 credits/45 contact hrs) |
| <p>This course is focused on a practical approach to an organized means of leading and managing change within organizations. The course presents an eight-stage process of change with useful examples that show how to go about getting buy-in from employees, managers, and stakeholders; how to create a vision for change; and how to build motivation to make change happen. The course will also explore why organizations fail to make the change process successful.</p>   |                              |
| Prerequisite: None   |                              |
| <b>BUS 340 Global Business Management</b>  | (4.5 credits/45 contact hrs) |
| <p>This course is designed to explore international business with regard to the sourcing of goods and services from locations around the globe in order to take advantage of national differences with respect to cost and quality. Students will gain skills and understand the national differences in the context of political economy, culture, international trade theory, foreign direct investment, foreign exchange market and other elements that could impact global business. Students will learn how to develop international business strategy, how to enter into new markets and the components of exploring in exporting, importing and countertrade business. In addition, the concepts of financial management in international business and global human resources management in terms of outsourcing and marketing will be discussed.</p> |                              |
| Prerequisite: None   |                              |



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|---------------|---|------------------------------|
| <b>IT 201</b> | <b>Introduction to Information Systems</b>  | (4.5 credits/45 contact hrs) |
|               | <p>This course introduces the topic of information systems (IS) and how organizations use information systems. Topics in this course include: an overview of basic IS hardware and software, business process reengineering, collaborative computing, electronic commerce, the impacts of IS upon organizations and society, ethical use of information systems, types of information systems, and how to analyze and design information systems.</p> <p>Prerequisite: None</p>   |                              |
| <b>IT 202</b> | <b>Hardware, Software and Network Systems</b>   | (4.5 credits/45 contact hrs) |
|               | <p>This course explains the basic principles of how computers work. It provides an understanding of the essential hardware, software and networking components associated with computers (with a focus on PCs). Topics include history of computers, the processor and busses, motherboard, memory and storage, graphics, sound and other adapters, input and output devices. An overview of operating systems and other common software packages, as well as the various methods used to connect computers to each other and the Internet, are presented.</p> <p>Prerequisite: None</p>  |                              |
| <b>IT 203</b> | <b>Information Technology for Management</b>  | (4.5 credits/45 contact hrs) |
|               | <p>This course gives the student an understanding of how business processes and activities have changed with the advent of the digital economy. Information technology has become a major facilitator in organizations, changing how, why, and where we do business. This course introduces students to all aspects of Information Technology Management and provides an overview to new business models and methods supported by the Digital Economy.</p> <p>Prerequisite: None</p>  |                              |
| <b>IT 204</b> | <b>Office 365 Application</b>   | (4.5 credits/45 contact hrs) |
|               | <p>The course aims to prepare students for fluency in word processing. Microsoft Word 2010 will be used as it is the most widely used commercial word processing package. This course covers advanced techniques in merging, macros, graphics, and desktop publishing and includes extensive formatting for technical documents. The course emphasizes business applications. This skill development specifically includes MS Word. This course covers the required skill sets on the Microsoft Office Specialist (MOS) expert-level exam for Word.</p> <p>Prerequisite: None</p>   |                              |
| <b>IT 205</b> | <b>Numerical Analysis</b>   | (4.5 credits/45 contact hrs) |
|               | <p>This course introduces students to the concepts and tools of numerical analysis. Topics include how to represent numbers and analyze various types of numbers.</p> <p>Prerequisite: None</p>   |                              |
| <b>IT 206</b> | <b>Design and Analysis of Algorithms</b>  | (4.5 credits/45 contact hrs) |
|               | <p>This course introduces the student to methods for algorithm design. Special emphasis will be placed on problem solving, unifying ideas, proof techniques, the "scientific method", as well as striving for elegance, insights, and generalizability in developing algorithms and proofs. Paradigms such as divide and conquer, "greedy" &amp; dynamic programming and techniques for analysis, such as asymptotic notations and estimates will be discussed. Many similar topics will be covered.</p> <p>Prerequisite: None</p>  |                              |
| <b>IT 207</b> | <b>Operating Systems</b>  | (4.5 credits/45 contact hrs) |
|               | <p>This course examines the important problems in operating system design and implementation. The operating system provides an established, convenient, and efficient interface between user programs and the bare hardware of the computer on which they run. The operating system is responsible for sharing resources (e.g., disks, networks, and processors), providing common services needed by many different programs (e.g., file service, the ability to start or stop processes, and access to the printer), and protecting individual programs from interfering with one another. The course will focus on three major OS subsystems: process management (processes, threads, CPU scheduling, synchronization, and deadlock), memory management (segmentation, paging, swapping), and file systems; and on operating system support for distributed systems.</p> <p>Prerequisite: None</p> |                              |
| <b>IT 210</b> | <b>Personal Computing</b>   | (4.5 credits/45 contact hrs) |
|               | <p>This course introduces the student to personal computing hardware, operating systems and software applications. This course covers fundamentals of computing and current and future uses of computer technology, PC hardware, Windows/Mac OS/Linux operating systems, applications software, networking and the Internet, and developments in the computer industry. This course will cover materials used for CompTIA A+ Certification.</p> <p>Prerequisite: None</p>   |                              |
| <b>IT 214</b> | <b>Computer Science and Engineering</b>   | (4.5 credits/45 contact hrs) |
|               | <p>This course introduces students to computer science (the study of how to describe and predict properties of information processes) and computer engineering (the study of how to implement and automate information processes using current computer technologies). Computer science and engineering are two sides to the same coin. We would not have modern medicine, the Internet, modern mass transit, and logistics. In short, we would not have the modern world. The course then divides into two sections. The computer science portion introduces the concepts of algorithms, recursion, computability, problem complexity, data and procedures and abstraction. The computer engineering portion introduces computer hardware, software, networks, programming and repair.</p> <p>Prerequisite: None</p>   |                              |



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| <b>IT 217</b>   | <b>Programming Language</b>                                    | (4.5 credits/45 contact hrs) |
| <p>This course is a gentle introduction to basic concepts in the design of programming languages as they apply to the World-Wide Web (WWW). Examples of concepts will be presented using specific languages and methods that include, Javascript, Java, AJAX, PHP and others. At the end of the course students will be familiar with the concepts that are commonly available in widely used in the development of web-based applications.</p>   |  |                              |
| Prerequisite: None  |  |                              |
| <b>IT 345</b>   | <b>Impact of IT on Individuals, Organizations, and Society</b> | (4.5 credits/45 contact hrs) |
| <p>This course critically assesses the institutional forces that shape and create the demand for information technology (IT). The course will facilitate the integration of student views into a coherent and realistic perspective of a technological society. Students will be challenged to consider and assess the evolution of technology and society and their mutual impact. Emphasis will be placed on individual and social impacts both within the business organization and externally. It will also discuss how the consumption of IT impacts economy and society. The course will help participants think about how changing social and economic conditions determine what technologies are consumed and how they are consumed, who consumes them and where they are consumed.</p> |  |                              |
| Prerequisite: None  |  |                              |
| <b>IT 348</b>   | <b>Intranet, Extranet and Internet</b>                         | (4.5 credits/45 contact hrs) |
| <p>The course focuses on the technologies, uses, benefits and risks associated with intranets (internal business networks), extranets (private, multi-organizational networks) and the Internet (public).</p>   |  |                              |
| Prerequisite: None  |  |                              |
| <b>IT 470</b>   | <b>Computer Security Fundamentals</b>                          | (4.5 credits/45 contact hrs) |
| <p>Data is the most valuable asset of an organization and must be protected in order to avoid potential loss. This course is designed to explore computer security and how it can protect computer networks from malicious threats such as viruses and attacks by hackers. Students will gain knowledge of different types of threats to computer networks and how to implement protection elements to prevent an unstable environment. In addition, security policies will be reviewed to provide an in depth understanding of procedures and a contingency plan in the case of uncertainty.</p>   |  |                              |
| Prerequisite: None  |  |                              |
| <b>IT 472</b>   | <b>Systems Analysis and Design</b>                             | (4.5 credits/45 contact hrs) |
| <p>The objective of this course is to introduce students to systems analysis and design. This course emphasizes the strategies and techniques of systems analysis and design for producing logical methodologies for dealing with complexity in the development of information systems. The course approaches the development of information systems from a problem-solving perspective. Focus is placed on all parts of Systems Development Life Cycle (SDLC), Requirements &amp; Planning, Analysis &amp; Design, Implementation, Transition &amp; Operations, and finally Retirement or End of Life.</p>   |  |                              |
| Prerequisite: None  |  |                              |
| <b>IT 473</b>   | <b>Interactive Computer Graphics</b>                           | (4.5 credits/45 contact hrs) |
| <p>This course introduces the student to introductory computer graphics and the OpenGL and WebGL programming interfaces. Image characteristics such as light, sequencing, the human visual system and object modeling are covered from a technical perspective. Business graphics applications will be emphasized in this course. Other topics include Graphics architectures, programming interfaces, pen-plotter model, image models, rasterization, geometric objects and transformation, classical and computer viewing, perspective and projection, vectorization, hidden-surface removal and other topics.</p>  |  |                              |
| Prerequisite: None  |  |                              |
| <b>IT 474</b>   | <b>Web Design and Development</b>                              | (4.5 credits/45 contact hrs) |
| <p>This course introduces the student Web 2.0 design and development. This course will provide a basic understanding of the methods and techniques of developing a simple to moderately complex web site. Using the current standard web page language, students will be instructed on creating and maintaining a simple web site. Examples of concepts will be presented using specific languages and methods that include, Javascript, Java, AJAX, PHP and others.</p>  |  |                              |
| Prerequisite: None  |  |                              |
| <b>IT 476</b>   | <b>Database Management System</b>                              | (4.5 credits/45 contact hrs) |
| <p>This course focuses on the general concepts and methodologies in file and database management systems—data representation, data modeling and file organization. Additional focus will be on the movement of data to related database systems within and outside the user organization. Students are required to understand the architecture of and start implementing simple database applications using commercially available packages such as MS-ACCESS, and ORACLE or MySQL (open source). Other database systems such as hierarchical, XML-tagged and object oriented DBMS along with Data mining will be discussed but there is no implementation requirements for these topics.</p>   |  |                              |
| Prerequisite: None  |  |                              |



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|---|------------------------------|
| <b>MGT 311 Engineering Management</b>   | (4.5 credits/45 contact hrs) |
| <p>The class teaches students how to be an effective supervisor in the current business environment. Students will learn basic and cutting-edge techniques of engineering management through real-world problems and situations. In addition, students will be exposed to current engineering management tools and strategies that include, Total Quality Management (TQM), Six-Sigma, Capabilities Maturity Model (CMM) Business Process Engineering (BPM) and others. Topics covered in this course include: Organizational Behavior issues such as: Modern Supervision Methods, Communication, Motivating Employees, "Problem" Employees Counseling and Discipline and others. Engineering strategies include: Reaching Goals, Organizing and Authority, Leader/Supervisor, Problem Solving, Decision Making and Creativity and others.</p> <p style="text-align: right;">Prerequisite: None</p> |                              |
| <b>MKT 455 Marketing Strategies</b>   | (4.5 credits/45 contact hrs) |
| <p>This course will introduce a framework for Marketing Management. The overview of materials in this course will emphasize on marketing strategies and tools and techniques and how to achieve such goal. Students will gain knowledge in marketing strategy and decision making how and where to employ for a successful marketing campaign. In addition, various types and model of marketing approach will be discussed to give students in depth knowledge in relate to the model conceptualization.</p> <p style="text-align: right;">Prerequisite: None</p>  |                              |
| <b>MKT 457 E-Marketing</b>  | (4.5 credits/45 contact hrs) |
| <p>This course will introduce a framework for Marketing Management. The overview of materials in this course will emphasize marketing strategies, tools and techniques, and how to achieve marketing goals. Students will gain knowledge in marketing strategy and decision making and how and where to employ these strategies for a successful marketing campaign. In addition, various types and models of marketing approaches will be discussed to give students an in depth knowledge in relation to the model conceptualization.</p> <p style="text-align: right;">Prerequisite: None</p>  |                              |

## BSBA & BSIT Concentration Courses

Note: Students must complete all 1XX and 2XX level courses before attempting to enroll in concentration courses.

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|--|------------------------------|
| <b>AF 401 Intermediate Accounting</b>  | (4.5 credits/45 contact hrs) |
| <p>This course provides an introduction to intermediate financial accounting theory, practice and developmental frameworks. Students will prepare statements and analyses for assets such as cash, accounts receivable and inventories. Attention will be given to their valuation and impact on periodic net income and financial position.</p> <p style="text-align: right;">Prerequisite: None</p>  |                              |
| <b>AF 403 Financial Analysis</b>   | (4.5 credits/45 contact hrs) |
| <p>This course introduces students how to use financial statements and the accounting systems that provide the data needed to make business decisions. This course presents principles of accounting and financial management as they relate to managerial decision-making. Financial statement and annual report analysis, cash budgeting, capital management, long-term financing and financial forecasting are covered.</p> <p style="text-align: right;">Prerequisite: None</p>  |                              |
| <b>AF 407 Financial Markets</b>  | (4.5 credits/45 contact hrs) |
| <p>This course focuses on understanding the theory of international finance and its real-world applications from a business point of view. Understanding the foreign exchange markets and world capital markets (banking, debt and equity) is necessary to carry out a sound and effective management of the firm from a financial point of view. And since multinational corporations do face opportunities but also risks, financial management involves the design of appropriate strategies to hedge the company from actual and potential risks through the use of the different types of financial assets (such as derivatives) available for this purpose.</p> <p style="text-align: right;">Prerequisite: None</p> |                              |
| <b>AF 409 Financial for Consultants</b>  | (4.5 credits/45 contact hrs) |
| <p>This course presents an introduction of the fundamentals of finance for consulting. It introduces students to the finance consulting process, skills for project, team and client management, the ethics of consulting, careers in consulting, key models and theories used to understand management consultancy work practice areas in the consulting industry, and issues surrounding effective use of consultants.</p> <p style="text-align: right;">Prerequisite: None</p>  |                              |
| <b>LM 401 Leadership and Management</b>  | (4.5 credits/45 contact hrs) |
| <p>This course helps students perform his/her research project more effectively. It covers a wide variety of topics relevant to the Business program including but not limited to: Leadership and Management, Information Technology, Entrepreneurship, Health Care Management, Hospitality and Tourism Management, Human Resources Management, Project Management, Public Service and Administration, Global Business Management, Accounting, and Finance.</p> <p style="text-align: right;">Prerequisite: None</p>   |                              |



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| <b>LM 403</b>   | <b>Business Data Analysis</b>                    | (4.5 credits/45 contact hrs) |
| <p>This course focuses on current business data analytic tools and techniques. It provides the tools to handle the issues of the emerging business world through the applications of big data platforms. The course introduces the drivers by which big data technology can be applied into the emerging business world. The course presents applicable analytical solutions to the problems of the business world. The course provides an overview of big data hardware and software architectures and introduces a variety of technologies.</p>   |  |                              |
| Prerequisite: None  |  |                              |
| <b>LM 405</b>   | <b>Effective Negotiation Management</b>          | (4.5 credits/45 contact hrs) |
| <p>This course provides skills for effective negotiations management. Students understand and develop a systematic approach to preparing for and engaging in international business negotiations.</p>   |  |                              |
| Prerequisite: None  |  |                              |
| <b>LM 407</b>   | <b>Introduction to International Business</b>    | (4.5 credits/45 contact hrs) |
| <p>This course provides students with an understanding of the global economy and its impact on business within the United States. Topics include the impact of political systems on business; effects of culture on business style; the role of international trade; management of multinational corporations and the impact of trade restraints and liberalization. Balancing legal, political, and ethical issues in international business techniques is covered.</p>  |  |                              |
| Prerequisite: None  |  |                              |
| <b>LM 409</b>   | <b>Managing Growing Companies</b>                | (4.5 credits/45 contact hrs) |
| <p>This course seeks to provide an understanding of the knowledge and skills that are required to manage and grow small to mid-sized firms. We will study the typical problems and opportunities that confront such organizations. Students will use a variety of disciplines including management, strategy and entrepreneurial finance in order to formulate courses of action based on incomplete information.</p>   |  |                              |
| Prerequisite: None  |  |                              |
| <b>HR 401</b>   | <b>Introduction to Labor Law &amp; Relations</b> | (4.5 credits/45 contact hrs) |
| <p>This course introduces the background necessary to examine top management strategic decisions regarding unions and day-to-day union worker-management interactions. The course will further focus on topics for exploration on compliance of employment practices laws and regulation. Additionally, course discussions include the Civil Rights Act of 1964 (as amended) and related laws and regulations on recruiting, selection, accommodations, health and safety, evaluation, and other workforce management policies and practices will be studied.</p>   |  |                              |
| Prerequisite: None  |  |                              |
| <b>HR 403</b>   | <b>Human Resources Strategies</b>                | (4.5 credits/45 contact hrs) |
| <p>In this course, students will discover various strategies in Human Resources Management. Students will be able to analyze the practices of human resources strategies like recruitment and selection, performance management, training and development, rewards and recognitions and employee relations. As they analyze the strategies of human resources, students will also have a greater understanding of how strategies of human resources can integrate with business strategies of an organization to yield a better and integrated overall outcome of the organization.</p>   |  |                              |
| Prerequisite: None  |  |                              |
| <b>HR 405</b>   | <b>Wages and Benefits Management</b>             | (4.5 credits/45 contact hrs) |
| <p>This course will give students a concept of wages and benefits management. This course will help students develop their knowledge of human resources management specifically in terms of wages and benefits management. It will also help students broaden their understanding of the relationship between pay systems and job performances. This course will help students recognize the role of the unions in wages and benefits management and develop their understanding of legal and ethical issues in wages and benefits management at both local and international levels.</p>   |  |                              |
| Prerequisite: None  |  |                              |
| <b>HR 407</b>   | <b>Talent Acquisition and Recruitment</b>        | (4.5 credits/45 contact hrs) |
| <p>This course introduces how to find talents and strategies to recruit good candidates. This course will help students broaden their understanding of human resources management in terms of talent acquisition and recruitment. Students will better understand the practices of human resources management including the processes of interviewing, selecting, recruiting, and orientation.</p>  |  |                              |
| Prerequisite: None  |  |                              |
| <b>HR 409</b>   | <b>Survey in Human Resource Management</b>       | (4.5 credits/45 contact hrs) |
| <p>This course will review the whole process of Human Resource Management including management, resource, and utilizing tools. This course will help students deepen their understanding of the concepts of human resources management. Students will have a better understanding of the practices of human resources that include: essentials of starting a human resource function, staffing plans and legalities, recruitment, selection, and beginning employment, performance management and ending employment, training and development, compensation and benefits, rules, communication, and record-keeping, workplace safety and security, management reports, outsourcing and consultants.</p> |  |                              |
| Prerequisite: None  |  |                              |



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| <b>PM 401</b>  | <b>Fundamentals of Project Management</b>   | (4.5 credits/45 contact hrs) |
|                | This is the introduction course for the project management specialization and introduces prerequisite knowledge for subsequent project management courses. This foundational course spans from "What is project management" to providing practical "How To" guidance, tools and techniques you can apply immediately.   |                              |
|                |   | Prerequisite: None           |
| <b>PM 403</b>  | <b>Project Planning and Execution</b>   | (4.5 credits/45 contact hrs) |
|                | This course introduces thorough examination of the science and art of project management. MS Project and Excel are the software programs utilized. This course emphasizes the process. Students will develop an understanding of the Project Management Institute's (PMI) Body of Knowledge, concepts, definitions, and approaches. Students will have the opportunity to apply the skills learned in class to manage a project. This experiential learning approach allows the student to apply the theory of this imperative skill in today's workplace.  |                              |
|                |   | Prerequisite: None           |
| <b>PM 405</b>  | <b>Project Risk Management</b>  | (4.5 credits/45 contact hrs) |
|                | This course introduces risk management methods in projects. It helps students understand the key concepts of project risk management. It will also help students understand how to manage project risks when dealing with a project throughout the life cycle of the project. The course will help students determine what project management tools and techniques are needed and what competencies are required to handle project risks.   |                              |
|                |   | Prerequisite: None           |
| <b>PM 407</b>  | <b>Survey in Project Management</b>   | (4.5 credits/45 contact hrs) |
|                | Discusses the contemporary issues in project management through critical discussion of case studies and simulations within the framework of project management theories. Discussions focus on emerging issues such as governance and operational design across diverse industries, including information systems, healthcare, and construction. The student will apply skills and knowledge acquired throughout the quarter as part of a project management simulation.   |                              |
|                |   | Prerequisite: None           |
| <b>EIM 491</b> | <b>Enterprise Architecture</b>  | (4.5 credits/45 contact hrs) |
|                | Enterprise Architecture (EA), is designed to be the first exposure to foundational enterprise architecture (EA) concepts and practices. The course sets the "common language" for EA discussions for professionals new to the EA field as well as functional business people, customers, suppliers, and others that desire an overview of enterprise architecture and the benefits it can bring to an organization.   |                              |
|                |   | Prerequisite: None           |
| <b>EIM 492</b> | <b>Enterprise Systems</b>   | (4.5 credits/45 contact hrs) |
|                | Enterprise systems are a category of information systems which have been heavily adopted in practice since the 1990s. Enterprise systems are usually based on packaged software products, they drive for cross-functional integration and require organization-wide resources for their implementation. The lifecycle of enterprise systems including the development, the implementation, use and evaluation involves company external entities (e.g. software vendors or consulting companies) as well as company internal entities (e.g. IT departments or end-users). Enterprise systems impact multiple levels of a company, ranging from the individual employee, to groups, the entire organization and even its associated business network. Given these boundary conditions, introducing Enterprise Systems to companies is a challenge. |                              |
|                |   | Prerequisite: None           |
| <b>EIM 493</b> | <b>Management of Information Systems</b>  | (4.5 credits/45 contact hrs) |
|                | This course introduces the various information and communications technologies. Students will research and practice using modern productivity applications. Students will examine how information systems are used to solve problems and make better business decisions and apply these concepts to analyze business cases.   |                              |
|                |   | Prerequisite: None           |
| <b>EIM 494</b> | <b>Enterprise Resource Planning</b>   | (4.5 credits/45 contact hrs) |
|                | An Enterprise Resource Planning (ERP) system is software that runs all business areas of an organization including accounting and finance, HR, sales and distribution, production, purchasing and inventory. It is cross-functional, process-centered, real time, and based on industry best practices, from service to manufacturing to not-for-profit. It is important that business and systems engineers obtain working knowledge of these systems as in their careers they will be ERP users, auditors, consultants, and/or developers. This course covers ERP theory and practice. Course content includes evolution of ERP systems, business process reengineering, process mapping, the ERP life cycle, ERP functionality, ERP bolt-ons and auditing and risk issues.   |                              |
|                |   | Prerequisite: None           |
| <b>SC 491</b>  | <b>Introduction to Cryptography</b>   | (4.5 credits/45 contact hrs) |
|                | This course is an undergraduate introduction to cryptography. The aim is to understand the theoretical foundations of cryptosystems used in the real world. This course complements Computer and Network Security, which focuses more on "high-level" issues and actual systems; in this class, we will look "under the hood" to get a better understanding of various cryptographic primitives, algorithms, attacks, and protocols   |                              |
|                |   | Prerequisite: None           |



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| <b>SC 492</b>  | <b>Computer and Network Security</b>  | (4.5 credits/45 contact hrs) |
| <p>The objectives of this course are to systematically study theories, principles and techniques of computer and network security. Students will learn basic cryptography, fundamentals of computer/network security, risks faced by computers and networks, security mechanisms, operating system security, secure systems design principles, and network security principles.</p> <p>Prerequisite: None</p>  |                                       |                              |
| <b>SC 493</b>  | <b>Computer and Cyber Forensics</b>   | (4.5 credits/45 contact hrs) |
| <p>This course focuses on computer and cyber forensics. Students will learn different aspects of computer and cyber-crime and ways in which to uncover, protect, exploit, and document digital evidence. Students will be exposed to different types of tools (both software and hardware), techniques and procedure, and be able to use them to perform rudimentary forensic investigations.</p> <p>Prerequisite: None</p>  |                                       |                              |
| <b>SC 494</b>  | <b>Applied Cyber Security</b>         | (4.5 credits/45 contact hrs) |
| <p>This course is geared toward participants at the decision-making level who need a broad overview, rather than those who are already deeply immersed in the technical aspects of cyber security (software development, digital forensics, etc.), although both groups will find the course valuable. Cyber security is a very large subject, and therefore this course is only intended to cover the basics of the current leading and pressing cyber security topics. The result is that we can cover many different approaches. We cover the introduction of a topic and after the fundamentals, you can explore further on your own. The goal is for participants to understand the utility of each topic, not to become specialists in any one subject</p> <p>Prerequisite: None</p>   |                                       |                              |
| <b>SE 491</b>  | <b>Software Construction</b>          | (4.5 credits/45 contact hrs) |
| <p>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.</p> <p>Prerequisite: None</p>   |                                       |                              |
| <b>SE 492</b>  | <b>Software Engineering</b>           | (4.5 credits/45 contact hrs) |
| <p>Software Project Management covers the fundamentals of project management adapted to account for the unique aspects of software projects that differentiate these projects from other kinds of projects (manufacturing, R&amp;D, business operations). Methods, tools, and techniques for planning and estimating, measuring and controlling, leading and directing, and managing risk in software projects are covered.</p> <p>Prerequisite: None</p>  |                                       |                              |
| <b>SE 493</b>  | <b>Software Project Management</b>    | (4.5 credits/45 contact hrs) |
| <p>This course focuses on issues in the engineering of software systems and software development project design. It includes the present state of software engineering, what has been tried in the past, what worked, what did not, and why. Topics may differ in each offering, but will be chosen from: the software process and lifecycle; requirements and specifications; design principles; testing, formal analysis, and reviews; quality management and assessment; product and process metrics; COTS and reuse; evolution and maintenance; team organization and people management; and software engineering aspects of programming languages.</p> <p>Prerequisite: None</p>  |                                       |                              |
| <b>SE 494</b>  | <b>Mobile Application Development</b> | (4.5 credits/45 contact hrs) |
| <p>This course will introduce students to application development for mobile devices. Students will learn about the various constraints facing mobile application designers, both with respect to hardware and with respect to user expectation. Students will also learn how to address these constraints with techniques in implementation, software design, and user-interaction design. Additionally, students will also learn about concepts at the core of modern mobile computing, such as software and data distribution models and location awareness. The course focuses on using the iPhone OS as the development platform, but the concepts covered in the course are platform agnostic. As such, students will be introduced to the Objective-C programming language, the XCode programming environment, and the iPhone SDK and APIs.</p> <p>Prerequisite: None</p> |                                       |                              |



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